



CONTRACT DATA SHEET

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

TITLE: COMPUTER PRINTER PAPER

CONTRACT #: BP1114-08

CONTRACT DATES: 11/25/08-4/30/10

BUYER: WALTER B. LARAUS
PHONE: 585/753-1121
FAX: 585/753-1104

VENDOR(S): GARLOCK OFFICE CENTRE
56 HARVESTER AVE.
BATAVIA, NY 14020
PHONE: 585/394-6510
FAX: 585/394-3294

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.

METHOD OF AWARD:

Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL**. Bidder 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.

CONTRACT TERM:

Starting with date of the contract award through **October 31, 2009**, with the option to extend for up to eight (8) additional six (6) month terms with the mutual consent of both parties. **PRICES MAY BE NEGOTIATED AT LEAST ONE MONTH PRIOR TO CONTRACT EXTENSION BASED UPON INDUSTRY PRICE TRENDS.**

PRICE CHANGES:

Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

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:

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within one (1) week 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.

PURCHASE ORDER ISSUANCE:

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

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.**

WARRANTY/ GUARANTEE:

All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

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.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous 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 her 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.

All bidders must specify box packaging quantities for each item.

Bidders may be requested to supply the Department of Information Services and the Department of Social Services (BICS) with at least 100 sets each of each paper ply for printer testing, within one week of request.

The successful bidder should supply the County with the number of boxes per skid for each size paper to enable full skid order quantities, if desired. Pallet size is to be no larger than 36" x 40".

All prices bid must be **F.O.B.** Ordering Department and should factor in inside delivery at some locations.

COMPUTER PRINTER PAPER STOCK FORMS SPECIFICATION

SIZE:	14-7/8" x 11"
PAPER PLYS:	1-ply, 2-ply, 3-ply
COMPOSITION:	½" green/blue bar screen all paper plys. Carbonless paper all multiple ply sheets. High speed continuous form printer paper. For use on S.T.C. IMPACT 5000 printers.
PAPER WEIGHT:	1-ply - 18# sheet 2-ply - 15# each sheet 3-ply - 12# each sheet
FASTENING:	Five, three-finger crimps in both left and right margins of all multiple-ply forms.
QUANTITIES YEARLY:	1-ply - 150,000 sheets 2-ply - 8,500 sets 3-ply - 2,400 sets
SIZE:	9½" x 11"
PAPER PLY:	1-ply
COMPOSITION:	White, high-speed continuous form printer paper with ½ pin feed tear strips on each side. For use on multiple brand PC printers.
PAPER WEIGHT:	20# sheet
QUANTITIES YEARLY:	1,000,000 sheets

UNIT PRICE SHEET

<u>ITEM</u>	<u>QUANTITY</u>	<u>PACKAGE QUANTITY</u>	<u>UNIT PRICE/ PER THOUSAND</u>
1a. Green Bar, 1-ply 14 7/8" x 11"	150,000	3000	\$14.52
b. Green Bar, 2-ply 14 7/8" x 11"	8,500	1700	\$33.06
c. Green Bar, 3-ply 14 7/8" x 11"	2,400	1200	\$55.02
2. White, 1-ply 9 1/2" x 11"	1,000,000	2700	\$9.85

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 (i.e. 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.