



COUNTY OF UNION
BID SUBMISSION CHECKLIST

BA# 29-2020 PAPER AND ENVELOPES

- _____ 1. Bid Form Page(s)
- _____ 2. Bidder Signature Page – *follow instructions and fill out completely*
- _____ 3. Statement of Ownership Disclosure (2 pages) – *fill out completely and notarize*
- _____ 4. Non-Collusion Affidavit – *fill out completely and notarize*
- _____ 5. Affirmative Action Requirement
- _____ 6. Disclosure of Investment Activities in Iran
- _____ 7. Americans with Disabilities Form
- _____ 8. Copy of a State of New Jersey **Business Registration Certificate (“BRC”)** issued in the company name of the bidder and in the names of any subcontractors, if applicable
- _____ 9. Extension Form for Union County Cooperative Pricing System
- _____ 10. Addenda Receipt Form – ONLY INCLUDE IF ADDENDA(S) WERE RECEIVED
- _____ 11. Experience Statement

Each bidder should complete this form, initial each entry, sign and date at the bottom and submit with bid.

NAME OF BIDDER: _____ DATE: _____

COUNTY OF UNION

Notice To Bidders

SEALED BIDS will be received by the Director of the Division of Purchasing of the County of Union, New Jersey or her designee on **October 22, 2020**, at **11:30 a.m.** prevailing time in the **6th Floor Conference Room**, U.C. Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey for:

PAPER AND ENVELOPES – BA#29-2020

in accordance with the specifications and forms of the bid packages furnished by the Division of Purchasing. The County reserves the right to reject any and all bids and to waive any and all informalities in the bid.

***Public access to the County of Union Administration Building is currently restricted during the statewide public health emergency. Accordingly there will not be an in-person public opening but instead will be conducted live and streamed via the County of Union live streaming platform which will feature both audio and video capabilities. A link will be provided on the day of the opening at <https://ucnj.org/>.

Bids shall be submitted in a sealed envelope and clearly marked with the subject of the bid, name and address of the bidder, phone & fax number, and date of the bid opening. Each bid must be delivered to reach the Division of Purchasing prior to the stated time of the opening of the bids. The County will not be responsible for late delivery by the U.S. Mail or any other carrier. Hand delivery of proposals are strongly discouraged due to public restrictions. If delivered by hand, you will not receive confirmation of delivery. **No** late bids will be accepted.

***Entire bid packages received will be scanned and available for public inspection on the portal, <http://ucnj.org/itb>, as they would be available for public inspection after an in-person bid opening. Bidders are reminded to review their submissions for any information they consider to be confidential. The County will not be responsible for the release of any information contained in the bid package which may be subject to confidentiality.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

Bid packages may be obtained by registering and downloading at <http://ucnj.org/itb> or in person from the Division of Purchasing (3rd floor), Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey or via U.S. Mail per request. Fax requests for bid packages to 908-558-2548 or call 908-527-4130.

Michelle Hagopian, Assistant Director of Purchasing.

**UNION COUNTY BOARD
OF CHOSEN FREEHOLDERS**

We're Connected to You!

GENERAL SPECIFICATIONS

Revised 10/06/14
Commodities

1. RECEIPT OF BIDS

The Division of Purchasing will receive sealed bids for this work at the Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207 on the date and time and in the room noted on the sheet marked "Notice to Bidders".

Bids for this work should be enclosed in a sealed envelope addressed to the Purchasing Division, County of Union, New Jersey, Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207, with the full name of the bid and the bid opening date and time clearly marked on the outside. Any outer shipping container must be marked in the same way. Refer to the sheet marked "Notice to Bidders" for the correct name of the bid and the bid opening date.

The County will not assume responsibility for bids forwarded by U.S. mail or any other delivery service. It is the bidder's responsibility to see that the bids are presented to the Purchasing Division at the time and place designated. Under no circumstances will a bid be accepted after the time designated for the bid opening.

All Bid Form pages are to be filled out with a typewriter or pen and ink. The bidder in ink must initial erasures or alterations. Bid prices will be accepted only on the Bidding Sheet supplied. Unit prices and totals must be inserted in the space provided. In the event of a discrepancy between the unit price given and the extended total, the unit price shall govern.

All delivery costs (FOB: Union County Ship To Address) shall be included in the total bid prices, unless the bid specifications specifically state otherwise.

Alternate bids will not be accepted unless specifically requested.

N.J.S.A. 54:32B-1 et seq. exempts all materials sold to the County of Union from sales or use taxes and these should not be included in the prices provided on the Bidding Sheet.

The Bidder's Signature Page, Non-Collusion Affidavit, and Bidder's Disclosure Statement must be completely filled out and submitted in the sealed bid. If specified, Equipment Statement, Experience Statement, Bid Bond, Consent of Surety, N.J. Public Works Contractor's Registration Certificate, a State of New Jersey Department of the Treasury Business Registration Certificate and List of Subcontractors must also be included in the sealed bid. Refer to the Bid Document Submission Checklist for all required documents.

Bidders shall be required to furnish their literature and or samples where feasible and specifications of the items proposed to be supplied along with the sealed bid.

2. BID AND PERFORMANCE GUARANTEE

If specified, each bidder must furnish a guarantee in the form of a Bid Bond, Certified Check or Bank Cashier's Check in the required amount as specified on the Bid Document Submission Checklist page. Checks shall be drawn to the order of the County of Union, New Jersey.

If specified, each bidder must furnish with the bid, the Consent of Surety form signed by a Surety Company stating that if the bid is accepted the Surety Company which provides the Consent shall be required to furnish a Performance Bond in the amount as specified on the Bid Document Submission Checklist page. Such Surety Company will provide the Contractor with Bonds guaranteeing the faithful performance of the work in accordance with the specifications, and the payment for labor, materials, and all other indebtedness which may accrue on the account of this work. The Performance Bond will be required at the time of the signing of the Contract and will be written by a firm authorized to issue the bonds under the laws of the State of New Jersey and be in a form acceptable to the County Counsel. The County of Union has provided its Consent of Surety form for your use. The use of this form by your Surety Company will expedite the bid review process and eliminate the possibility of having your bid rejected. If, however, you should need to use another form, please use language similar to that used on the Union County form and avoid making any additions or deletions to the Union County form language. The Performance Bond will have a term equal to the entire contract period. In lieu of the Consent of Surety, the Bidder **MAY** submit a Certified Check for the required amount

The County will return all bid guarantees after the bids have been opened, read, tabulated and checked except those of the three (3) bidders whose bids are considered the lowest, responsible, responsive bids. The bid guarantees of the low three (3) bidders will be returned within ten (10) days of the date of the award of the contract.

If the successful bidder refuses or neglects to sign the said Agreement and/or fails to furnish the required performance bond, the Surety of such bidder will be held and used by the County as liquidated damages for such refusal or neglect.

3. QUALIFICATION OF BIDDERS

The County of Union **MAY** make such investigation, as it deems necessary to determine the ability of bidder to perform the work. The County of Union reserves the right to reject any bid if investigation of such bidder fails to satisfy the County of Union that such bidder is properly qualified to carry out obligations of Contract, and to complete work contemplated therein.

Bidders are required to submit the names and addresses of the officers or principals of the Corporation, firm or partnership submitting a proposal or bid. Failure to comply will result in the rejection of such bid as non-responsive.

The County of Union has the right to reject any and all bids from any bidder that is in, or contemplates bankruptcy of any chapter or nature. Said bidder shall notify the County, in writing, of any condition or knowledge of the same.

4. RESERVATIONS

The County reserves the right to reject any or all bids and also reserves the right to waive any non-material defects in the bids received. The contractor shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of the County of Union, New Jersey.

5. AWARD AND EXECUTION OF CONTRACTS

The County of Union, in accordance with N.J.S.A. 40A:11-24, shall award the contract or reject all bids within 60 days; except that the bids of any bidders who consent thereto **MAY**, at the request of the County be held for consideration for such longer periods as may be agreed.

