



# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**TITLE:** 3M SIGN SHEETING MATERIAL

**CONTRACT #:** 0206-02

**CONTRACT DATES:** 02/22/02 – 03/31/07

**BUYER:** Mary Ann Wood  
**PHONE:** 585/753-1135  
**FAX:** 585/753-1104

**VENDOR(S):** 3M  
TCM Division  
Building 225-5S-08  
P.O. Box 33225  
St. Paul, MN 55133-3225  
Phone: 800-553-1380  
Fax: 612-737-5204

## TERMS AND CONDITIONS

- BID ITEM:**                               **3M SIGN SHEETING MATERIAL**
- FOR:**                                       DEPARTMENT OF TRANSPORTATION
- CONTRACT TERM:**                   Contract will start with the date of the contract award and run through March 31, 2003, with the option to renew the contract up to four (4) additional one (1) year periods at the mutual consent of both parties.
- PRICE CHANGES:**                 Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension based upon industry price trends. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.
- CONTRACT AWARD:**                 Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on Grand Total. Vendors must bid on all items to be considered. The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of the County.
- QUANTITIES:**                         The quantities listed on are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. Estimates are based upon actual annual usage for 2001 by County departments only.
- BRAND REFERENCE:**               Brand reference is done in order to establish the minimum quality and performance characteristics required for each item. Alternate products of equal or better performance and quality will be considered. It shall be at the County's discretion to determine if an alternate product is acceptable, based upon manufacturer literature, and, if applicable, sample testing. Vendors must submit two copies of literature for all items bid.
- MINIMUM ORDER:**                   No minimum order is specified for this contract. Agencies must be able to order as needed. Political subdivisions and others authorized by law may participate in this contract.
- DELIVERY COSTS:**                 Delivery of all items shall be F.O.B. destination. Delivery costs must be built into the unit prices charged. Delivery may be to any Monroe County location and directly to any ordering office in a location.
- DELIVERY:**                            All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Deliveries must be made within two (2) weeks after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.
- QUALIFIED BIDDER:**                 Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract and supply Monroe County with items within two (2) weeks. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid**

**where the bidder cannot satisfy the County as to his ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**WARRANTY:**

All warranties by manufacturer shall apply.

**BILLING  
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**PURCHASE ORDER  
ISSUANCE:**

Delivery of goods will be directed by the receipt of a Purchase Order only. **Items supplied that are not part of this bid will not be paid for by Monroe County.**

**SPECIFICATION  
ALTERATIONS:**

Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. Only formal written addenda can materially alter this set of specifications. No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

**SUBMITTAL OF  
FORMAL  
PROPOSAL:**

Formal proposal must be legible and submitted in the original form bearing an original signature. **NEITHER FAXES OR COPIES WILL BE ACCEPTABLE.**

**UNCONTEMPLATED  
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**RELATED ITEMS:**

The County reserves the right to add related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or his Designee.

**REPORT OF  
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered, to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

**OTHER AGENCIES:**

The Contractor(s) must honor the prices, terms and conditions of this contract with political subdivisions, school districts, fire districts, or other district or public authority located entirely or partly within Monroe County. Usage of this contract by any of these other political subdivisions or agencies, or corporations will have to be coordinated between that subdivision or agency or corporations and the contractor. Orders placed against this contract between any subdivision or agency or corporation will be contracts solely between the Contractor(s) and those entities.

Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

**INDEMNIFICATION:**

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees, or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance, or to assume any such liability for the County by the Contractor.

**BP#0206-02**  
**3M SIGN SHEETING MATERIAL**  
**Unit Price Sheet**

| <u>ITEM</u> | <u>DESCRIPTION</u>   | <u>ESTIMATED QUANTITY</u> | <u>UNIT PRICE</u> |
|-------------|--|---------------------------|-------------------|
| 1           | 3M Scotchlite Diamond Grade Fluorescent VIP Reflective Sheeting #3981 Yellow | 1000 Sq Ft                | \$5.15 /Sq Ft     |
| 2           | 3M Scotchlite Protective Overlay Film #1150                                  | 1000 Sq Ft                | \$.99 /Sq Ft      |
| 3           | 3M Scotchcal Electrocut Non-Reflective Film Cast Vinyl Non-Perforated #7725  | 10,000 Sq Ft              | \$.556 /Sq Ft     |
| 4           | 3M Scotchlite Engineer Grade Retro-Reflective Sheeting.                      | 75,000                    | \$.70 /Sq Ft      |

