



BID #5746

FOR

ENVELOPES, RECYCLED PAPER

ISSUED: July 14, 2014
DUE: August 14, 2014

**County of Ventura
General Services Agency
Procurement Department
800 S. Victoria Ave.
Ventura, CA 93009-1080**

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SECTION I INSTRUCTIONS TO VENDORS

1.0 DEFINITIONS

- 1.0.1 "Bid" means an offer, made in response to a solicitation to perform a contract for work and labor or to supply goods at a specified price, whether or not it is considered a "sealed bid" or results in award of a contract to a single or sole source.
- 1.0.2 "Bidder" means a supplier who submits a bid to the County in response to a solicitation.
- 1.0.3 "Solicitation" means the process, by whatever name known or in whatever form at used, of notifying prospective bidders that the County wishes to receive bids for furnishing goods or services.
- 1.0.4 "Supplier" means a business entity, bidder, offeror, vendor or contractor.

1.1 SUBMISSION OF BIDS

- 1.1.1 Bids must be hand delivered or sent via U.S. Mail, express mail or common carrier.
- 1.1.2 Submit one (1) original marked as "MASTER" and one (1) identical copy marked "COPY".
- 1.1.3 Where a "sealed" bid is required, each bid shall be separately sealed inside an envelope and must be signed and received by the closing time and date specified, and on the forms furnished by the County to be considered for award.
- 1.1.4 The bidder is solely responsible for ensuring that the full bid is received by the County in accordance with the solicitation requirements, prior to the date and time specified in the solicitation, and at the place specified. The County shall not be responsible for any delays in mail or by common carriers or delays or missed delivery.
- 1.1.5 If no time for receipt of bids is specified in the solicitation, the bid shall be due by **3:00PM** on the date indicated, Pacific Standard Time (PST)/Pacific Daylight Time (PST).
- 1.1.6 Generally, sealed bids will be opened and read on the due date and time unless another date and time is specified in the solicitation or any addendum thereto.
- 1.1.7 Bids received after the time stated will be considered non-responsive. Late bids are to be returned unopened to the bidder.
- 1.1.8 County reserves the right to reject any or all bids.

SECTION I INSTRUCTIONS TO VENDORS

1.2 EVALUATION OF BID

- 1.2.1 Where more than one line item is specified in the solicitation, the County reserves the right to determine the lowest responsible bidder, either on the basis of individual items, groups of Items or on the basis of all items included in its solicitation, unless otherwise expressly provided.
- 1.2.2 Unless otherwise specified in the solicitation, the County may accept any item or group of items of any bid unless the bidder expressly objects and conditions its response on receiving all items for which it provided a bid. In the event that the bidder so objects, the County may consider the bidder's objection and evaluate whether the award on such basis will result in the lowest price to the County or may determine in its sole discretion that such an objection is non-responsive and renders the bidder ineligible for award.
- 1.2.3 All other criteria to be used in evaluating bids will be identified elsewhere in the solicitation.
- 1.2.4 The County reserves the right to waive any minor bid informalities or irregularities received which do not go to the heart of the bid or prejudice other bidders. The County reserves the right to reject any and all bids submitted. Conditional bids or bids which take exception(s) to the specifications may be considered non-responsive and may be rejected.

1.3 SUBSTITUTIONS

- 1.3.1 Alternate product bid may be submitted for any item identified with the words "or equal." Complete manufacturer's specifications for alternates must be attached. Acceptance of a substitute is entirely at the discretion of the County and subject to the following qualifications:
- 1.3.2 Equal in quality of materials used, in structural strength and in details of construction.
- 1.3.3 Equal in productive and mechanical performance.
- 1.3.4 Equal in finish, or in characteristics permitting specified finish to be applied.
- 1.3.5 Availability of replacement parts and maintenance service.
- 1.3.6 Manufacturer's name, trade names, model or catalog numbers used in these specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand, which meets or exceeds the quality of the specifications listed for any item; such bids shall state brand names and numbers and include detailed specifications.

SECTION I INSTRUCTIONS TO VENDORS

1.4 PROHIBITION OF ALTERATIONS & BID REJECTION

- 1.4.1 Bids which are incomplete or which contain alterations or items not called for in the bid may be rejected. Bids submitted on forms other than those furnished by the County may not be considered.