When two or more low bids are equal in all respects, awards will be made according to the provisions of N.J.S.A 40A:11-6.1(d).

6. BRAND NAMES

Whenever an item specified by manufacturer's model number, brand or trade name, it is understood that such description is only for the purpose of defining the level of quality desired, and does not in any way restrict bidding to the named brand. Bids on other brands **MAY** be submitted by any responsible supplier, provided such brands are equal to or better than the one named in the specifications. However, the burden of proof as to the comparative quality and suitability of alternate or substitute equipment, articles or materials lies with bidder and, he shall furnish, at his own expense, all information necessary or related thereto as required by the County of Union. The County of Union shall be the sole judge as to the comparative quality and suitability of alternate or substitute equipment, articles or materials, and the decision shall be final.

The trade name(s) or brand name(s) offered must be shown on the vendor's response bid form pages.

7. PATENT CLAIMS

The successful bidder (contractor) shall protect and save the County harmless from all and every demand for damages, royalties, or fees on any patented invention used by it in connection with the supplies furnished under this contract hereunder, and it shall be the duty of the contractor, if so demanded by the County, to furnish said County with a proper legal release or indemnity from and against all such claims and any and all payments due under such contract are furnished if the County so elects.

8. PREFERENCE FOR DOMESTIC PRODUCTS

Each local unit shall provide, in the specifications for all contracts for county or municipal work or for work for which it will pay any part of the cost, or work which by contract or ordinance it will ultimately own and maintain, that only manufactured and farm products of the United States, wherever available, be used in such work.

9. INSURANCE REQUIREMENTS

Vendor shall procure and maintain at all times while the contract is in full force and effect, the following insurance coverage with an insurance company or companies acceptable to the County, with limits not less than those shown below. A Certificate of Insurance shall be filed with the County prior to commencement of the work reflecting the following:

- a) Commercial General Liability (CGL): Coverage for all operations including, but not limited to, contractual, products and completed operations, and personal injury with limits no less than \$1,000,000 per occurrence/\$2,000,000 aggregate. The County of Union, its Board of Chosen Freeholders, officers, employees, agents, servants and the State of New Jersey; are included as Additional Insured. The General Liability Insurance coverage is provided on primary and non-contributory basis to the County of Union, et al.
- b) Automobile Liability: Coverage for all owned, non-owned and hired vehicles with limits not less than \$1,000,000 per occurrence, combined single limits (CSL) or its equivalent.
- c) Workers Compensation: As required by the State of New Jersey and Employers Liability with limits not less than \$1,000,000 per accident for bodily injury or disease.

Where applicable, a waiver of subrogation in favor of the County of Union, its Board of Chosen Freeholders, officers, employees, agents, servants is to be included in those policies of insurance where permitted by law.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

*Special Risks or Circumstances: The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

10. INDEMNIFICATION REQUIREMENTS

The Supplier shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the contract which is attributable to personal injury, including bodily injury, property damage and the loss of use resulting therefrom, or the loss of use of tangible property, which has not been physically injured or destroyed, and is caused in whole or in part by an act or omission of the Supplier, any subcontractor of the supplier, any one directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

11. NON-DISCRIMINATION

The parties to this contract do hereby agree to comply with the provisions of N.J.S.A. 10:2-1 through 10:2-4, N.J.S.A. 10:5-31 through 10:5-38, et seq. (P.L. 1975, c. 127), dealing with discrimination in employment on public contracts and the rules and regulations promulgated pursuant thereunto are hereby made a part of this contract and are binding on them. The bidder agrees that it will not discriminate against any employee who is employed in the work to be covered by any contract resulting from this bid because of color, race, creed, religion, national origin or ancestry.

12. AMERICANS WITH DISABILITIES ACT OF 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read the Americans with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owner harmless.

13. INVESTMENT ACTIVITIES WITH IRAN

Pursuant to P.L. 2012, c.25, codified as N.J.S.A. 52:32-55 *et seq.*, prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

14. AFFIRMATIVE ACTION REQUIREMENT

REQUIRED AFFIRMATIVE ACTION EVIDENCE – General Requirements of P.L. 1975, c. 127. You are hereby put on notice that:

- A. Procurement, Professional & Service Contracts; all successful vendors must submit within seven (7) days of the notice of intent to award or the signing of the contract one of the following:
1. A photocopy of your Federal Letter of Affirmative Action Plan Approval.
 2. A photocopy of your Certificate of Employee Information Report.
 3. A completed Affirmative Action Employee Information Report (AA302).

If the successful vendor does not submit the affirmative action document within the seven (7) days, the County of Union will declare the vendor as being non-responsive and award the contract to the next lowest bidder.

15. TERMINATION OF CONTRACT

If, through any cause, the successful Supplier fails to fulfill in timely and proper manner its contractual obligations, or if the Supplier violates any of the warranties or stipulations of its contract, the County will thereupon have the right to terminate such contract by giving ten days written notice to the Supplier of such termination and cause therefore, and specifying the effective date of such termination.

In addition, Union County may terminate the Contract without cause by first giving thirty (30) days prior written notice of its intent to do so. Notice hereunder shall be deemed to have been sufficiently given if given in person to the Supplier, or sent by registered mail at the addresses specified in the Contract.

16. RIGHT TO KNOW ACT

The provisions of N.J.S.A. 34:5A-1 *et seq.* and N.J.A.C. 5:89-5 *et seq.*, which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the County or used by a contractor in the course of any construction, maintenance, repair or performance of a concession must be labeled and stored by the contractor in compliance with the provisions of the Act. Containers that the law and rules require to be labeled shall show the Chemical Abstracts Service number of all the components and the chemical name. Further, all applicable Material Safety Data Sheets (MSDS) aka hazardous substance fact Sheet, must be furnished.

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

BUSINESS REGISTRATION CERTIFICATE

New Mandatory Requirement – Effective 1/18/2010

The recently enacted **P.L. 2009, c.315**, requires that effective January 18, 2010; a contracting agency must receive proof of the Proposer's business registration prior to the award of a contract. However, the proof must show that the Proposer was in fact registered with the State of New Jersey Department of the Treasury, Division of Revenue and obtained the business registration prior to the receipt of bids.

If subcontractors are named on the bid, proof of the business registration for each must be provided prior to the award of a contract. Similarly to the Proposer, the proof must show that each subcontractor was registered with the State of New Jersey Department of the treasury, Division of Revenue and obtained the business registration prior to the receipt of bids.

Proof of business registration shall be:

- A copy of a Business Registration Certificate issued by the Department of the Treasury, Division of Revenue; or
- A copy of the web printed version provided by the NJ Division of Revenue

Register online at www.nj.gov/treasury/revenue/busregcert.shtml. Click the "online" link and then select "Register for Tax and Employer Purposes or call the Division at 609-292-1730.

Note: A N.J. Certificate of Authority is not acceptable.

FAILURE to submit proof of registration of the Proposer or any subcontractor named on the bid is considered a **MANDATORY REJECTION** of bids (A **NON-WAIVABLE DEFECT**). This covers construction work as well as non-construction bids.

IN ADDITION:

The contractor shall provide written notice to all **subcontractors and suppliers** not specifically named on the bid of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001,c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977,c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

The purpose and intent of this public bid is to provide and deliver **Paper & Envelopes** for the County of Union Division of Facilities Management. The term of the contract shall be for twenty-four (24) consecutive months and shall start when the county/vendor agreement is executed.

SPECIFICATIONS

The **County of Union** has evaluated different types and assorted sizes of paper and envelopes, and has determined that the brands specified are best suited for the County’s needs in quality, performance, and long term operational costs. This specification is not to be interpreted as restrictive, but rather as a measure of the safety, quality and performance against which all bids will be compared. The County of Union reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities.

