



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

BID NO. 2014-009

**SENU-ANNUAL CONTRACT
FOR
COPY PAPER AND
STOCK COMPUTER FORMS**

**BIDS DUE OCTOBER 16, 2013
2:00 P.M.**

BID NO. 2014-009

TABLE OF CONTENTS

SPECIFICATIONS	1 – 15
OPENING DATE, TIME, PROCEDURES, CONTACTS	1
GENERAL CONDITIONS	1 – 3
DELIVERY REQUIREMENTS	4
SPECIAL TERMS AND CONDITIONS	5 – 11
EVALUATION CRITERIA	12
TECHNICAL SPECIFICATIONS.....	13 – 15
TARRANT COUNTY HUB POLICY.....	16 – 19
FORM FOR DISADVANTAGED BUSINESS ENTERPRISES.....	20
VENDOR REFERENCES	21
PROPOSAL FORMS	22 – 52
BID SIGNATURE FORM	22 - 23
CERTIFICATION OF ELIGIBILITY	24
BID FORMS/DOCUMENTS CHECKLIST	25 - 26
BID PROPOSAL	27 – 52

This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

Tarrant County is requesting bids for the **SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS, COUNTYWIDE**. All bids must be submitted on the attached Bid Proposal Form. Vendors may bid on any or all items. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

ORIGINAL AND ONE (1) COPY
OF
COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102
ON OR BEFORE OCTOBER 16, 2013 AT 2:00 P.M.

All bids, including a "NO BID", are due in the Purchasing Department by the due date, in sealed envelopes or boxes. **All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt.** Original bid must be clearly marked "ORIGINAL" and contain all original signatures.

Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder. If bids/proposals are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.

No oral explanation in regard to the meaning of the bid specifications will be made and no oral instructions will be given before the award of the contract. Request from interested bidders for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:

SUSANNA LEA, CPPB, BUYER
FAX: (817) 884-2629

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All documents associated with this bid including but not limited to, the bid document, questions and their responses, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents up to and including the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, Friday, October 4, 2013. After the question deadline, all questions and their responses will be posted on the website and available for download by bidders.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196. It is the intention of Tarrant County to make payment on completed orders within thirty days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County. Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids received after the time limit for receiving bids.
2. Bids containing any irregularities.
3. Unbalanced value of any items.

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Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated.
3. The Bidder being interested in any litigation against the County.
4. The Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work, which in the judgement of the County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.

It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certification of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Chapter 552, Government Code. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION."** Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful bidder may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

Prices shall include all charges for freight, F.O.B. inside delivered to:

VARIOUS TARRANT COUNTY LOCATIONS AS INDICATED ON PURCHASE ORDER

*(Some downtown locations **do not** have loading docks.)*

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to the County and may be required to be a part of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by the County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the bidder to meet guaranteed delivery dates or service performance could affect future County orders.

The County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If order is given and the Bidder fails to furnish the materials by the guaranteed date, the County reserves the right to cancel the order without liability on its parts.

SPECIAL DELIVERY REQUIREMENTS

Applicable to Orders for Information Technology

All orders for IT are to be stacked no greater than four (4) cartons high with the EXCEPTION of two (2) pallets which may be stacked no greater than five (5) cartons high. Since available storage space for palletted forms is a concern, all deliveries MUST be made per the requirements provided on each Purchase Order. Failure to comply may result in non-acceptance of delivery and the need for the shipper to reschedule per the Purchase Order delivery requirements at NO ADDITIONAL COST to Tarrant County.

A **packing list** shall accompany each shipment and shall show:

Tarrant County Purchase Order Number

Name and address of Vendor

Name and address of receiving department

Description of material shipped, including item numbers, quantity, etc.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **Contract Terms:** Successful vendor(s) will be awarded a six (6) month contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the vendor, the contract may be renewed for an additional six (6) month period, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **Renewal Options:** Tarrant County reserves the right to exercise an option to renew the contract of the vendor for an additional six (6) month period, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation.

3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among the governmental entities that are listed on pages 7 through 9; therefore it would be in the vendor's best interest to help Tarrant County facilitate this cooperative effort. **A "NO" answer could result in complete rejection of bid.**
 - A. Should other Governmental Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing would apply?

_____Yes _____No
 - 1) If you, the Bidder, checked yes, the following will apply:
 - a) Governmental Entities utilizing Inter-Governmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material/services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the successful bidder and each governmental entity.

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the vendor.
- d) Vendor(s) awarded contract(s) resulting from Request for Bid (RFB) shall be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information shall be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County. Failure to provide the requested information when requested could delay the renewal process.

B. SECONDARY/ALTERNATE AWARD: Secondary or alternate vendors serve in a back up capacity only. In the event the primary is unable to honor the terms and conditions of the contract, the secondary vendor may be called. If the secondary vendor is unable to honor the terms and conditions of the contract the alternate may be called. The primary vendor is the first contact. Use of the secondary or alternate must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- 1) In the event the secondary or alternate vendors are called upon, they will offer the goods and services at the bid prices, or better. Any attempt to increase the original bid price may be cause to remove the vendor from the contract. This in no way negatively affects the status of the primary vendor.
- 2) If the secondary or alternate vendor represents themselves as the primary vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the secondary or alternate vendor may be removed from the contract. Would you, the Bidder, be willing to accept a secondary/alternate award based on the above?