Shall be available in silverwhite and colors and 50 yd. length rolls in the following widths: 3/8", 1/2", 5/8", 3/4", 7/8", 1" thru 48" rolls – in one inch increments.

| <u>Colors</u> | <u>Mfr's Reference Nos.</u> |
|---------------|-----------------------------|
|               | Pressure Sensitive Adhesive |
| Silverwhite   | 3290                        |
| Yellow        | 3271                        |
| Red           | 3272                        |
| Blue          | 3275                        |
| Green         | 3277                        |
| Orange        | 1484                        |
| Brown         | 3279                        |

| <u>ITEM</u> | <u>DESCRIPTION</u>  | <u>ESTIMATED QUANTITY</u> | <u>UNIT PRICE</u>                        | <u>EXTENSION</u> |
|-------------|---|---------------------------|--|------------------|
| 5           | 3M Scotchlite Paints and Toners for Silk Screen Process, in one gallon cans                   |                           |  |                  |
|             |   |                           | <b><u>NO CHARGE THIS ENTIRE PAGE</u></b> |                  |
|             | <b><u>Color</u></b>   |                           |  |                  |
|             | Blue #710   | 3 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Green #708  | 3 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Lemon Yellow #722   | 3 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Opaque Black #705   | 3 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Brown #717  | 3 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Red #701  | 5 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Stop Sign Red #712  | 10 Gallons                | \$ _____ /Gal                            | \$               |
|             | Orange #706   | 2 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Thinner #711  | 3 Gallons                 | \$ _____ /Gal                            | \$               |
| 6           | 3M Scotchlite Series 880 Transparent Silk Screen Colors, Thinner & Toners, in one gallon cans |                           |  |                  |
|             | <b><u>Color</u></b>   |                           |  |                  |
|             | Blue  | 2 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Clear   | 2 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Green   | 2 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Post Screen Clear   | 1 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Opaque Black  | 3 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Orange  | 1 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Screening Clear   | 1 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Stop Sign Red   | 3 Gallons                 | \$ _____ /Gal                            | \$               |
|             | Thinner   | 3 Gallons                 | \$ _____ /Gal                            | \$               |

| <u>ITEM</u>             | <u>DESCRIPTION</u>  | <u>ESTIMATED QUANTITY</u> | <u>UNIT PRICE</u>           |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
|-------------------------|---|---------------------------|-----------------------------|-------|----------|------|----------|--------|----------|----------|----------|------------|----------|-----------|----------|--------------|----------|--|---|
| 7                       | 3M Scotchlite Series 690 Vehicle Marking (Type 1) Sheeting with <u>removable</u> adhesive (low-tack) backing. Shall be available in colors and 50 yd. Length rolls in the following widths: 3/8", 1/2", 5/8", 3/4", 7/8", 1" thru 48" rolls – in one inch increments.   | 2000 Sq Ft                | \$2.4732* /Sq Ft            |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
|                         | <table border="0"> <thead> <tr> <th><u>Colors Available</u></th> <th><u>Mfr's Reference Nos.</u></th> </tr> </thead> <tbody> <tr> <td>White</td> <td>680CR-10</td> </tr> <tr> <td>Gold</td> <td>680CR-64</td> </tr> <tr> <td>Yellow</td> <td>680CR-71</td> </tr> <tr> <td>Ruby Red</td> <td>680CR-82</td> </tr> <tr> <td>Light Blue</td> <td>680CR-76</td> </tr> <tr> <td>"C" Black</td> <td>680CR-85</td> </tr> <tr> <td>Lemon Yellow</td> <td>680CR-81</td> </tr> </tbody> </table> | <u>Colors Available</u>   | <u>Mfr's Reference Nos.</u> | White | 680CR-10 | Gold | 680CR-64 | Yellow | 680CR-71 | Ruby Red | 680CR-82 | Light Blue | 680CR-76 | "C" Black | 680CR-85 | Lemon Yellow | 680CR-81 |  | * For sizes listed above that are below 1" wide, please add a \$30.00 set-up charge per size and per color for non-standard size rolls. |
| <u>Colors Available</u> | <u>Mfr's Reference Nos.</u>   |                           |                             |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| White                   | 680CR-10  |                           |                             |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| Gold                    | 680CR-64  |                           |                             |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| Yellow                  | 680CR-71  |                           |                             |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| Ruby Red                | 680CR-82  |                           |                             |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| Light Blue              | 680CR-76  |                           |                             |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| "C" Black               | 680CR-85  |                           |                             |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| Lemon Yellow            | 680CR-81  |                           |                             |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| 8                       | 3M Scotchlite Series 981-32 Super High Intensity Warning Tape, Red/White, suitable for high visibility of trucks. Shall be available in 50 yd. length rolls in 2", 3", 4" and 6" widths.  | 1000 Sq Ft                | \$3.26 /Sq Ft               |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| 9                       | 3M Scotchlite Diamond Grade Super High Intensity Retroreflective sheeting. Shall be available in 50 yd. Length rolls in 6", 18", 24", 30" and 36" widths.   | 20,000 Sq Ft              | \$4.45 /Sq Ft               |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
|                         | <u>Colors</u><br>#3990 White<br>#3991 Yellow<br>#3992 Red<br>#3995 Blue<br>#3997 Green  |                           |                             |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| 10                      | 3M Scotchlite #3924 Super High Intensity Work Zone type sheeting, fluorescent orange, in 10 yd. length rolls; 12", 24", 36", 48" widths.  | 2000 Sq Ft                | \$3.758 /Sq Ft              |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |
| 11                      | 3M Scotchlite #3983 Diamond Grade Super High Intensity Retroreflective Sheeting, suitable for non-motorized crossing signage, fluorescent yellow green, in 50 yd. length rolls; 6", 12", 18", 24", 30", 36" widths.   | 2000 Sq Ft                | \$5.15 /Sq Ft               |       |          |      |          |        |          |          |          |            |          |           |          |              |          |  |   |