EQUIVALENT PRODUCT: Bids will be accepted for consideration on any brand that is equal to or superior to the Paper & Envelopes specified. Decisions of equivalency will be at the sole interpretation of the County of Union. A blanket statement that goods proposed will meet all requirements will not be sufficient to establish equivalency. If the bidder intends to supply an “or equal” brand other than specified, they must submit with the appropriate literature to verify equality. Samples of “equivalent” items must be provided prior to bid award for evaluation and shall not be returnable. Failure to do so will cause the bid proposal to be rejected.

STANDARD: The specification herein states the minimum requirements of the County. Unauthorized conditions, limitations, or provisions will be cause for rejection. The County of Union may consider as “irregular” or “non-responsive” and reject any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient literature to enable the County to make a reasonable determination of compliance to the specification. It will be the bidder’s responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to indicate any variation to each section of the specification will cause the bid proposal to be rejected without review as “non-responsive”.

UNIT PRICES will be on a carton/ case basis for the paper items specified and a per box basis for the envelopes, unless noted otherwise. **All prices shall include any and all delivery costs.**

The vendor shall not provide any goods and/or services without a valid and current purchase order from the County unit indicating account number and encumbrance. The vendor must provide a proof of delivery slip signed by a County employee along with each invoice.

If any line item is discontinued and/ or becomes a “special order item,” the vendor shall notify the County of such within twenty- four hours.

The vendor shall provide ground- level delivery without the use of a forklift, necessitating a lift gate and/ or pallet jack, to be provided by the vendor. The vendor shall provide direct delivery to the benefitting department at the delivery address. In some instances, this will require a security screening to enter a protected facility, Fifth Floor Administration Building or Second Floor Courthouse, as examples. All County facilities where this “on- the- spot” delivery is required have elevators.

Orders will be based on the County’s current inventory and may vary. Orders must be received within three (3) business days from the date of order, excluding any “special order” items. Contact the following person or an authorized representative of the using entity prior to delivery.

Division of Facilities Management, Vincent Paparella, Bureau Chief at (908) 659-7401

PAYMENT TO VENDOR is to be made within forty- five (45) days after the receipt of Vendor's invoice and a signed County voucher attesting to the delivery of the goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Department head. The Vendor shall prepare invoices and shall submit them to the office/designated employee of the using County entity.

In the extreme case of a rise in M.S.R.P. due to the volatile nature of the raw materials market, the County will accept and inspect documentation regarding an increase in the winning vendor's bid price for a particular commodity. The County shall be sole judge of the validity of such claims and makes no guarantee that any claim shall be honored.

THE COUNTY DOES NOT AND WILL NOT WARRANT OR GUARANTEE THE AMOUNT OF BUSINESS TO BE SUPPLIED / REQUIRED IN ANY GIVEN DAY, WEEK, MONTH OR YEAR OR IN THE AGGREGATE PURSUANT TO ANY CONTRACTUAL AGREEMENT AWARDED UNDER THESE BID SPECIFICATIONS. NOTHING CONTAINED IN ANY OF THE BID DOCUMENTS SHALL BE CONSTRUED TO GUARANTEE OR WARRANT ANY AMOUNT OF BUSINESS. THE BUSINESS ESTIMATES SET FORTH HEREIN CONSTITUTE EITHER HISTORIC INFORMATION OR ESTIMATES OF FUTURE NEEDS AND MAY NOT BE INDICATIVE OF THE ACTUAL BUSINESS TO BE EXPERIENCED IN THE FUTURE.

NOTHING HEREIN SHALL ENTITLE THE SUCCESSFUL BIDDER TO ANY CLAIM TO A PRICE INCREASE FOR LOST PROFITS OR FOR ANY OTHER COMPENSATION WHATSOEVER IN THE EVENT THAT THE ACTUAL BUSINESS REQUIRED UNDER THIS AGREEMENT IS MORE OR LESS THAN HISTORICAL BUSINESS OR ANY PROJECTION OF FUTURE BUSINESS THAT MAY BE CONTAINED HEREIN.

PLEASE NOTE THAT THE ENSUING CONTRACT IS INTENDED TO BE OPEN END CONTRACT AS ALLOWED UNDER N.J.A.C. 5:30 ET. SEQ. AND, IN ACCORDANCE WITH THE RULES, THE MINIMUM NUMBER SET ON THE BID SHALL BE ZERO (0) AND MAXIMUM SHALL BE THE QUANTITY ESTIMATED FOR EACH ITEM.

CONTACT ERIC SIGMUND WITH ANY CONCERNS REGARDING THE SPECIFICATIONS OF THIS BID AT (908) 527-4243.

In order to allow for the efficiency of supply, the BID AWARDS shall be based on the lowest Total for each LOT from a bidder judged to be wholly responsive and responsible for that LOT. Bidders must bid on **EACH AND EVERY** item of each LOT specified to be considered responsive. Failure to fill out pricing for all items per Lot will result in the bid being found unresponsive and said bids will be dismissed. **BIDDERS MAY BID ON AND WIN MORE THAN ONE (1) LOT.**

EXPERIENCE AND REFERENCES: Bidders are to document on the appropriate bid form page their experience in supplying a large organization, government or otherwise, comparable in size to the County of Union. References and contact names and phone numbers of those references are to be included.

LOT# 1 – COPY PAPER

ITEM #	DESCRIPTION
1-1	Brand: Relay Type: Copy Paper Size: 8.5 x 11 Color: Virgin White Weight: 20 LB. Brightness: 96 or higher CARTON: 5,000 sheets
1-2	Brand: Relay Type: Copy Paper Size: 8.5 x 14 Color: Virgin White Weight: 20 LB. Brightness: 96 or higher CARTON: 5,000 sheets
1-3	Brand: Relay Type: Copy Paper Size: 11 x 17 Color: Virgin White Weight: 20 LB. Brightness: 96 or higher CARTON: 2,500 sheets

LOT# 2 – PAPER: PRINTING AND SPECIALTY

ITEM #	DESCRIPTION
2-1	Brand: Relay Type: 3 HP Paper Size: 8.5 x 11 Color: White Weight: 20 LB. Brightness :96 or higher CARTON: 5,000 sheets
2-2	Brand: Hammermill Type: Premium Color Copy Paper-Cover & Text –Semi-gloss Size: 8.5 x 11 Color: Photo White Weight: 80 LB. Brightness: 96 or higher CARTON: 4,000 sheets

LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-3	Brand: Hammermill Type: Premium Color Copy Paper-Cover & Text –Semi-gloss Size: 8.5 x 14 Color: Photo White Weight: 80 LB. Brightness: 96 or higher CARTON: 4,000 sheets
2-4	Brand: Hammermill Type: Premium Color Copy Paper-Cover & Text –Semi-gloss Size: 11 X 17 Color: Photo White Weight: 80 LB. Brightness: 96 or higher CARTON: 2,500 sheets
2-5	Brand: Hammermill Type: Premium Color Copy Paper-Cover & Text –Semi-gloss Size: 8.5 x 11 Color: Various Colors Weight: 20 LB. Brightness: 96 or higher CARTON: 5,000 sheets
2-6	Brand: Hammermill Type: Premium Color Copy Paper-Cover & Text –Semi-gloss Size: 8.5 x 14 Color: Various Colors Weight: 20 LB. Brightness: 96 or higher CARTON: 5,000 sheets
2-7	Brand: Hammermill Type: Premium Color Copy Paper-Cover & Text –Semi-gloss Size: 11 x 17 Color: Various Colors Weight: 20 LB. Brightness: 96 or higher CARTON: 2,500 sheets
2-8	Brand: Boise Type: Color Print Paper Size: 8.5 x 11 Color: Ultimate Brightness Platinum White Weight: 28LB Brightness: Premium White (99) CARTON: 2,500 sheets

LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-9	Brand: Boise Type: Color Print Paper Size: 8.5 x 14 Color: Ultimate Brightness Platinum White Weight: 28 LB Brightness: Premium White (99) CARTON: 2,500 sheets
2-10	Brand: Boise Type: Copy Paper Size: 11 x 17 Color: Ultimate Brightness Platinum White Weight: 28 LB. Brightness: Premium White 96 or higher (99) CARTON: 2,500 sheets
2-11	Brand: Springhill Type: Digital Index Cardstock Size: 8.5 x 11 Color: White Weight: 110 LB Brightness: 92 CARTON: 2,000 sheets
2-12	Brand: Springhill Type: Digital Index Cardstock Size: 8.5 x 14 Color: White Weight: 110 LB Brightness: 92 CARTON: 2,000 sheets
2-13	Brand: Springhill Type: Digital Index Cardstock Size: 11 x 17 Color: White Weight: 110 LB Brightness: 92 CARTON: 1,000 sheets
2-14	Brand: Springhill Type: Digital Index Cardstock Size: 8.5 x 11 Color: Various Colors Weight: 110 LB Brightness: 92 CARTON: 2,000 sheets

LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-15	Brand: Springhill Type: Digital Index Cardstock Size: 8.5 x 14 Color: Various Colors Weight: 110 LB Brightness: 92 CARTON: 2,000 sheets
2-16	Brand: Springhill Type: Digital Index Cardstock Size: 11 X 17 Color: Various Colors Weight: 110 LB Brightness: 92 CARTON: 1,000 sheets
2-17	Brand: Mohawk/Via Type: Bond & Writing 25% Cotton Smooth Size: 8.5 x 11 Color: Natural Weight: 24 LB Brightness: CARTON: 5,000 sheets
2-18	Brand: Mohawk/Via Type: 25 % Cotton Light Cockle Size: 8.5 x 11 Color: Bright White Weight: 24 LB Brightness: CARTON: 5,000 sheets
2-19	Brand: Mohawk/Loop Type: Gypsum Size: 8.5 x 11 Color: Smooth Cover Weight: 80 LB Brightness: CARTON: 2,000 sheets
2-20	Brand: Mohawk Type: Natural Smooth Size: 8.5 x 11 Color: Smooth Cover Weight: 80 LB Brightness: CARTON: 2,000 sheets

LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-21	Brand: Neehan/Royal Sundance Type: Ivory Size: 8.5 x 11 Color: Natural Weight: 24 LB Brightness: CARTON: 5,000 sheets
2-22	Brand: Excelone (Digital Compatible) Type: NCR-2 Part-FORWARD Size: 8.5 x 11 Color: White/Canary Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (2,500 sets)
2-23	Brand: Excelone (Digital Compatible) Type: NCR-2 Part-FORWARD Size: 8.5 x 14 Color: White/Canary Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (2,500 sets)
2-24	Brand: Excelone (Digital Compatible) Type: NCR-3 Part-FORWARD Size: 8.5 x 11 Color: White/Canary/Pink Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,670 sets)
2-25	Brand: Excelone (Digital Compatible) Type: NCR-3 Part-FORWARD Size: 8.5 x 14 Color: White/Canary/Pink Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,670 sets)
2-26	Brand: Excelone (Digital Compatible) Type: NCR-4 Part-FORWARD Size: 8.5 x 11 Color: White/Canary/Pink/Goldenrod Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,250 sets)

LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-27	Brand: Excelone (Digital Compatible) Type: NCR-4 Part-FORWARD Size: 8.5 x 14 Color: White/Canary/Pink/Goldenrod Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,250 sets)
2-28	Brand: Excelone (Digital Compatible) Type: NCR-5 Part-FORWARD Size: 8.5 x 11 Color: White/Green/Canary/Pink/Goldenrod Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,000 sets)
2-29	Brand: Excelone (Digital Compatible) Type: NCR-5 Part-FORWARD Size: 8.5 x 14 Color: White/Green/Canary/Pink/Goldenrod Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,000 sets)
2-30	Brand: Excelone (Digital Compatible) Type: NCR-2 Part-REVERSE Size: 8.5 x 11 Color: White/Canary Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (2,500 sets)
2-31	Brand: Excelone (Digital Compatible) Type: NCR-2 Part-REVERSE Size: 8.5 x 14 Color: White/Canary Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (2,500 sets)
2-32	Brand: Excelone (Digital Compatible) Type: NCR-3 Part-REVERSE Size: 8.5 x 11 Color: White/Canary/Pink Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,670 sets)

LOT# 2 – PAPER: PRINTING AND SPECIALTY – Continued

ITEM #	DESCRIPTION
2-33	Brand: Excelone (Digital Compatible) Type: NCR-3 Part-REVERSE Size: 8.5 x 14 Color: White/Canary/Pink Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,670 sets)
2-34	Brand: Excelone (Digital Compatible) Type: NCR-4 Part-REVERSE Size: 8.5 x 11 Color: White/Canary/Pink/Goldenrod Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,250 sets)
2-35	Brand: Excelone (Digital Compatible) Type: NCR-4 Part-REVERSE Size: 8.5 x 14 Color: White/Canary/Pink/Goldenrod Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,250 sets)
2-36	Brand: Excelone (Digital Compatible) Type: NCR-5 Part-REVERSE Size: 8.5 x 11 Color: White/Green/Canary/Pink/Goldenrod Weight: 20/50# LB Brightness: CARTON: 5,000 sheets (1,000 sets)
2-37	Brand: Excelone (Digital Compatible) Type: NCR-5 Part-REVERSE Size: 8.5 x 14 Color: White/Green/Canary/Pink/Goldenrod Weight: 20/50# LB CARTON: 5,000 sheets (1,000 sets)

Miscellaneous

2-38	Brand: Springhill Opaque Type: Paper Size: 23 x 35 Color: Blue Weight: 24/60# LB Brightness: CARTON: 1,500 sheets
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LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-39	Brand: Springhill Opaque Type: Paper Size: 23 x 35 Color: Pink Weight: 24/60# LB Brightness: CARTON: 1,500 sheets
2-40	Brand: Springhill Opaque Type: Paper Size: 23 x 35 Color: Canary Weight: 24/60# LB Brightness: CARTON: 1,500 sheets
2-41	Brand: Springhill Opaque Type: Paper Size: 23 x 35 Color: White Weight: 24/60# LB Brightness: CARTON: 1,500 sheets
2-42	Brand: Springhill Digital Opaque Offset Type: Paper Size: 11 x 17 Color: White Weight: 60# LB Brightness: CARTON: 1,500 sheets
2-43	Brand: Springhill Digital Opaque Offset Type: Paper Size: 11 x 17 Color: Various colors Weight: 60# LB Brightness: CARTON: 2,500 sheets
2-44	Brand: Endurance Digital Gloss Cover Type: Paper Size: 11 x 17 Color: White Weight: 80 LB Brightness: 94 PACK: 250 sheets

LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-45	Brand: Neehan Type: Cover Size: 8.5 x 11 Color: Whitestone Weight: 80# LB Brightness: CARTON: 2,000 sheets
2-46	Brand: Neehan Type: Gilbert Cotton Writing Size: 8.5 x 11 Color: White Weight: 24# LB Brightness: CARTON: 5,000 sheets
2-47	Brand: Mohawk Brite Type: Smooth Paper Size: 8.5 x 11 Color: Sun Yellow Weight: 20 LB Brightness: CARTON: 5,000 sheets
2-48	Brand: Mohawk Brite Type: Vellum Paper Size: 11 x 17 Color: Sun Yellow Weight: 65 LB Brightness: CARTON: 1,000 sheets
2-49	Brand: Mohawk Brite Type: Smooth Paper Size: 8.5 x 11 Color: Sea Blue Weight: 20 LB Brightness: CARTON: 5,000 sheets

LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-50	Brand: Mohawk Brite Type: Vellum Paper Size: 11 x 17 Color: Sea Blue Weight: 65 lb Brightness: CARTON: 1,000 sheets
2-51	Brand: Showcase Type: Crack & Peel Size: 8.5 x 11 Color: White Weight: 60 LB Brightness: CARTON: 1,000 sheets
2-52	Brand: Showcase Type: Crack & Peel Size: 8.5 x 11 Color: Various Colors Weight: 60 LB Brightness: CARTON: 1,000 sheets
2-53	Brand: Alliance Type: Chipboard Size: 11 x 17 Color: Brown Weight: 30 pt Brightness: CARTON: 380 pieces
2-54	Brand: HP Bond Type: Uncoated Engineering Paper Size: 36" X 300" Color: White Weight: 24 LB Brightness: BOX: 2 Rolls per box
2-55	Brand: Paris Type: Continuous Feed Computer Paper Size: 9 ½ x 11 Color: 3 part NCR: white, yellow, pink Weight: Brightness: CARTON: 3000 sheets

LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-56	Brand: Boise Type: Color Print Paper Size: 8.5 x 11 Color: Ultimate Brightness Platinum White Weight: 24 LB Brightness: Premium White (99) CARTON: 5,000 sheets
2-57	Brand: Alliance Type: Corrugated Boxes Size: 17.25 x 11.25 x 12.5 Color: Weight: Brightness: BUNDLE:50
2-58	Brand: Alliance Type: Corrugated Boxes Size: 11.5 x 9 ¼ x 13 ¼ Color: Weight: Brightness: BUNDLE: 50
2-59	Brand: Blanks USA Type: Door Hangers - Digital Size: Legal – 4-up - 3.5 x 8.5 – hole size 1.25 Color: White Weight: #67 Brightness: Pack: 250
2-60	Brand: Blanks USA Type: Door Hangers - Digital Size: Legal – 4-up - 3.5 x 8.5 – hole size 1.25 Color: Various Colors Weight: #67 Brightness: Pack: 250

LOT# 2 – PAPER: PRINTING AND SPECIALTY - Continued

ITEM #	DESCRIPTION
2-61	Brand: Blanks USA Type: Door Hangers - Digital Size: Letter – 3-up - 3.67 x 8.5 – hole size 1.25 Color: White Weight: #67 Brightness: Pack: 334
2-62	Brand: Blanks USA Type: Door Hangers - Digital Size: Letter – 3-up - 3.67 x 8.5 – hole size 1.25 Color: Various Colors Weight: #67 Brightness: Pack: 334
2-63	Brand: Goes Lithographing Type: 34625 Certificate - Digital Size: Letter Color: Bison Certificates Border - Blue Weight: Brightness: Pack: 500
2-64	Brand: Goes Lithographing Type: 2463 Certificate - Digital Size: Letter Color: Bison Border - Laser Gold Ink Weight: Brightness: Pack: 500

LOT# 3 – ENVELOPES: VARIOUS SIZES & TYPES

ITEM #	DESCRIPTION
3-1	Brand: Saybrook – hard box Type: Envelopes Size: #10 Color: White Wove Weight: 24 LB. CARTON: 2,500 envelopes

LOT# 3 – ENVELOPES: VARIOUS SIZES & TYPES - Continued

ITEM #	DESCRIPTION
3-2	Brand: Saybrook - hard box Type: Envelopes—Window Size: #10 Color: White Wove Weight: 24 LB. CARTON: 2,500 envelopes
3-3	Brand: Saybrook – hard box Type: Envelopes—Digital Window Size: #10 Color: White Wove Weight: 24 LB. CARTON: 2,500 envelopes
3-4	Brand: Neenah Royal Sundance Laid Type: Envelopes—Commercial Size: #10 Color: Ivory Weight: 24 LB. CARTON: 2,500 envelopes
3-5	Brand: Mohawk Via Type: Envelopes Size: #10 Color: Natural 25 % Cotton Smooth Weight: 24 LB. CARTON: 2,500 envelopes
3-6	Brand: Mohawk Via Type: Envelopes Size: Monarch 3 7/8 X 7 1/2 Color: Writing Natural Smooth Weight: 24 LB. CARTON: 2,500 envelopes
3-7	Brand: Printmaster Type: Envelope Catalog or Booklet Size: 9 x 12 Color: Brown Kraft Weight: 24 LB. BOX: 500 envelopes
3-8	Brand: Printmaster Type: Envelope Catalog or Booklet Size: 9 x 12 Color: White Wove Weight: 24 LB. BOX: 500 envelopes

LOT# 3 – ENVELOPES: VARIOUS SIZES & TYPES - Continued

ITEM #	DESCRIPTION
3-9	Brand: Printmaster Type: Envelopes Catalog or Booklet Size: 10 x 13 Color: Brown Kraft Weight: 28LB. BOX: 500 envelopes
3-10	Brand: Printmaster Type: Envelope Catalog or Booklet Size: 10 x 15 Color: Brown Kraft Weight: 28 LB. BOX: 500 envelopes
3-11	Brand: Printmaster Type: Envelope Catalog or Booklet Size: 7.5 x 10.5 Color: Brown Kraft Weight: 28 LB. BOX: 500 envelopes
3-12	Brand: Printmaster Type: Envelope Catalog Size: 7.5 x 10.5 Color: White Wove Weight: 28 LB. BOX: 500 envelopes
3-13	Brand: Printmaster Type: Envelope Catalog Size: 6 x 9 Color: Brown Kraft Weight: 28 LB. BOX: 500 envelopes
3-14	Brand: Printmaster Type: Envelope Catalog Size: 6.5 x 9.5 Color: White Wove Weight: 28 LB. BOX: 500 envelopes
3-15	Brand: Printmaster Type: Envelope Size: #11 (4.5 x 10 3/8) Color: Brown Kraft Weight: 28 LB. CARTON: 2,500 envelopes

LOT# 3 – ENVELOPES: VARIOUS SIZES & TYPES - Continued

ITEM #	DESCRIPTION
3-16	Brand: Printmaster Type: Envelope Size: #11 (4.5 x 10 3/8) Color: White Wove Weight: 24 LB. CARTON: 2,500 envelopes
3-17	Brand: Printmaster Type: WINDOW Envelope Size: #11 (4.5 x 10 3/8) Color: White Wove Weight: 24 LB. CARTON: 2,500 envelopes
3-18	Brand: Printmaster Type: Envelope Size: #14 Color: Brown Kraft Weight: 28 LB. CARTON: 2,500 envelopes
3-19	Brand: Printmaster Type: Envelope-- 5 ½ Coin Size: 3 1/8 X 5 1/2 Color: Brown Kraft Weight: 28 LB. CARTON: 5,000 envelopes
3-20	Brand: Printmaster Type: Envelope –Gum Coin Size: 3.125 x 5.5 Color: White Wove Weight: 24 LB. CARTON: 5,000 envelopes
3-21	Brand: Printmaster Type: Book Envelopes Size: 5.5 x 7.5 Color: White Wove Weight: 24 LB. BOX: 500 envelopes
3-22	Brand: Printmaster Type: Envelope No. 9 Size: 3 7/8 x 8 7/8 side seam Color: White Wove Weight: 24 LB. BOX: 500 envelopes

LOT# 3 – ENVELOPES: VARIOUS SIZES & TYPES - Continued

ITEM #	DESCRIPTION
3-23	Brand: Printmaster Type: Envelope Size: 13 x 17 Color: Brown Kraft – Open end Weight: 28 LB. BOX: 250 envelopes
3-24	Brand: Printmaster Type: Blue Security Tint Envelopes Size: 3 5/8 x 6 1/2 Color: White Weight: 24 LB Brightness: CARTON: 5,000
3-25	Brand: Glatfelter Fan Adhesive Glue Type: Fan Adhesive Wide Mouth Size: 16 quarts to 1 case CASE: 16 quarts
3-26	Brand: ChamPad Type: Padding Cement Size: 16 quarts to 1 case CASE: 16 quarts