Yes No

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. Alamo Heights ISD	45. City of Blue Mound	96. City of Galena Park
2. Allen ISD	46. City of Bovina	97. City of Galveston
3. Alvord ISD	47. City of Bowie	98. City of Ganado
4. Anna Fire Department	48. City of Boyd	99. City of Garland
5. Arlington ISD	49. City of Bridge City	100. City of Gatesville
6. Armstrong County	50. City of Bridgeport	101. City of Georgetown
7. Atascosa County	51. City of Brownwood	102. City of Glen Heights
8. Bastrop County	52. City of Bryan	103. City of Godley
9. Benbrook Water Authority	53. City of Burkburnett	104. City of Granbury
10. Bethany Special Utility District	54. City of Burleson	105. City of Grand Prairie
11. Bexar County	55. City of Caddo Mills	106. City of Grand Saline
12. Blue Ridge Fire Department	56. City of Carrollton	107. City of Grapevine
13. Bosque County	57. City of Castle Hills	108. City of Greenville
14. Branch Fire Department	58. City of Cedar Hill	109. City of Haltom City
15. Brazoria County	59. City of Cedar Park	110. City of Horizon City
16. Brazos County	60. City of Celeste	111. City of Hudson Oaks
17. Briar Volunteer Fire Department	61. City of Celina	112. City of Huntsville
18. Brooks County	62. City of Cleburne	113. City of Hurst
19. Constables, Precincts 1-4	63. City of Cockrell Hill	114. City of Hutchins
20. Brown County	64. City of Colleyville	115. City of Hutto
21. Bulverde Police Department	65. City of Combine	116. City of Irving
22. Burnet County	66. City of Commerce	117. City of Italy
23. Cameron County	67. City of Coppell	118. City of Jefferson
24. Carroll ISD	68. City of Copperas Cove	119. City of Keene
25. Carrollton-Farmers Branch ISD	69. City of Corinth	120. City of Keller
26. Castleberry ISD	70. City of Corsicana	121. City of Kennedale
27. Cedar Hill ISD	71. City of Crowley	122. City of Killeen
28. Chambers County	72. City of Cumby	123. City of Krum
29. Cherokee County	73. City of Dalworthington Gardens	124. City of Kyle
30. City of Aledo	74. City of Decatur	125. City of La Vernia
31. City of Allen	75. City of Denison	126. City of Lake Worth
32. City of Alvord	76. City of Denton	127. City of Lancaster
33. City of Amarillo	77. City of DeSoto	128. City of League City
34. City of Anna	78. City of Diboll	129. City of Leander
35. City of Arlington	79. City of Duncanville	130. City of Lewisville
36. City of Athens	80. City of Early	131. City of Lindale
37. City of Aubrey	81. City of Eastland	132. City of Little Elm
38. City of Austin	82. City of El Paso	133. City of Littlefield
39. City of Azle	83. City of Electra	134. City of Live Oak
40. City of Balch Springs	84. City of Emory	135. City of Lubbock
41. City of Bangs	85. City of Euless	136. City of Lucas
42. City of Baytown	86. City of Everman	137. City of Lufkin
43. City of Bedford	87. City of Farmers Branch	138. City of Lumberton
44. City of Bells	88. City of Farmersville	139. City of Mansfield
45. City of Benbrook	89. City of Ferris	140. City of Marshall
	90. City of Floresville	141. City of McAllen
	91. City of Forest Hill	142. City of McKinney
	92. City of Forney	143. City of Melissa
	93. City of Fort Worth	144. City of Merkel
	94. City of Frisco	145. City of Mesquite
	95. City of Gainesville	146. City of Midlothian
		147. City of Morgan's Point Resort

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

148.	City of Murphy	199.	City of Westworth Village	238.	Fort Worth ISD
149.	City of Nacogdoches	200.	City of White Settlement	239.	Fort Worth Transportation Authority
150.	City of Nederland	201.	City of Whitesboro	240.	Freestone County
151.	City of New Braunfels	202.	City of Whitewright	241.	Frisco ISD
152.	City of North Richland Hills	203.	City of Wills Point	242.	Grandview Police Department
153.	City of Odessa	204.	City of Wylie	243.	Grapevine\Colleyville ISD
154.	City of Palestine	205.	Clay County	244.	Grayson County
155.	City of Pasadena	206.	Clear Creek ISD	245.	Gregg County
156.	City of Pelican Bay	207.	Collin County	246.	Guadalupe County
157.	City of Pharr	208.	Collin County Community College	247.	Hardin County
158.	City of Plano	209.	Comal County	248.	Harris County Emergency Services District
159.	City of Pottsboro	210.	Cooke County	249.	Harrison County
160.	City of Port Isabel	211.	Coryell County	250.	Hays County
161.	City of Princeton	212.	Cottondale Volunteer Fire Department	251.	Heart of Texas Region MHMR Center
162.	City of Ralls	213.	Crowley ISD	252.	Henderson County
163.	City of Red Oak	214.	Dallas County	253.	Hood County
164.	City of Richardson	215.	Dallas/Fort Worth International Airport Board	254.	Hopkins County
165.	City of Richland Hills	216.	Decatur ISD	255.	Housing Authority of the City of Austin
166.	City of River Oaks	217.	Denison ISD	256.	Hunt County
167.	City of Roanoke	218.	Denton County	257.	Hurst Euless Bedford ISD
168.	City of Rockwall	219.	Denton County Fresh Water Supply Dist. No. 1-A	258.	Hutchinson County
169.	City of Round Rock	220.	Denton ISD	259.	Idea Public Schools
170.	City of Rowlett	221.	DeSoto ISD	260.	Jasper County
171.	City of Royse City	222.	Diana Special Utility District	261.	Jefferson County
172.	City of Runaway Bay	223.	Duncanville ISD	262.	Jim Wells County
173.	City of Sachse	224.	Duval County	263.	Johnson County
174.	City of Saginaw	225.	Eagle Mountain- Saginaw ISD	264.	Johnson County Special Utility District
175.	City of San Angelo	226.	East Texas Council of Governments	265.	Karnes County
176.	City of San Marcos	227.	Ector County	266.	Kaufman County
177.	City of Sansom Park	228.	Education Service Center Region XI	267.	Kaufman ISD
178.	City of Seagoville	229.	El Paso County	268.	Keller ISD
179.	City of Sherman	230.	El Paso County Hospital District dba University Medical Center of El Paso	269.	Kennedale ISD
180.	City of Sour Lake	231.	Electra ISD	270.	Kinney County
181.	City of Southlake	232.	Ellis County	271.	Krum ISD
182.	City of Southmayd	233.	Erath County	272.	Lake Dallas ISD
183.	City of Springtown	234.	Everman ISD	273.	Lake Worth ISD
184.	City of Sulphur Springs	235.	Fannin County	274.	Lamb County
185.	City of Taft	236.	Fort Bend County	275.	Lampasas County
186.	City of Taylor	237.	Fort Worth Housing Authority	276.	Lavon Police Department
187.	City of Temple			277.	Leon County
188.	City of Terrell			278.	Lewisville ISD
189.	City of Texarkana			279.	Little Elm ISD
190.	City of Texarkana, Ark.				
191.	City of The Colony				
192.	City of University Park				
193.	City of Van Alstyne				
194.	City of Venus				
195.	City of Waco				
196.	City of Watauga				
197.	City of Waxahachie				
198.	City of Weatherford				