1.5 OBLIGATION OF BIDDER

- 1.5.1 Each bidder shall be presumed to have examined the bid and to be thoroughly familiar with all specifications and requirements of this bid. The failure to or omission to examine any form, instrument or document shall in no way relieve bidder from any obligation in respect to this bid. The bid will be considered an acknowledgment on the part of the bidder of familiarity with all such conditions.

1.6 BID WITHDRAWAL

- 1.6.1 Bids may be withdrawn by written or telegraphic notice received by Procurement prior to the exact hour and date specified for receipt of bids.
- 1.6.2 A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for the opening of bids.

1.7 CLIENT REFERENCE

- 1.7.2 Include a listing of three (3) clients that have recently purchased such **Envelopes, Recycled Paper** from the bidder at the time of bid. Client references should include Company/Organization name, contact person, title and telephone number to contact for information regarding the equipment's performance and service level.

1.8 AMENDMENTS TO BID

- 1.8.1 If it becomes evident that this bid has to be amended, a formal amendment will be issued to bidders. If necessary, a new bid due date will be established.

1.9 BID CHECKLIST

Bidders are to include the following information with bid response:

- i. One original, marked as "MASTER" and **TWO** identical copies of the bid.
- ii. Bid –Signature Sheet, Section III
- iii. Section IV-Specifications with "Comply or Alternate" indicated
- iv. Complete literature & specifications on all "or equal" offered (*if required*)
- v. Piggyback Agreement (*if applicable*)

1.10 SOLICITATION ADDENDUM (ADDENDA)

- 1.10.1 If a supplier received this solicitation through some means other than being a pre-qualified supplier on the County's supplier list, it is the responsibility of the supplier to advise the buyer of its intention to provide a

SECTION I INSTRUCTIONS TO VENDORS

bid so that addenda or other correspondence related to the solicitation will be sent to the supplier.

1.10.2 In the event that the solicitation is revised by an addendum, supplier shall submit the original solicitation and any addenda required to be submitted by the buyer.

1.10.3 Price(s) offered shall reflect all addenda issued by the County. Failure to do so will permit the County to interpret the bid to include all addenda issued in any resulting contract.

1.11 ASSIGNMENT

1.11.1 This contract shall not be assignable by the contractor in whole or in part without the written consent of the County; such consent will not be unreasonably withheld.

1.12 VALIDITY OF BID

1.12.1 Unless specified elsewhere in the solicitation, bidder's bid shall be valid for forty-five (45) days following the date the response is due.

1.13 NON-RESPONSE

1.13.1 Non response to a bid may automatically remove your company from the County's supplier mailing list. If you are not bidding and want to continue to receive bids return your bid and write "No Bid".

SECTION II GENERAL TERMS AND CONDITIONS

2.1 DELIVERIES

See Section IV, .

2.2 FOB

All deliveries shall be F.O.B. Destination; Ventura, CA. The bidder shall be responsible for all freight claims.

2.3 TAXES

Prices quoted in the bid shall exclude all applicable Sales or Use Taxes. The County is subject to State and local sales tax.

2.4 PUBLIC AGENCY

2.4.1 It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivision of public corporation of California) located in Ventura County shall have the option to participate in any agreement created as a result of this Invitation to Bid with the same terms and conditions as to the price of the product. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to vendor. **The granting of this option shall not be considered in bid evaluation.** Vendor will state in bid response willingness to extend pricing to other public agencies.

2.5 ABILITY TO PERFORM

2.5.1 Bidders must have a record of quality service and on-time delivery of the required quantities.

2.6 REFERENCE CHECKS

2.6.1 The County may make reference checks and obtain financial ratings of all bidders, joint venture partners or subcontractors in order to determine responsibility. Submission of a bid shall be consent to any and all reference checks.

2.7 PRICING

2.7.1 Prices shall include any and all charges associated with the performance of this contract and compliance with all specification and terms and conditions. Additional charges will not be allowed.

2.8 INVOICING

2.8.1 Vendor will submit two (2) copies of invoices to the address indicated on the Purchase Order. Invoices will be itemized for each delivery, showing the Purchase Order number, release number, date of shipment, prices, quantities, and description of goods. Description will not be entirely encoded. Invoices must show signature of authorized department representative.