Deliveries shall be made to, but not limited to, the following F.O.B. Destinations:

UC Corrections 2nd Floor, UC Jail 15 Elizabethtown Plaza Elizabeth, NJ 07207	UC Engineering Ground Floor 2325 South Avenue Scotch Plains, NJ 07076	UC Prosecutor's Office ATTN: CHILD ADVOCACY CENTER 240 West Jersey Street Elizabeth, NJ, 07207
County Clerk's Office Rm #115 2 Broad Street Elizabeth, NJ 07207	UC Division of Finance 5th Floor, Admin. Bldg. 10 Elizabethtown Plaza Elizabeth, NJ 07207	Rutgers Co-Op Ext. 2nd Floor, Froehlich Bldg. 300 North Avenue E. Westfield, NJ 07090
County Counsel 5th Floor, Admin. Bldg. 10 Elizabethtown Plaza Elizabeth, NJ 07207	UC Dept. of Human Services Office of the Director 921 Elizabeth Avenue Elizabeth, NJ 07207	UC Sheriff's Office 1st Floor, Admin. Bldg. 10 Elizabethtown Plaza Elizabeth, NJ 07207
Union County Police 2nd Floor, Froehlich Bldg. 300 North Avenue E. Westfield, NJ 07090	Human Services / WDO 4th Floor, Admin. Bldg. 10 Elizabethtown Plaza Elizabeth, NJ 07207	Social Services- ELIZABETH Ground Floor 342 Westminster Ave Elizabeth, NJ 07207
Union County Police Froehlich Bldg. 1st Floor, Record Room 300 North Avenue E. Westfield, NJ 07090	Information Tech. 3rd Floor, Admin. Bldg. 10 Elizabethtown Plaza Elizabeth, NJ 07207	Social Services- PLAINFIELD 3rd Floor 200 W. 2nd Street Plainfield, NJ 07060
Economic Development 3rd Floor, Admin. Bldg. 10 Elizabethtown Plaza Elizabeth, NJ 07207	UC Print Services 79 W. Grand St. Elizabeth, NJ 07202	Superintendent of Schools 3rd Floor, Froehlich Bldg. 300 North Avenue E. Westfield, NJ 07090
UC Public Works Ground Floor 2371 South Ave. Scotch Plains, NJ 07076	UC Prosecutor's Office 1st Floor 32 Rahway Avenue Elizabeth, NJ, 07207	UC Police Academy Ground Floor 1776 Raritan Road Scotch Plains, NJ 07076

**BID FORM PAGE
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HAVING CAREFULLY READ THE NOTICE TO BIDDERS, SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS, THE UNDERSIGNED HEREBY AGREES TO PROVIDE AND DELIVER **PAPER & ENVELOPES** FOR THE COUNTY OF UNION DIVISION OF FACILITIES MANAGEMENT IN ACCORDANCE TO THE SPECIFICATIONS. DO NOT ALTER THE FORMAT OF THE BID FORM PAGE IN ANY MANNER UNDER THE PENALTY OF DISQUALIFICATION.

All quantities INDICATED below are to be considered "MORE OR LESS".

LOT # 1: COPY PAPER

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
1-1	7,500 cartons	Relay Copy, 8.5x11	X \$ _____ Price per carton	= \$ _____

CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

1-2	150 cartons	Relay Copy, 8.5x14	X \$ _____ Price per carton	= \$ _____
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CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

1-3	100 cartons	Relay Copy, 11x17	X \$ _____ Price per M	= \$ _____
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CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

TOTAL LOT # 1 \$ _____
NOT TO EXCEED

NAME OF BIDDER: _____

**BID FORM PAGE
(Page 2 of 15)**

LOT # 2: PAPER: PRINTING AND SPECIALTY

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>		<u>UNIT PRICE</u>		<u>SUB TOTAL</u>
2-1	150 cartons	Relay 3HP, 8.5x11	X	\$ _____ Price per M	=	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____						
2-2	50 cartons	Hammermill, 8.5x11	X	\$ _____ Price per carton	=	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____						
2-3	40 cartons	Hammermill, 8.5x14	X	\$ _____ Price per carton	=	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____						
2-4	40 cartons	Hammermill, 11x17	X	\$ _____ Price per carton	=	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____						
2-5	175 cartons	Hammermill Color, 8.5x11	X	\$ _____ Price per carton	=	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____						
2-6	40 cartons	Hammermill Color, 8.5x14	X	\$ _____ Price per carton	=	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____						
2-7	30 cartons	Hammermill Color, 11x17	X	\$ _____ Price per carton	=	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____						

NAME OF BIDDER: _____

**BID FORM PAGE
(Page 3 of 15)**

LOT # 2: PAPER: PRINTING AND SPECIALTY- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
2-8	260 cartons	Boise Color, 8.5x11 X	\$ _____ Price per cartons	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-9	50 cartons	Boise Color, 8.5x14 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-10	80 cartons	Boise Color, 11x17 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-11	270 cartons	Springhill Dig. Index, 8.5x11 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-12	30 cartons	Springhill Dig. Index, 8.5x14 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-13	70 cartons	Springhill Dig. Index, 11x17 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-14	110 cartons	Springhill Dig. Colors, 8.5x11 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

BID FORM PAGE
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LOT # 2: PAPER: PRINTING AND SPECIALTY- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
2-15	45 cartons	Springhill Digital Colors, 8.5x14 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-16	50 cartons	Springhill Digital Colors, 11x17 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-17	40 cartons	Mohawk/Via 25% Smooth, 8.5x11 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-18	45 cartons	Mohawk/ Via 25% Cockle, 8.5x11 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-19	10 cartons	Mohawk/Loop Gypsum, 8.5x11 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-20	30 cartons	Mohawk Natural Smooth, 8.5x11 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-21	10 cartons	Neehan/Royal Sundance Ivory, 8.5x11X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

**BID FORM PAGE
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LOT # 2: PAPER: PRINTING AND SPECIALTY- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
2-22	15 cartons	Excelone NCR 2 Forward, 8.5x11 X	\$ _____ Price per carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-23	15 cartons	Excelone NCR 2 Forward, 8.5x14 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-24	40 cartons	Excelone NCR 3 Forward, 8.5x11 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-25	15 cartons	Excelone NCR 3 Forward, 8.5x14X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-26	35 cartons	Excelone NCR 4 Forward, 8.5x11 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-27	10 cartons	Excelone NCR 4 Forward, 8.5x14 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

**BID FORM PAGE
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LOT # 2: PAPER: PRINTING AND SPECIALTY- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
2-28	25 cartons	Excelone NCR 5 Forward, 8.5x11 X \$	_____ = \$ _____ Price per Carton	
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-29	5 cartons	Excelone NCR 5 Forward, 8.5x14 X \$	_____ = \$ _____ Price per Carton	
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-30	35 cartons	Excelone NCR 2 Reverse, 8.5x11 X \$	_____ = \$ _____ Price per Carton	
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-31	15 cartons	Excelone NCR 2 Reverse, 8.5x14 X \$	_____ = \$ _____ Price per Carton	
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-32	40 cartons	Excelone NCR 3 Reverse, 8.5x11 X \$	_____ = \$ _____ Price per Carton	
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-33	15 cartons	Excelone NCR 3 Reverse, 8.5x14 X \$	_____ = \$ _____ Price Carton	
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-34	40 cartons	Excelone NCR 4 Reverse, 8.5x11 X \$	_____ = \$ _____ Price per Carton	
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