| <u>ITEM</u> | <u>DESCRIPTION</u>  | <u>ESTIMATED QUANTITY</u> | <u>UNIT PRICE</u> |
|-------------|---|---------------------------|-------------------|
| 12          | 3M Scotchlite Engineer Grade Electro-cut Perforated Sheeting, in 50 yd. length rolls; 15" and 30" widths.                             | 1000 Sq Ft                | \$ .98 /Sq Ft     |
|             | <u>Colors</u><br>3260S White<br>3261S Yellow<br>3262S Red<br>3264S Orange<br>3265S Blue<br>3267S Green<br>3269S Brown                 |                           |                   |
| 13          | 3M Scotchcal Electro-cut Perforated Sheeting, Non-Reflective Grade, in 50 yd. length rolls; 15" and 30" widths.                       | 10,000 Sq Ft              | \$ .556 /Sq Ft    |
|             | <u>Colors</u><br>#7720-10 Gloss White<br>#7720-12 Black<br>#7720-20 Matte White<br>#7720-22 Matte Black<br>#7720-114 Transparent      |                           |                   |
| 14          | 3M Scotchlite Electronic Cuttable Film, "Electrocut" Non-Punched, in 50 yd. Length rolls; 9", 12", 15", 18", 24", 36" and 48" widths. | 2000 Sq Ft                | \$ .945 /Sq Ft    |
|             | <u>Color</u><br>1170-13 Violet<br>1171 Yellow<br>1172 Red<br>1174 Orange<br>1175 Blue<br>1177 Green<br>1178 Black<br>1179 Brown       |                           |                   |
| 15          | 3M Premasking (Pre-spacing) Tape, #SCPS-2, Off White, in 100 yd. Length rolls; 4", 6", 12", 18", 24", 30", 36", 48", 60" widths.      | 40,000 Sq Ft              | \$ .1086** /Sq Ft |

\*\* The price shown is for 4", 6", 12", 24", to 60" only. The square foot price for 18", 30", and 36" is \$ .1089 /Sq Ft

## MONROE COUNTY PURCHASING Vendor Performance Survey

**Contract Title:**

**Contract Number:**

**Vendor:**

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

|   | Poor |   |   |   | Average |   |   |   |   | Excellent |
|---|------|---|---|---|---------|---|---|---|---|-----------|
|   | 1    | 2 | 3 | 4 | 5       | 6 | 7 | 8 | 9 | 10        |
| Item(s) supplied met specifications   |      |   |   |   |         |   |   |   |   |           |
| Product provided value (taking into account price, quality, etc.)   |      |   |   |   |         |   |   |   |   |           |
| Timeliness of delivery  |      |   |   |   |         |   |   |   |   |           |
| Completeness and accuracy of order  |      |   |   |   |         |   |   |   |   |           |
| Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)                                    |      |   |   |   |         |   |   |   |   |           |
| Invoices received promptly and accurately   |      |   |   |   |         |   |   |   |   |           |
| Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.) |      |   |   |   |         |   |   |   |   |           |

**Survey Completed by:**

**Name:**

**Title:**

**Agency:**

**Telephone:** \_\_\_\_\_ **Fax:**

**E-mail:**

***Please submit this survey to Monroe County Purchasing via e-mail***