2.8.2 The County does not pay interest on late payments.

SECTION II GENERAL TERMS AND CONDITIONS

2.9 INSURANCE

Contractor, at its sole cost and expense, will obtain and maintain in full force during the term of this contract the following types of insurance:

- 1) 1. General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$50,000 fire legal liability.
- 2) Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of \$100,000 when there are owned vehicles.
- 3) Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.

NOTE: The WC requirement is waived ONLY IF the Contractor is a sole proprietor with no employees, volunteers or family members working in the business. Written notification is required.

- B) All insurance required will be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.
- C) County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.
- D) The County of Ventura, [and any applicable Special Districts](#) are to be named as Additional Insured as respects to work done by Contractor under the terms of this contract for General Liability Insurance.
- E) Contractor agrees to waive all rights of subrogation against the County of Ventura, Its Boards, Agencies, Departments, Officers, Employees, Agents and Volunteers for losses arising from work performed by Contractor under the terms of this contract.
- F) Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.
- G) Contractor agrees to provide County with the following insurance documents on or before the effective date of this contract:

SECTION II GENERAL TERMS AND CONDITIONS

1. Certificates of Insurance for all required coverage.
2. Additional Insured endorsement for General Liability Insurance.
3. Waiver of Subrogation endorsement (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others) for Workers' Compensation.

Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

2.10 CASH DISCOUNT

- 2.10.1 Bids offering a cash discount of 30 days or more are awarded on the net dollar value - assuming the County will earn and deduct the discount.

2.11 COMMUNICATIONS – VERBAL

- 2.11.1 Any oral communications from the County concerning the Bid are not binding on the County and shall in no way excuse the Bidder of obligations as set forth in the Bid, unless the Bid has been formally amended.

2.12 NON-DISCRIMINATION

- 2.12.1 Non-discrimination

- a. General.

No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Contract.

- b. Employment.

Contractor will insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Contract. Contractor's personnel policies will be made available to County upon request.

SECTION III BID FORM / SIGNATURE PAGE

ITEM #	DESCRIPTION	QTY	PRICE/M	EXTENDED COST
1.	#6-3/4 STD WDO, 24# WW, PLAIN	325,000		
2.	#7 REGULAR, 24# WW, 1/0 BLACK	150,000		
3.	#9 REGULAR, 24# WW, 1/0 BLACK	320,000		
4.	#9 REGULAR, 24# WW, 1/0 BLACK, 1 HOLE DRILLED	110,000		
5.	#9 REGULAR, 24# WW, 2/0 BLK & PANT YLW 012	5,000		
6.	#9 REGULAR, 24# WW, 1/0 REFLEX	30,000		
	BOOKLETS			
7.	6 X 9 BKLT SPEC WDO, 24# WW, 4CP/0	1,000		
8.	6 X 9 BKLT REGULAR, 24# White Woven, 1/0 BLACK	5,000		
9.	6 X 9 BKLT REGULAR, 24# WW, 1/0 BLACK	141,000		
10.	9 X 12 BKLT REGULAR, 24# WW, 2/1 BLK & Process Blue	40,000		
11.	10 x 13 BKLT REGULAR, 24# WW, 1/0 BLACK	1,000		
12.	#10 MERLIN WDO, 24# WW, 1/0 BLACK	482,500		
13.	#10 MERLIN WDO, 24# WW, 1/0 REFLEX	87,500		
14.	#10 MERLIN WDO, 24# WW, PLAIN	15,000		
15.	4-5/8 X 6-3/4 CAT REG, 28# MANILA, 1/1 BLACK, Crime Lab	8,000		
16.	9 X 12 CATALOG REGULAR, 24# WW, 1/0 BLACK	13,000		
17.	9-1/2 X 12-1/2 CATALOG WINDOW, 24# WW, 1/0 BLACK	111,000		
18.	9 x 12 CATALOG WDO, 24# WW, 1/0 BLACK	15,000		
19.	10 X 13 CAT REG, 28# MANILA, 1/1 BLACK, Crime Lab	8,000		

Sealed bids will be received by the Ventura County Purchasing Agent until **3:00 p.m., PDST, August 14, 2014** at the:

Ventura County Procurement Services,
General Services Agency, Hall of Administration
Lower Plaza, 800 S. Victoria Ave
Ventura, Ca 93009-1080

Mark the lower left hand side of your envelope with:

BID NO: 5746 DUE: 3:00 P.M.(PDST) August 14, 2014

FOR **ENVELOPES, RECYCLED PAPER**

ATTN: Dan Thrower Sr, SENIOR BUYER

1. Bids may not be returned by facsimile machine

2. The website www.time.gov (pacific time zone) will be used as the official US Time.

If further information is needed, contact [Dan Thrower Sr](#), Senior Buyer, at the above address or by **phone: (805) 654.3753** or **email to: dan.thrower@ventura.org**.