**BID FORM PAGE
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LOT # 2: PAPER: PRINTING AND SPECIALTY- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
2-35	15 cartons	Excelone NCR 4 Reverse, 8.5x14 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-36	20 cartons	Excelone NCR 5 Reverse, 8.5x11 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-37	10 cartons	Excelone NCR 5 Reverse, 8.5x14 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-38	5 cartons	Springhill Opaque, Blue, 23x35 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-39	5 cartons	Springhill Opaque, Pink, 23x35 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-40	5 cartons	Springhill Opaque, Canary, 23x35 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-41	5 cartons	Springhill Opaque, White, 23x35 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

**BID FORM PAGE
(Page 8 of 15)**

LOT # 2: PAPER: PRINTING AND SPECIALTY- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
2-42	5 cartons	Springhill Digital Opaque Offset, 11x17 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-43	20 cartons	Springhill Digital Offset colors, 11x17 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-44	185 Packs	Endurance Digital Gloss white, 11x17 X	\$ _____ Price per Pack	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-45	5 cases	Neehan Classic Cover, 8.5x11 X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-46	10 cases	Neehan Gilbert Writing, 8.5x14 X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-47	10 cases	Mohawk Brite, Smooth, Sun Yellow, 8.5x11 X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

BID FORM PAGE
(Page 9 of 15)

LOT # 2: PAPER: PRINTING AND SPECALTY- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
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2-48	20 cases	Mohawk Brite, Vellum, Sun Yellow, 11x17 X	\$ _____ Price per Case	= \$ _____
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CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

2-49	20 cases	Mohawk Brite, Smooth, Sea Blue, 8.5x11 X	\$ _____ Price per Case	= \$ _____
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CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

2-50	20 cases	Mohawk Brite, Vellum, Sea Blue, 11x17 X	\$ _____ Price per Case	= \$ _____
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CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

2-51	30 cases	Showcase, Crack & Peel, White, 8.5x11 X	\$ _____ Price per Case	= \$ _____
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CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

2-52	30 cases	Showcase, Crack & Peel, Colors, 8.5x11 X	\$ _____ Price per Case	= \$ _____
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CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

2-53	20 Cartons	Chipboard, 11 x 17 X	\$ _____ Price per Carton	= \$ _____
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CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

2-54	6 Boxes	Uncoated Engineering Paper, 36" 300" X	\$ _____ Price per Box	= \$ _____
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CHECK HERE: If supplying equivalent product: Brand: _____
Product #: _____

NAME OF BIDDER: _____

**BID FORM PAGE
(Page 10 of 15)**

LOT # 2: PAPER: PRINTING AND SPECIALTY- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
2-55	30 Cartons	Paris Continuous Feed, 9.5 x 11 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-56	25 Cartons	Boise #24 White, 8.5x11 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-57	20 Bundles	Alliance Corrugated Box, 17.25x11.25x12.5 X	\$ _____ Price per Bundle	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-58	15 Bundles	Alliance Corrugated Box, 11.5x9.25x13.25 X	\$ _____ Price per Bundle	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-59	10 Packs	Blanks USA Legal – White - 4-up - 3.5 x 8.5 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-60	10 Packs	Blanks USA Legal – Color - 4-up - 3.5 x 8.5 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

**BID FORM PAGE
(Page 11 of 15)**

LOT # 2: PAPER: PRINTING AND SPECIALTY- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
2-61	15 Packs	Blanks USA Letter – White - 3-up - 3.67 x 8.5	X \$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-62	15 Packs	Blanks USA Letter – Color - 3-up - 3.67 x 8.5	X \$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-63	10 Packs	Goes Digital- 34625 Certificate – Blue 8.5 x 11	X \$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
2-64	15 Packs	Goes Digital- 2463 Certificate – Gold 8.5 x 11	X \$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

TOTAL LOT # 2 \$ _____
NOT TO EXCEED

NAME OF BIDDER: _____

BID FORM PAGE
(Page 12 of 15)

LOT # 3: ENVELOPES

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
3-1	260 Cartons	Saybrook # 10, White Wove, 24lb. X	\$ _____ = Price per Carton	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-2	130 Cartons	Saybrook # 10 Window, White Wove, 24lb. X	\$ _____ = Price per Carton	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-3	335 Cartons	Saybrook # 10 Digital Window, White Wove, 24lb. X	\$ _____ = Price per Carton	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-4	15 Cartons	Neenah R.S. Commercial Laid #10 Ivory 24lb. X	\$ _____ = Price per Carton	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-5	30 Cartons	Mohawk Via # 10, Natural 25%, 24lb. X	\$ _____ = Price per Carton	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-6	25 Cartons	Mohawk Via, Monarch 3-7/8 x 7-1/2, 24 lb. X	\$ _____ = Price per Carton	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-7	270 Boxes	Printmaster, 9 x 12, Brown Kraft, 24lb. X	\$ _____ = Price per Box	\$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

BID FORM PAGE
(Page 13 of 15)

LOT # 3: ENVELOPES - Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
3-8	25 Boxes	Printmaster 9 x 12, White Wove, 24lb. X	\$ _____ Price per Box	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-9	175 Boxes	Printmaster, 10 x 13, Brown Kraft, 28lb. X	\$ _____ Price per Box	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-10	35 Boxes	Printmaster, 10 x 15, Brown Kraft, 28lb. X	\$ _____ Price per Box	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-11	80 Boxes	Printmaster, 7.5 x 10.5 Catalog, Brown Kraft, 28lb. X	\$ _____ Price per Box	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-12	25 boxes	Printmaster, 7.5 x 10.5 Catalog, White Wove, 28lb. X	\$ _____ Price per Box	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-13	240 Boxes	Printmaster, 6 x 9 Catalog, Brown Kraft, 28lb. X	\$ _____ Price per Box	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-14	20 boxes	Printmaster, 6.5 x 9.5 Catalog, White Wove, 28lb. X	\$ _____ Price per Box	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

BID FORM PAGE
(Page 14 of 15)

LOT # 3: ENVELOPES - Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
3-15	30 cases	Printmaster, # 11, Brown Kraft, 28lb. X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-16	30 cases	Printmaster, # 11, White Wove, 28lb. X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-17	30 cases	Printmaster, # 11 Window, White Wove, 28lb. X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-18	5 cases	Printmaster, # 14, Brown Kraft, 28lb. X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-19	5 cases	Printmaster, 5-1/2 Coin, Brown Kraft, 28lb. X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-20	5 cases	Printmaster, Gum Coin, White Wove, 24lb. X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-21	20 cases	Printmaster, Book, White Wove, 24lb. X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

NAME OF BIDDER: _____

**BID FORM PAGE
(Page 15 of 15)**

LOT # 3: ENVELOPES- Continued

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
3-22	45 cases	Printmaster, #9 side seam, White Wove, 24lb. X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-23	20 cases	Printmaster, 13x17, Brow Kraft open end, 28lb. X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-24	25 Cartons	Printmaster Security Blue Tint Env. 3 5/8 x 6.5 X	\$ _____ Price per Carton	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-25	5 cases	Glatfelter Fan Adhesive, 16qt./ case X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				
3-26	5 cases	Champad Padding Cement, 16qt./ case X	\$ _____ Price per Case	= \$ _____
<input type="checkbox"/> CHECK HERE: If supplying equivalent product: Brand: _____ Product #: _____				

TOTAL LOT # 3 \$ _____
NOT TO EXCEED

NAME OF BIDDER: _____

EXTENSION FORM FOR UNION COUNTY
COOPERATIVE CONTRACT PURCHASING SYSTEM

ACCOMMODATION OF LOCAL CONTRACTING UNITS WITHIN THE COUNTY OF UNION:

[] **CHECK HERE** IF WILLING TO PROVIDE THE GOODS AND SERVICES HEREIN BID UPON TO LOCAL GOVERNMENTAL CONTRACTING UNITS LOCATED WITHIN THE COUNTY OF UNION, UNION COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM # **CK-06-UNION** WITHOUT SUBSTITUTION OR DEVIATION FROM SPECIFICATIONS, SIZE FEATURES, QUALITY, PRICE OR AVAILABILITY AS HEREIN SET FORTH. IT IS UNDERSTOOD THAT ORDERS WILL BE PLACED DIRECTLY BY THE CONTRACTING UNITS, SUBJECT TO THE OVERALL TERMS OF THE CONTRACT TO BE AWARDED BY THE COUNTY OF UNION, AND THAT NO ADDITIONAL SERVICE OR DELIVERY CHARGES WILL BE ALLOWED EXCEPT AS PERMITTED BY THESE SPECIFICATIONS.