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

280. Lowry Crossing Volunteer Fire Dept.	317. Senior Center Resource and Public Transit, Inc. of Hunt County	349. Town of Ponder
281. Mansfield ISD	318. Seven Points Fire Rescue	350. Town of Prosper
282. Marilee Special Utility District	319. Sherman ISD	351. Town of Sunnyvale
283. McKinney ISD	320. Smith County	352. Town of Trophy Club
284. McLennan County	321. Springtown ISD	353. Town of Westlake
285. McLennan Community College	322. South Montgomery Fire Department	354. Town of Westover Hills
286. MHMR of Tarrant County	323. South Texas College	355. Travis County
287. Midway ISD	324. SPAN, Inc.	356. Travis County Healthcare District
288. Milam County	325. Tarrant Appraisal District	357. Trinity River Authority
289. Mills County	326. Tarrant County 9-1-1 Emergency Assistance District	358. United States Marshals Service
290. Montgomery County	327. Tarrant County College District	359. University of North Texas
291. Montgomery County Hospital District	328. Tarrant County Emergency Services District 1	360. University of North Texas Health Science Center
292. Nacogdoches County	329. Tarrant County Hospital District	361. University of Texas at Arlington
293. Navarro County	330. Tarrant County Workforce Development Board	362. University of Texas at Dallas
294. Nevada Volunteer Fire Department	331. Tarrant Regional Water District	363. University of Texas MD Anderson Cancer Center
295. North Central Texas Council of Governments	332. Taylor County	364. Upper Trinity Regional Water District
296. North Texas Municipal Water District	333. Terrell ISD	365. Upshur County
297. North Texas Tollway Authority	334. Texas A&M University at Commerce	366. Van Zandt County
298. Northwest ISD	335. Texas Dept. of Parks & Wildlife	367. Victoria County
299. Nueces County	336. Texas Dept. of Public Safety	368. Waco ISD
300. Olton Police Department	337. Titus County	369. Walker County
301. Orange County	338. Tom Green County	370. Ward County
302. Palo Pinto County	339. Town of Addison	371. Weatherford College
303. Panola County	340. Town of Argyle	372. Westminster Fire Dept.
304. Paradise ISD	341. Town of Edgecliff Village	373. Weston Volunteer Fire Department
305. Parker County	342. Town of Fairview	374. White Settlement ISD
306. Parker County Emergency Services District 1	343. Town of Flower Mound	375. Williamson County
307. Potter County	344. Town of Hickory Creek	376. Wilson County
308. Public Transit Service of Mineral Wells	345. Town of Highland Park	377. Wise County
309. Rancho Viejo Police Department	346. Town of Lakeside	378. Wood County
310. Red Oak ISD	347. Town of Northlake	379. Zapata County
311. Red River County	348. Town of Pantego	
312. Rockwall County		
313. Region 9 Education Service Center Wichita		
314. San Jacinto College District		
315. San Patricio County		
316. Schleicher County		

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. **Criminal Background Check:**

Certain contracts may require vendors to enter sensitive security areas. These include, but are not limited to, Tarrant County Sheriff's Department, Tarrant County Courts, Tarrant County District Attorney's Offices, Tarrant County Information Technology, etc.

If a particular contract requires your personnel to enter such a location the following could apply.

- a. The successful bidder shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on Tarrant County property.
- b. Vendor personnel who perform work on Tarrant County property must submit to and pass a Sheriff's Department Criminal Background Check. That status must be maintained by all vendor personnel entering County buildings for the duration of the contract.
- c. Criminal Background checks conducted by your firm may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- d. Award of a contract could be affected by your firms' refusal to agree to these terms. Award could also be affected if your firm is unable to supply personnel who can pass a Criminal Background Check.

Note: The Criminal Background Check applies to the individual and not the Company.

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. Since Tarrant County is environmentally concerned, recycled paper products may be proposed in response to this bid if they comply with material specifications and are comparable or lower in cost to new products. Tarrant County determination as to whether a product meets their requirements will be final.
7. **All respondents must provide the information requested in the spaces provided for each bid item.**
8. All Shipping/Delivery/Installation charges must be included in Unit Cost(s).
9. Items will be ordered in various quantities on an "AS NEEDED" basis. Five (5) case minimum order for 8-1/2" x 11" and 8-1/2" x 14" copy paper.
10. All stock standard 8-1/2" x 11, 8-1/2" x 14 or 11 x 17 must be packaged in reams as per industry standard and boxed with clear labels on content.
11. Award(s) will be made on a "PER ITEM" basis.
12. **Shipments are to be complete. All cases should be delivered full; no partial cases unless ordered as such. All items ordered by the skid should be delivered as full skids. No partial shipments without prior agreement by Tarrant County.**
13. All items should be packaged as indicated, per box or per case.
14. All items should be boxed or wrapped, no loose items in box/case.
15. **SAMPLES.** Sample quantity of 2" to 3" per item may be required from the low bidder for testing purposes. **Samples for all alternate brands bid should be included with bid submission.** Should testing samples be required, they must be provided within five (5) days of the request.
16. The letter and legal sized recycled copy paper bid in response to this RFB should function properly in all County copiers, fax machines, laser printers, and ink jet printers without jamming.
17. All orders for IT are to be stacked no greater than four (4) cartons high with the EXCEPTION of two (2) pallets which may be stacked no greater than five (5) cartons high. Since available storage space for palletted forms is a concern, all deliveries MUST be made per the requirements provided on each Purchase Order. Failure to comply may result in non-acceptance of delivery and the need for the shipper to reschedule per the Purchase Order delivery requirements at NO ADDITIONAL COST to Tarrant County.
18. Items with term "this brand only" are to be bid on the stated brand. No substitutions.
19. Items with "or comparable" on brand is defined as the same quality, size and color of the preferred brand.
20. Any stock items ordered, if found that it does not meet industry standards, will be replaced by the vendor at no cost to Tarrant County and vendor at notice will pick up in five (5) business days or it will be destroyed.

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

Evaluation criteria shall include, but is not limited to the following:

- a. Unit Price
- b. Delivery
- c. Vendor's past performance record with Tarrant County
- d. Tarrant County's evaluation of vendor's ability to perform
- e. Tarrant County's experience with products bid
- f. Special needs and requirements of Tarrant County
- g. Vendor's agreement to extend pricing under this contract to other governmental entities

Quantities indicated on the Bid Proposal Forms are estimates based upon the best available information. The County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive -- not restrictive -- and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered if the bid is noted and fully descriptive brochures are enclosed. **If notation of substitution is not made, it is assumed vendor is bidding item specified.** Successful vendor will not be allowed to make unauthorized substitutions after award.