Bid #

SECTION III BID FORM / SIGNATURE PAGE

We have stated herein the prices at which we will furnish **Envelopes, Recycled Paper** as specified.

We have carefully reviewed the County of Ventura's Bid Terms and Conditions and attached specifications and attachments for **Envelopes, Recycled Paper** ([Bid # 5746](#)). Therefore, I, the undersigned, hereby agree to deliver, within the time specified and the price quoted therein and without any additional charges to the County of Ventura.

1. Bid is valid for _____ days.
2. Discounts for payment of invoice within 30 days of receipt ____%.
3. Delivery: _____ calendar days after receipt of order.

COMPANY NAME

COMPANY ADDRESS

NAME

DATE

SIGNATURE

PHONE NO.

FEDERAL TAX ID#

FAX NO.

SECTION IV SPECIFICATIONS**Envelopes, Recycled Paper**

These specifications are not meant to limit the vendor; they are to be guidelines to minimum qualifications. Bids on **Envelopes, Various Types and Sizes** differing in minor detail from these specifications will be considered. Difference or alternations shall be **correctly stated** and described in detail by the bidder.

Bidders shall fill in all boxes under the column marked – “Comply or Alternate.” Alternates to the following specifications must be explained in detail. Alternates may be detailed on a separate page and referenced to the appropriate section number. Failure to furnish this information may be cause for rejection of bid.	Answer “Comply or Alternate”
<p style="text-align: center;">GENERAL PROVISIONS</p> <p>SCOPE OF WORK The County of Ventura is soliciting bids for Envelopes, Recycled Paper on an as needed basis. This specification establishes the minimum requirements for mailing envelopes for high speed mail inserting and mechanical sorting. Bidders are requested to submit prices on a sample of Envelopes, Various Types and Sizes as listed on the Bid Sheet Section III. The County's purchases will not be limited to this list.</p> <p>The quantities listed are approximate annual quantities based current purchases, however the estimates are probably low. Quantities may be increased or decreased depending on actual need during the contract term; however, no price adjustments will be allowed as a result of a reduction in the quantity purchased.</p>	
<p><u>General</u></p> <p>Vendors are requested to submit an alternate Bid Sheet for products with recycled content. The County will determine whether virgin or recycled content products will be purchased for this contract.</p> <p>Any manufacturers' names, trade names, brand names, or catalog numbers used in the specification are there for the purpose of establishing and describing product size and quality level. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer. The County reserves the right to determine if the product being bid is an acceptable alternate.</p>	
<p>1.0. <u>Applicable Specifications / Standards</u></p> <p>Specifications and standards referenced in this document in effect on the opening of the Bid form a part of this specification where referenced.</p> <ul style="list-style-type: none"> • Technical Association of the Pulp and Paper Industry TAPPI T-410 • Courtesy Reply Mail Layout Guidelines of U.S. Postal Services Quick Service Guide (QSP) 507b • U.S. Postal Service Publication 25 	

SECTION IV SPECIFICATIONS

2.0. <u>Requirements</u> Classification <p>Envelopes shall be of three classes and three styles as specified.</p> Classes: <u>Class 1:</u> Commercial and official envelopes suitable for automatic addressing, inserting and sealing, with diagonal or diamond style seam only. <u>Class 2:</u> Open side, booklet envelopes suitable for automatic addressing, inserting and sealing with side seam (see Diagram #9, 13 and 15). <u>Class 3:</u> Open-end catalog envelopes suitable for mailing bulky inserts with center seam, clasp or seal adhesive (see Diagram #10, 11 and 12). Types: <u>Style P:</u> Plain (without window) envelope shall be one piece construction. <u>Style O:</u> Open window envelope without window covering shall be one piece construction. <u>Style W:</u> Window envelope with window covering shall be two piece construction, body and window. Window patches shall be firmly sealed at top or leading edge. Window shall be of clear transparent polystyrene plastic and free of any wrinkles or waviness. Window shall have corner radius of 3/16" ± 1/16".	Answer "Comply or Alternate"
3.0. <u>Material</u> <p>3.1. Post-Consumer Recycle Content (PC RC): Envelopes shall be manufactured with paper which has at least 30%, by fiber weight, post-consumer fiber per Public Contract Code (PCC) §12209. A PC RC Percentages Worksheet and the Postconsumer Recycled Content Letter of Certification shall be required in the bid submittal for compliance.</p> <p>3.2. Paper Stock: Envelopes shall be made from bond, Kraft and Manila. Manila stock may be alkaline based. Ground-wood pulp is not acceptable. The envelopes shall be provided in material, color, and weights for envelope Classes 1, 2, and 3 as specified below and in Pricing Worksheet.</p> <p>Basis weight will be determined by Technical Association of the Pulp and Paper Industry TAPPI T-410. Using ream size 17" x 22" (431.8 x 558.8 mm), 500 sheets as follows:</p>	