[] **CHECK HERE** IF **NOT** WILLING TO EXTEND PRICES TO CONTRACTING UNITS LOCATED IN THE COUNTY OF UNION AFFECT CONSIDERATION OF THIS BID WITH RESPECT TO THE NEEDS OF THE COUNTY OF UNION.

IF THE LOWEST RESPONSIBLE RESPONSIVE BIDDER DOES NOT EXTEND HIS PRICES TO THE REGISTERED MEMBERS, THE CONTRACT FOR THE STATED NEEDS OF UNION WILL BE AWARDED TO SAID LOWEST RESPONSIBLE RESPONSIVE BIDDER AND SPECIFICALLY **NOT** MADE AVAILABLE TO CONTRACTING UNITS WITHIN THE COUNTY.

Initial

NAME OF BIDDER: _____

BIDDER SIGNATURE PAGE

Rev. 9/20/05

1. If doing business under a **trade name, partnership** or a **sole proprietorship**, you must submit the bid under **exact title** of the trade name, partnership, or proprietorship, and the bid must be signed by either the **owner** or a **partner** and **witnessed** by a **notary public**.
2. If a **Corporation**, the bid must be signed by the **President** or **Vice President** and **witnessed** by **Corporate Secretary**, (Corporate title must be exact) and **affix corporate seal**.
3. Other persons **authorized** by **Corporate Resolution** to execute agreements in its behalf may also sign the bid documents (pages).
4. The Person who signs this bid form **must also sign** the **Non-Collusion Affidavit**.
5. You **cannot** witness your own signature.

NAME OF BIDDER

SIGNATURE
CORPORATE SECRETARY

ADDRESS OF BIDDER

PRINT NAME AND TITLE
CORPORATE SECRETARY

TELEPHONE: _____

FAX: _____

EMAIL: _____

BY: _____
SIGNATURE

DATE

AFFIX CORPORATE SEAL

PRINT OR TYPE NAME AND TITLE

WARNING: FAILURE TO FULLY, ACCURATELY, AND COMPLETELY SUPPLY THE INFORMATION REQUESTED ON THIS PAGE MAY RESULT IN THE REJECTION OF YOUR BID AS NON-RESPONSIVE

BUSINESS REGISTRATION
Mandatory Requirement


P.L. 2009, c.315, requires that effective January 18, 2010; a contracting agency must receive proof of the bidder's business registration prior to the award of a contract. However, the proof must show that the bidder was in fact registered with the State of New Jersey Department of the Treasury, Division of Revenue and obtained the business registration prior to the receipt of bids.

If subcontractors are named on the bid, proof of the business registration for each must be provided prior to the award of a contract. Similarly to the bidder, the proof must show that each subcontractor was registered with the State of New Jersey Department of the Treasury, Division of Revenue and obtained the business registration prior to the receipt of bids.

Proof of business registration shall be:

- A copy of a Business Registration Certificate issued by the Department of Treasury, Division of Revenue; or
- A copy of the web printed version provided by the NJ Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS	
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION
TAXPAYER IDENTIFICATION#: 870-087-382/590	SEQUENCE NUMBER: 0107510
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04
EFFECTIVE DATE: 09/01/03	<i>J.P. & Tully</i> Acting Director
FORM BRC(04/01)	<small>This Certificate is NOT valid unless it is attached to a copy of the tax return filed by the taxpayer at above address.</small>

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112013533

ATTACH BRC HERE

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *County of Union* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *County of Union* to notify the *County of Union* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *County of Union* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

NON-COLLUSION AFFIDAVIT

Rev. 1/22/93

STATE OF _____

SS:

COUNTY OF _____

I _____ of the City of _____, in the County of _____ and the State of _____, of full age, being duly sworn according to law, on my oath depose and say that: I am _____ of the firm of _____, the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participation in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this Affidavit are true and correct, and made with full knowledge that the **COUNTY OF UNION, NEW JERSEY** relies upon the truth of the statements contained in said Proposal and in the statements contained in the affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____ (N.J.S.A. 52:34-15).

NAME OF CONTRACTOR

Sign Name Here

(Original signature only; stamped signature not accepted)

Subscribed and sworn to before
Me this _____ day of _____, 20_____.

Notary Public of the State of _____

My Commission expires _____

NOTE TO NOTARY: WHEN COMPLETING THIS JURAT, ALL NOTARIES MUST:

- 1. Indicate date. 2. Indicate State. 3. Sign name. 4. Affix name by Printing it, typing it, using a rubber stamp, using an impression seal or using a mechanical stamp.

Note: The person who signed the bid form for the bidder should sign this form also.

WARNING: IF YOU FAIL TO FULLY, ACCURATELY AND COMPLETELY FILL OUT THIS AFFIDAVIT OF NON-COLLUSION, YOU BID WILL BE REJECTED.

AFFIRMATIVE ACTION REQUIREMENT

Rev. 6/29/93

REQUIRED AFFIRMATIVE ACTION EVIDENCE

General Requirements of P.L. 1975, c. 127: You are hereby put on notice that:

A. Procurement, Professional & Service Contracts

All successful vendors must submit within seven days of the notice of intent to award or the signing of the contract one of the following: **PLEASE CHECK ONE**

A photocopy of your Federal Letter of Affirmative Action Plan Approval

OR

A photocopy of your Certificate of Employee Information Report

OR

A completed Affirmative Action Employee Information Report (AA302)

If successful vendor does not submit the affirmative action document within the seven days the County of Union will declare the vendor as being non-responsive and award the contract to the next lowest bidder.

Print or type FIRM NAME here

Sign NAME and TITLE here
(Original signature only, stamped signature not accepted)

Print or type NAME and TITLE here

Print or type DATE

AMERICANS WITH DISABILITIES ACT

EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The contractor and the **County of Union** (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, any pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure, the contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Name _____ (Please print or type)

Signature _____ Date _____

NAME OF BIDDER: _____

COUNTY OF UNION NEW JERSEY
Division of Purchasing
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

Solicitation Number: _____ Vendor/Bidder: _____

PART 1

CERTIFICATION

VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the State of New Jersey, Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Department's website at <http://www.state.nj.us/treasury/pdf/Chapter25List.pdf>. Vendors/Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive.** If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

A. I certify, pursuant to Public Law 2012, c.25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

OR

B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in investment activities in Iran by completing the information below.

ENTITY NAME: _____
RELATIONSHIP TO VENDOR/BIDDER: _____
DESCRIPTION OF ACTIVITIES: _____
DURATION OF ENGAGEMENT: _____
ANTICIPATED CESSATION DATE: _____
VENDOR/BIDDER CONTACT NAME: _____
VENDOR/BIDDER CONTACT PHONE#: _____

Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the County of Union, New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the County of Union to notify the County of Union in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the County of Union, permitting the County of Union to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

COUNTY OF UNION
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda(s):

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

Please Do Not submit if you did not receive Addenda(s)

NAME OF BIDDER: _____

EXPERIENCE STATEMENT

The vendor must submit with their bid a list of their experience in supplying a large organization, government or otherwise, comparable in size to the County of Union.

References contact names and phone numbers to be included.

NAME OF BIDDER: _____