Samples for testing may be required for evaluation. Samples will be free to the County. Failure to provide samples will be justification for bid rejection. Tarrant County reserves the right to determine equals. **Samples must be the same product bid. Samples on equivalents must be included with bid.**

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SPECIFICATIONS

1.0 SCOPE OF BID

- 1.1 This Request for Bid sets forth the specifications and requirements for the purchase, shipping, and acceptance of copy paper and the stock computer forms currently being used by Tarrant County in the support of printed output being generated for a number of County Departments and agencies. The successful bidder(s) will be awarded a six (6) month contract, effective from the award date specified in the Court document, with one (1) option to renew for an additional six (6) month period. Prices must be firm for the entire term of the contract.
- 1.2 Tarrant County utilizes two (2) Ricoh AF1105 multifunction cut-sheet copier/printers that print at 105 images per minute and three (3) Ricoh MP9000 multifunction cut sheet copier/printers at 90 pages per minute. It is anticipated that one (or more) slower cut-sheet printers will be procured to accommodate the printing of adhesive labels. All equipment is located in the County's Centralized Computer Room. Bidders are requested to provide firm, fixed-price quotes for each of these items detailed in the Bid Proposal Forms.
- 1.3 Due to the nature of processing performed by Tarrant County and its constant endeavor to provide the highest level of services, it is imperative that all products and services being proposed offer the highest level of quality, reliability, and service. The materials and services procured from the award of this contract should contribute to this objective.

2.0 RECYCLED PRODUCTS

- 2.1 Tarrant County wishes to support the use of recycled products and to do its share in being "environmentally" friendly whenever the opportunity to do so remains feasible. Tarrant County wishes to purchase environmentally preferred products, which have a lesser or reduced effect on human health and the environment when compared to other products that serve the same purpose. The recycled products bid in response to this RFB must significantly match the quality, appearance, and anticipated shelf life of virgin materials.
- 2.2 Tarrant County reserves the right to determine the acceptance or rejection of any recycled products which are bid based on evaluation of samples received.
- 2.3 Tarrant County will accept bids for a recycled product that meets all the minimum requirements specified below and processed chlorine free (PCF), 100% post consumer content.
 - 2.3.1 Letter Size: 8-1/2" x 11"
 - 2.3.2 Legal Size: 8-1/2" x 14"
 - 2.3.3 Case Size (Letter and Legal): 5,000 sheets
 - 2.3.4 Substance Weight: 20 lb.
 - 2.3.5 Brightness: 84 or greater
 - 2.3.6 Post-Consumer Recycled Fiber: 100%

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- 2.4 Processed chlorine free refers to paper in which the recycled content is unbleached without chlorine and chlorine derivatives. Any virgin material portion of the paper must be totally chlorine free (virgin paper that is unbleached or processed with a sequence that includes no chlorine or chlorine derivatives).

3.0 DEFINITIONS

- 3.1 "Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and/or disposal of the product.
- 3.2 "Recycled Products" are products manufactured with waste material that has been recovered or diverted from solid waste. Recycled material may be derived from post-consumer waste (material that has served its intended use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been disposed of.
- 3.3 "Post-Consumer Waste" means a finished material which would normally be disposed of as a solid waste having completed its life cycled as a consumer item.

4.0 WARRANTY REQUIREMENTS

- 4.1 All product bids should be warranted or guaranteed for a minimum of twelve (12) months following Tarrant County's receipt of purchased items. This warranty or guarantee is to be honored by the bidder, who must immediately respond to Tarrant County for any noted deficiencies with any bid item for which he has been awarded. Any interaction for the purpose of problem resolution between the bidder and the deficient product's manufacturer will be the responsibility of the bidder to resolve, and not that of Tarrant County.

5.0 SAMPLE REQUIREMENTS

- 5.1 Bidders shall be responsible for RAPIDLY providing a product sample to Tarrant County for testing and evaluation WHEN REQUESTED by Tarrant County. Requested samples must be at NO CHARGE and be delivered at BIDDER'S EXPENSE within five (5) working days of the County's request in order to expedite evaluation, UNLESS otherwise agreed to, in writing, by Tarrant County. Tarrant County reserves the right to determine equals. Samples must be the same product as that bid.
- 5.2 All samples are to be legibly labeled with bidder's company name, bid number, and bid item number. In addition, any product samples, which are submitted, that are manufactured using RECYCLED materials must be visibly labeled as such.

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6.0 PAPER DUST AND CHADS

- 6.1 Prior experience with various vendors has indicated the need to include a means to evaluate the cleanliness of forms procured. Typically, it is expected that at least ten (10) cases of forms should be able to pass through a printer before the need for cleaning the printer becomes visibly apparent.
- 6.2 Paper dust and chads need to be kept to a minimum in EVERY shipment. To offer any less is indicative of a poor-manufacturing process. Printer cleaning is also an unnecessary and time-consuming function to perform, and contributes to increased printer maintenance and reduced printer life and print efficiency. Bidders must ensure that all forms purchased by and delivered to Tarrant County are reasonable free of accumulated paper dust and chads.
- 6.3 Tarrant County will consider a minimum of five (5) cases passing through a printer before cleaning becomes obvious as being an acceptable standard.

7.0 SHIPMENT REQUIREMENTS

- 7.1 In addition to delivery requirements specified earlier in this document, successful bidder should be capable of ensuring that **ALL** products are delivered **in COMPLETE SHIPMENTS (incomplete cases requiring with multiple deliveries are not acceptable) within fourteen (14) days following receipt of Tarrant County Purchase Order, unless OTHERWISE authorized in writing by Tarrant County.**
- 7.2 Shipments will be made to multiple addresses; will be indicated on each Purchase Order received from Tarrant County.
- 7.3 Shipments to the Information Technology Department, Tarrant County Plaza Building, 200 Taylor Street, Fort Worth, Texas 76102 will be accepted during normal work days (excluding County holidays) between the hours of 8:00 to 10:00 a.m., or 2:00 to 4:00 p.m. Driver should call (817) 884-2463 or (817) 884-1540 upon arrival, if delivery instructions are needed.
- 7.4 Bidder must comply with additional instructions for delivery to other County locations that will be provided at time of ordering. Failure to comply may justify refusal of delivery and necessitate a rescheduling for delivery at another time. Any cost incurred as a result of rescheduling due to the bidder's failure to comply with delivery instructions will be borne by the bidder.
- 7.5 All shipments must be palletized, using strong, reinforced pallets, which will facilitate later relocation of forms without the pallet collapsing. Vendor should ensure that no pallets, which are too weak or are insufficient to support a full pallet load of forms are used.

8.0 FAILURE TO COMPLY

- 8.1 Failure of the bidder to comply with ANY of the specifications contained in this bid document after contract award will justify action by Tarrant County to terminate contract for ANY or ALL awarded items on this bid with that particular bidder. Successful vendors who do not comply will be offered an opportunity to resolve noted deficiencies. Failure to resolve deficiencies in a timely manner may justify cancellation of contract and subsequent award to the next low bidder who complies with the bid specifications.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO . _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

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VENDOR REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this bid. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this bid. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

BID PROPOSAL SIGNATURE FORM

The undersigned agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned agrees, if this bid is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be ninety (90) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package. ***Failure to sign and return this form will result in the rejection of the entire bid.***

Signature _____ **X**
Authorized Representative

NAME AND ADDRESS OF COMPANY:

Date _____
Name _____
Title _____
Tel. No. _____ FAX No. _____
E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!



Did you sign your bid and/or
your addendum?

If not, your bid will be
rejected.

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COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

CERTIFICATION OF ELIGIBILITY

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID.

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BID FORMS/DOCUMENTS CHECKLIST

<p>✓Indicates Compliance</p>	<p>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.</p>
	<p>1. Vendor References. Bidder has provided three (3) references, other than Tarrant County. References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this bid.</p>
	<p>2. Signatures. All forms requiring a signature must be signed. Bids not signed will not be considered for award.</p>
	<p>3. Bid Proposal Forms. All sections of Bid Proposal Forms have been completed.</p>
	<p>4. Insurance Certificates (if required). Bidders must submit all Insurance Certificates with bid. If no insurance requirements specified, mark N/A.</p>
	<p>5. Addenda. When applicable, Bidder acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised Bid Forms in their bid package.</p>
	<p>6. It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certification of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.</p>
	<p>7. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.</p>
	<p>8. Accuracy for all mathematical and number entries is the sole responsibility of the bidder. Tarrant County will not be responsible for errors made by the bidder.</p>

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

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BID FORMS/DOCUMENTS CHECKLIST

✓Indicates Compliance	A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.
	9. Bidder's company is registered on TVORS (Tarrant On-Line Vendor Registration System).
	10. Failure to comply with the requirements set forth in this Request for Bid may result in rejection of bid and/or cancellation of contract after award.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
1.	Bond Paper, 20 lb., 8-1/2 x 11 White over 84 Briteness. Brand Bid: _____	0 - 2,000 cs	\$ _____	\$ _____	_____	\$ _____
2.	Bond Paper, RECYCLED, 20 lb., 8-1/2 x 11, Briteness: 84 or greater, 100% Post-Consumer Waste.	0 - 1,000	\$ _____	\$ _____	_____	\$ _____
3.	Bond Paper, 20 lb., 8-1/2 x 11, Color.	0 - 200 cs	\$ _____	\$ _____	_____	\$ _____
4.	Bond Paper, 20 lb., 8-1/2 x 14, White.	0 - 200 cs	\$ _____	\$ _____	_____	\$ _____
5.	Bond Paper, RECYCLED, 20 lb., 8-1/2 x 14, Briteness: 84 or greater, 100% Post-Consumer Waste.	0 - 100 cs	\$ _____	\$ _____	_____	\$ _____
6.	Bond Paper, 20 lb., 8-1/2 x 14, Color.	0 - 15 cs	\$ _____	\$ _____	_____	\$ _____

If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc.
Brand bid must be equal to the item specified. Samples of equivalents must be included with bid package.

Successful bidder must be capable of ensuring that ALL products are delivered in COMPLETE SHIPMENTS.
Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
7.	Bond Paper, 20 lb., 11 x 17, White.	0 - 30 cs	\$ _____	\$ _____	_____	\$ _____
8.	Bond Paper, 20 lb., 11 x 17, Color.	0 - 30 cs	\$ _____	\$ _____	_____	\$ _____
9.	Paper, 20 lb., Writing, 8-1/2 x 11 Capitol Bond, 25% Cotton Bright White, Recycled, with Tarrant County Watermark, Light Cockle Finish. One (1) Delivery.	0 - 160 cs	\$ _____	\$ _____	_____	\$ _____
10.	Paper, 24/60 lb., 8-1/2 x 11, White, Accent Opaque <u>only</u>.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
11.	Paper, 24/60 lb., 8-1/2 x 14, White, Text Accent Opaque <u>only</u>.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
12.	Paper, 24/60 lb., 11 x 17, White, Text Accent Opaque <u>only</u>.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
<p>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc. Brand bid must be equal to the item specified. <u>Samples of equivalents must be included with bid package.</u></p>						
<p>Successful bidder must be capable of ensuring that ALL products are delivered in COMPLETE SHIPMENTS. <u>Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.</u></p>						

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
13.	Paper, 24/60 lb., 8-1/2 x 11, Assorted Colors, Pastels, Text.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
14.	Paper, 24/60 lb., 8-1/2 x 14, Assorted Colors, Pastels, Text.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
15.	Paper, 24/60 lb., 11 x 17, Assorted Colors Pastels, Text.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
16.	Paper, 60 lb., 8-1/2 x 11, Assorted Colors, Text, Astrobrites only.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
17.	Paper, 60 lb., 8-1/2 x 14, Assorted Colors, Text, Astrobrites only.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
18.	Paper, 60 lb., 8-3/4 x 6-5/8, Yellow, Text, Astrobrites only.	0 - 100 cs.	\$ _____	\$ _____	_____	\$ _____
19.	Paper, 60 lb., 8-1/2 x 11, Colors and White, Text or French's Parchtone only.	0 - 30 cs	\$ _____	\$ _____	_____	\$ _____
<p>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc. Brand bid must be equal to the item specified. Samples of equivalents must be included with bid.</p>						
<p>Successful bidder must be capable of ensuring that ALL products are delivered in COMPLETE SHIPMENTS. Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.</p>						

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
20.	Paper, 60 lb., Pressure Sensitive, White, Uncoated crack and peel.	0 - 5 cs.	\$ _____	\$ _____	_____	\$ _____
21.	Paper, 60 lb., Metro Pressure Sensitive, Colors, Uncoated crack and peel. Hot Colors.	0 - 5 cs.	\$ _____	\$ _____	_____	\$ _____
22.	Paper, Cover, 65 lb., 8-1/2 x 11, Colors, <u>Astrobrites only.</u>	0 - 15 cs	\$ _____	\$ _____	_____	\$ _____
23.	Paper, Vellum Cover, 67 lb., 8-1/2 x 11, White.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
24.	Paper, Vellum Cover, 67 lb., 8-1/2 x 11, Color.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
25.	Paper, Vellum Cover, 67 lb., Colors, 23 x 35.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
26.	Vellum White Sheet, 23 x 35, 67 lbs.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
27.	Bond Paper, 70 lb., 11 x 17, White Accent Opaque, <u>No Exceptions.</u>	0 - 100 cs	\$ _____	\$ _____	_____	\$ _____
<p>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc. Brand bid must be equal to the item specified. <u>Samples of equivalents must be included with bid.</u></p>						
<p>Successful bidder must be capable of ensuring that <u>ALL</u> products are delivered in <u>COMPLETE SHIPMENTS.</u> <u>Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.</u></p>						

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
28.	Paper, 70 lb., 8-1/2 x 11, White, Accent Opaque, No Exceptions.	0 - 40 cs	\$ _____	\$ _____	_____	\$ _____
29.	Paper, 70 lb., 8-1/2 x 11, Color, Text.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
30.	Paper, 70 lb., 8-1/2 x 14, Color, Text.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
31.	70# Springhill, or alternate, Colors, 8-1/2 x 11.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
32.	70# Springhill, Cream, 8-1/2 x 11, Springhill only.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
33.	Paper, 70 lb., 11 x 17, Color, Text.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
34.	Paper, 70 lb., 8-1/2 x 11, Color, Linen, Text.	0 - 15 cs	\$ _____	\$ _____	_____	\$ _____
35.	Paper, 70 lb., 8-1/2 x 14, White, Accent Opaque only.	0 - 100 cs	\$ _____	\$ _____	_____	\$ _____

If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc.
Brand bid must be equal to the item specified. **Samples of equivalents must be included with bid.**

Successful bidder must be capable of ensuring that **ALL** products are delivered in **COMPLETE SHIPMENTS**.
Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
36.	Paper, 80 lb., 8-1/2 x 11, Color, Linen, Cover, or comparable.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
37.	Paper, 80 lb., 8-1/2 x 11, White, Linen, Cover, or comparable.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
38.	80# Cover - Accent Opaque - White, 8-1/2 x 11, or comparable.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
39.	80# Cover - Vellum, Colours, 8-1/2 x 11, or comparable.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
40.	65# Cover - Vellum, Colours, 8-1/2 x 11, or comparable.	0 - 10 cs	\$ _____	\$ _____	_____	\$ _____
41.	Paper, 80 lb., 8-1/2 x 11, Text Futura Laser Gloss, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
42.	Paper, 80 lb., 11 x 17, Text Futura Laser Gloss, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
<p>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc. Brand bid must be equal to the item specified. Samples of equivalents must be included with bid.</p>						
<p>Successful bidder must be capable of ensuring that ALL products are delivered in COMPLETE SHIPMENTS. Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.</p>						

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
43.	Paper, 80 lb., 12 x 18, Text Futura Laser Gloss, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
44.	Paper, 80 lb., 8-1/2 x 11, Text Futura Laser Dull, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
45.	Paper, 80 lb., 11 x 17, Text Futura Laser Dull, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
46.	Paper, 80 lb., 12 x 18, Text Futura Laser Dull, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
47.	Paper, 80 lb., 8-1/2 x 11, Cover, Future Laser Gloss, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
48.	Paper, 80 lb., 11 x 17, Cover, Future Laser Gloss, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
49.	Paper, 80 lb., 12 x 18, Cover Future Laser Gloss, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____

If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc.
Brand bid must be equal to the item specified. Samples of equivalents must be included with bid.

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SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
50.	Paper, 80 lb., 8 1/2 x 11, Cover Futura Laser Dull, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
51.	Paper, 80 lb., 11 x 17, Cover Futura Laser Dull, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
52.	Paper, 80 lb., 12 x 18, Cover Futura Laser Dull, or comparable.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
53.	Paper, Card Cover, 80 lb., 3-1/2 x 8-1/2, Hi Bulk-Vellum Finish, Wrapped 500/pkg. At least 11.5 pt.	350,000 Sheets	\$ _____	\$ _____	_____	\$ _____
54.	Paper, Index, 90 lb., 22-1/2 x 35, Assorted Colors, Boxed, 500/box.	0 - 30 m	\$ _____	\$ _____	_____	\$ _____

**If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc.
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SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
55.	Paper, Index, 90 lb., 22-1/2 x 35, White, Boxed, 500/box.	0 - 30 m	\$ _____	\$ _____	_____	\$ _____
56.	Paper, 20 lb., 25% Cotton, 8-1/2 x 11, Nekoosa.	0 - 40 cs	\$ _____	\$ _____	_____	\$ _____
57.	Envelope, #10, 24 lb., White, No Window, Executive Flap , or Pointed Flap , 500/bx., 2500/cs. No Exceptions. Brand Bid: _____	0 - 720 box	\$ _____	\$ _____	_____	\$ _____
58.	Envelope, #14, 28 lb., No Window, Brown Kraft 500/bx., 2500/cs. Brand Bid: _____	0 - 50 bx	\$ _____	\$ _____	_____	\$ _____
59.	Envelope, #11, 24 lb., Standard Window, White. Top open, gummed flap, 500/bx. Brand Bid: _____	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
<p>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc. Brand bid must be equal to the item specified. Samples of equivalents must be included with bid.</p>						
<p>Successful bidder must be capable of ensuring that ALL products are delivered in COMPLETE SHIPMENTS. Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.</p>						

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
60.	Envelope, #11, 24 lb., No Window, White, Top open, gummed flap, 500/bx. Brand Bid: _____	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
61.	Envelope, #10, 24 lb., Window, White, 500/bx., 2500/cs. Brand Bid: _____	0 - 400 bx	\$ _____	\$ _____	_____	\$ _____
62.	Envelope, #10, 24 lb., Brown Kraft. Brand Bid: _____	0 - 100 bx	\$ _____	\$ _____	_____	\$ _____
63.	Envelope, #9, 24 lb., Colors, 500/bx., 2500/cs. Brand Bid: _____	0 - 8 bx	\$ _____	\$ _____	_____	\$ _____

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SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
64.	#10 Envelopes – Astrobrites.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
65.	#9 Envelopes – Astrobrites.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
66.	#10 Envelopes – Pastels.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
67.	#10 Envelopes – <u>Springhill, Cream Only.</u>	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
68.	#9 Envelopes – Standard Window – White.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
69.	#9 Envelopes – Standard Window – White with blue inside tint. Brand Bid: _____	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
70.	#10 Envelopes – Standard Window – White with blue inside tint.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
<p>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc. Brand bid must be equal to the item specified. <u>Samples of equivalents must be included with bid.</u></p>						
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SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
71.	#10 Envelopes – Right Hand Window.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
72.	#14 Envelopes – White.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
73.	Catalog Envelope, #12-1/2, 28 lb., Open End, Peel and Seal, 9-1/2 x 12-1/2, Brown Kraft.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
74.	60# #10 Standard Envelopes, Springhill.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
75.	Catalog Envelopes, #1, 24 lb., 6 x 9, Open End, Kraft Brown. Must have 1¾" flap.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
76.	Catalog Envelopes, #1, 24 lb., 6 x 9, Open End, White. Must have 1¾" flap.	0 - 25 bx	\$ _____	\$ _____	_____	\$ _____
77.	Envelope, #9, 24 lb., White, No Window 3-7/8 x 8-7/8.	0 -20 bx	\$ _____	\$ _____	_____	\$ _____

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
78.	Catalog Envelope, Open End, 24 lb., White Peel and Seal, 9 x 12.	0 - 50 bx	\$ _____	\$ _____	_____	\$ _____
79.	Cards, Baronial 5-1/2" Folding Panel Cards, Neenah Classic Crest. Color: Classic Cream. <u>No Exceptions.</u>	0 - 50 bx	\$ _____	\$ _____	_____	\$ _____
80.	Cards, Baronial 6" Folding Panel Cards, Neenah Classic Crest, Color: Classic Cream. <u>No Exceptions.</u>	0 - 50 bx	\$ _____	\$ _____	_____	\$ _____
81.	Envelopes, Baronial 5-1/2" Envelopes, Neenah Classic Crest, Color: Classic Cream. <u>No Exceptions.</u>	0 - 50 bx	\$ _____	\$ _____	_____	\$ _____
82.	Envelopes, Baronial 6" Envelopes, Neenah Classic Crest, Color: Classic Cream. <u>No Exceptions.</u>	0 - 50 bx	\$ _____	\$ _____	_____	\$ _____

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
83.	Fan A Part Adhesive - Nekoosa only.	0 - 75 qts	\$ _____	\$ _____	_____	\$ _____
84.	NCR Paper, 20 lb., 8-1/2 x 11, 2 Pt., Black Ink Transfer only, Reverse, Excel or Imation.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
85.	NCR Paper, 20 lb., 8-1/2 x 11, 3 Pt., Black Ink Transfer only, Reverse, Excel or Imation.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
86.	NCR Paper, 20 lb., 8-1/2 x 11, 4 Pt., Black Ink Transfer only, Reverse Sequence, Excel or Imation.	0 - 40 cs	\$ _____	\$ _____	_____	\$ _____
87.	NCR Paper, 20 lb., 8-1/2 x 14, 2 Pt., Black Ink Transfer only, Reverse Sequence, Excel or Imation.	0 - 25 cs	\$ _____	\$ _____	_____	\$ _____
88.	NCR Paper, 20 lb., 8-1/2 x 14, 3 Pt., Black Ink Transfer only, Reverse, Excel or Imation.	0 - 25 cs	\$ _____	\$ _____	_____	\$ _____

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
89.	NCR Paper, 20 lbs., 8-1/2 x 14, 4 Pt, Black Ink Transfer only, Reverse, Excel or Imation.	0 - 25 cs	\$ _____	\$ _____	_____	\$ _____
90.	NCR Paper, 20 lbs., 8-1/2 x 11, 1 Pt., White Coated Back only, Black Ink Transfer. Excel or Imation.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
91.	NCR Paper, 20 lbs., 8-1/2 x 11, 1 part, Black Ink Transfer only, Coated Front and Back, Colors: Yellow, Pink, Blue, Green, Golden Rod. Excel or Imation.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
92.	NCR Paper, 20 lbs., 8-1/2 x 11, 1 part, Black Ink Transfer only, Coated Front Colors: Yellow, Pink, Blue, Green, Golden Rod, Excel or Imation.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
93.	NCR Paper, 20 lb., 8-1/2 x 11, 1 part, Black Ink Transfer only, Coated Back Colors: Yellow, Pink, Blue, Green, Golden Rod. Excel or Imation.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
94.	NCR Manila Card, 90 lb., 8-1/2 x 11, Black Ink Transfer Only. Coated on Front, Excel or Imation.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
95.	NCR – 1-part 8-1/2 x 14 – CFB, Colors. Black Ink Transfer. Excel or Imation.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
96.	NCR – 1-part 8-1/2 x 14 – CB, White. Black Ink Transfer. Excel or Imation.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
97.	NCR – 1-part 8-1/2 x 14 – CF, Colors. Black Ink Transfer. Excel or Imation.	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
98.	NCR Computer Paper, 21 lbs., 9-1/2 x 11, 1-Part Continuous, Bright White, Laser Bond, 1/2" Pin-Fed Perfs each side. Box Count: _____ Brand: _____ Manufacturer: _____	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
99.	NCR Paper, 20 lb., 9-1/2 x 11, 2-Part Continuous Form, Bright White CB, White CF, Laser Bond, 1/2" Pin-Fed Perfs each side. Carbonless. Box Count: _____ Brand: _____ Manufacturer: _____ Delivered approx. _____ per case	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
100.	NCR Paper, 9-1/2 x 11, 19 lb., 3-Part Continuous Form, Bright White, White CFB, White CF, Laser Bond 1/2" Pin-Fed Perfs each side. Carbonless. Box Count: _____ Brand: _____ Manufacturer: _____	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
101.	NCR Paper, 19 lb., 9-1/2 x 11, 3-Part Continuous Form, W/C/P, Black Ink Transfer. Box Count: _____ Brand: _____ Manufacturer: _____ Delivered approx. _____ per case	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
102.	Green Bar Computer Paper, 1-pt Grn, 14-7/8 x 11". Count Per Box: _____ Brand: _____ Manufacturer: _____	0 - 20 cs	\$ _____	\$ _____	_____	\$ _____
103.	Labels, 2-Up, Cut Sheet, Bright White, Laser Quality, 4" w x 1-7/16" l, 14 Labels per Sheet, 1,000 Sheets per Carton, Four (4) 250-Sheet Individually Wrapped Packets per Carton. Laser Quality, 3-1/2" w x 3/4" l, 28 Labels per Sheet, 1,000 Sheets per Carton, Four (4) 250-Sheet Individually Wrapped Packets per Carton.	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
<p align="center">If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc. Brand bid must be equal to the item specified. Samples of equivalents must be included with bid.</p>						
<p align="center">Successful bidder must be capable of ensuring that ALL products are delivered in COMPLETE SHIPMENTS. Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.</p>						

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
104.	Computer Labels, 4-Up, Continuous Pin Feed, 3.3" x 15/16", 48 Labels Per Sheet, 20,000 Per Box	0 - 50	\$ _____	\$ _____	_____	\$ _____
105.	#6 Tags with Reinforced Hole, Manila 10 point, Gangs of 4.	0 - 20	\$ _____	\$ _____	_____	\$ _____
106.	#6 Tags with Reinforced Hole, Hot Colors, 10 point, Gangs of 4.	0 - 20	\$ _____	\$ _____	_____	\$ _____
107.	#8 Tags with Reinforced Hole, Manila 10 point, Gangs of 4.	0 - 20	\$ _____	\$ _____	_____	\$ _____
108.	#8 Tags with Reinforced Hole, Hot Colors, 10 point, Gangs of 4.	0 - 20	\$ _____	\$ _____	_____	\$ _____
109.	Door Hangers, Die Cut, 3 up on 8 1/2 x 11, Hot Color.	0 - 20	\$ _____	\$ _____	_____	\$ _____

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PER PER M	EXTENSION	SHEETS PER BOX	PRICE PER BOX
110.	Chipboard, 8-1/2 x 11, .22 thick.	0 - 25 cs	\$ _____	\$ _____	_____	\$ _____
111.	Chipboard, 8-1/2 x 14, .22 thick.	0 - 25 cs	\$ _____	\$ _____	_____	\$ _____
112.	Letterhead Boxes – Knock-down, #6040 for 8-1/2 x 11. Count per Bundle: _____	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
113.	Business Card Boxes – 7-¼ x 3¾ x 2. (Knock-down - flat in bundles). Count per Bundle: _____	0 - 50 cs	\$ _____	\$ _____	_____	\$ _____
114.	Engineering Bond, 20 lbs. 24 x 500, 3" CR, Océ Only. Feet Per Roll: _____ How Packaged (#rolls per case: _____) If bidding equivalent, state brand: _____	1 - 20 rolls	\$ _____	\$ _____	_____	\$ _____
<p>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc. Brand bid must be equal to the item specified. Samples of equivalents must be included with bid.</p>						
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SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PRICE PER ROLL, PACK OR BOX	EXTENSION	SHEETS PER BOX	PRICE PER BOX
115.	Engineering Bond, 24 lb., 18" x 500' Roll, 3" CR Océ Only. Feet Per Roll: _____ How Packaged (roll, # per case, etc.): _____ If bidding equivalents, state brand: _____	0 - 50 rl	\$ _____	\$ _____	N/A	N/A
116.	Engineering Bond, 24 lb., 18" x 500' Roll, 3" CR Equivalent to Océ. Feet Per Roll: _____ How Packaged (roll, # per case, etc.): _____ If bidding equivalents, state brand: _____	0 - 50 rl	\$ _____	\$ _____	N/A	N/A
<p>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc. Brand bid must be equal to the item specified. <u>Samples of equivalents must be included with bid.</u></p>						
<p>Successful bidder must be capable of ensuring that <u>ALL</u> products are delivered in <u>COMPLETE SHIPMENTS</u>. <u>Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.</u></p>						

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PRICE PER ROLL, PACK OR BOX	EXTENSION	SHEETS PER BOX	PRICE PER BOX
117.	Engineering Bond, 24 lb., 24" x 500' Roll, 3" CR Océ only. Feet Per Roll: _____ How Packaged (roll, # per case, etc.): _____ If bidding equivalents, state brand: _____	0 - 50 rl	\$ _____	\$ _____	N/A	N/A
118.	Engineering Bond, 24 lb., 24" x 500' Roll, 3" CR Equivalent to Océ. Feet Per Roll: _____ How Packaged (roll, # per case, etc.): _____ If bidding equivalents, state brand: _____	0 - 50 rl	\$ _____	\$ _____	N/A	N/A
<p><u>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc.</u> <u>Brand bid must be equal to the item specified. Samples of equivalents must be included with bid.</u></p>						
<p>Successful bidder must be capable of ensuring that <u>ALL</u> products are delivered in <u>COMPLETE SHIPMENTS.</u> <u>Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.</u></p>						

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PRICE PER ROLL, PACK OR BOX	EXTENSION	SHEETS PER BOX	PRICE PER BOX
119.	Engineering Bond, 24 lb., 30" x 500' Roll, 3" CR Océ Only. Feet Per Roll: _____ How Packaged (roll, # per case, etc.): _____ If bidding equivalents, state brand: _____	0 - 50 rl	\$ _____	\$ _____	N/A	N/A
120.	Engineering Bond, 24 lb., 30" x 500' Roll, 3" CR Equivalent to Océ. Feet Per Roll: _____ How Packaged (roll, # per case, etc.): _____ If bidding equivalents, state brand: _____	0 - 50 rl	\$ _____	\$ _____	N/A	N/A
<p align="center"><u>If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc.</u> Brand bid must be equal to the item specified. <u>Samples of equivalents must be included with bid.</u></p>						
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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PRICE PER ROLL, PACK OR BOX	EXTENSION	SHEETS PER BOX	PRICE PER BOX
121.	Engineering Bond, 24 lb., 36" x 500' Roll, 3" CR Océ Only. Feet Per Roll: _____ How Packaged (roll, # per case, etc.): _____ If bidding equivalents, state brand: _____	0 - 50 rl	\$ _____	\$ _____	N/A	N/A
122.	Engineering Bond, 24 lb., 36" x 500' Roll, 3" CR Equivalent to Océ. Feet Per Roll: _____ How Packaged (roll, # per case, etc.): _____ If bidding equivalents, state brand: _____	0 - 50 rl	\$ _____	\$ _____	N/A	N/A

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**Successful bidder must be capable of ensuring that ALL products are delivered in COMPLETE SHIPMENTS.
Incomplete cartons, cases, boxes, etc. requiring multiple deliveries are not acceptable.**

SEMI-ANNUAL CONTRACT FOR COPY PAPER AND STOCK COMPUTER FORMS

BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PRICE PER ROLL, PACK OR BOX	EXTENSION	SHEETS PER BOX	PRICE PER BOX
123.	Engineering Bond, 3" Core, 42" x 150', Océ PHPPR 8MIL Satin Photopaper for Océ ColorWave 600 Printer.	1 - 5 rl	\$ _____	\$ _____	N/A	N/A
124.	Engineering Bond, 3" Core, 42" x 150', Océ 6028-28 lbs. Presentation Paper for Océ ColorWave 600 Printer.	1 - 5 rl	\$ _____	\$ _____	N/A	N/A
125.	Engineering Bond, 3" Core, 36" x 500', Océ 45111R 20 lbs. Bond for Océ ColorWave 600 Printer.	1 - 5 rl	\$ _____	\$ _____	N/A	N/A
126.	Engineering Bond, 3" Core, 24" x 550', Océ 45111R 20 lbs. Bond for Océ Colorwave 600 Printer.	1 - 5 rl	\$ _____	\$ _____	N/A	N/A

If bidding other than the item specified, a notation must be made next to that item indicating the brand bid, etc.

Brand bid must be equal to the item specified. Samples of equivalents must be included with bid.

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BID PROPOSAL

ITEM NO.	DESCRIPTION	EST. QTY.	PRICE PER ROLL, PACK OR BOX	EXTENSION	SHEETS PER BOX	PRICE PER BOX
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If delivery time is different per item, please note the delivery time next to the item.

Bid Forms must be filled out completely in order for bids to be considered responsive.

Tarrant County will order on an "As Needed Basis" in "As Needed Quantities"

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