SECTION IV SPECIFICATIONS

Envelope Class	Material	Color	Basis Weight Pounds (±5%)
1,2	Bond/Wove	White	24
1,2	Bond/Wove	White	28
1,2,3	Manila	Manil	28
3	Manila	Manil	32
1	Kraft	Brown	28
3	Kraft	Brown	32

**Answer
"Comply or
Alternate"**

3.3. **Adhesive:** Adhesives used for envelope production shall be in conformance with current envelope industry standards. Flap dry gum shall be standard moisture activated type unless self-seal adhesive is specified in the Pricing Worksheet.

3.4. **Clasp:** Clasp shall be made of metal, surface coated.

3.5. **Window Material:** On style "W" envelopes, window shall be transparent polystyrene plastic and shall perform satisfactorily in both high-speed mail inserting and automated mail sorting equipment

3.6. **Construction:** All envelope configurations shown in Diagram #1 through 18 shall be referenced regarding dimensional specifications. All tolerances shall be within $\pm 1/16$ " unless otherwise specified. Drawings are not to scale.

3.6.1. **Class 1 – Commercial and Official Types:**

- Envelopes shall be available in Style P, W, or O. Their sizes and designs are shown in Diagram #1 through 8, 14, 16, 17 and 18.
- All envelopes in this class except MCC-150071 (Diagram #18) shall have security tint blue.
- Side flaps shall not overlap at center of envelopes.
- Envelopes shall lie flat without curling.
- Envelope seams shall be firmly sealed with no excess glue at seam edges. Seams shall be sealed to $\geq 1/16$ " $\leq 3/16$ " of top of seam.
- Flap shall be gummed to within $3/4$ " from edges of envelope. Gum line depth shall be $\geq 3/8$ " except for last inch at ends that may be tapered. (See Diagram #8)
- MCC-150018 envelopes only, flap dry gum line shall have "split-seal" gum as specified in Diagram #8.

SECTION IV SPECIFICATIONS

<p>3.6.2. Class 2 – Open Side, Booklet</p> <ul style="list-style-type: none"> • Envelopes shall be of side seam design as shown in Diagram #9, 13 & 15 and be available in sizes as specified in the diagrams. • Envelope seams shall be firmly sealed with no excess glue at seam edges. Envelopes shall lie flat without curling. • Adhesive on top flap shall be contained such that side seam will not be sealed to flap. Side seams shall have adhesive line $\leq 1/8$" of top edge and $\leq 1/4$" of inner edge of side seam. • Flap shall be gummed to within 1-1/16" from edges of envelope. Gum line depth is specified in diagrams, except for last inch at ends, which may be tapered. <p>3.6.3. Class 3 Open End with Clasp or Seal Adhesive & Catalog</p> <ul style="list-style-type: none"> • Envelopes shall be available in Style P only and in sizes as specified in diagrams #10, 11 and 12. • Envelopes shall have either seal adhesive as shown in Diagram #10 and #11, or metal clasps as shown in Diagram #12. No metal clasps shall be on open end/catalog adhesive sealed envelopes. • Envelopes shall be open at end with center seam $\geq 7/8$" wide. • Center seam shall be sealed to within 1/8" of clasp base. • Flap shall be scored for folding and be gummed to within specified distance from edges of the envelope. • Throat depth of sealed envelopes shall be 1/4". • Metal clasp shall be positioned on center seam overlap. Clasp hole on flap shall be 5/16" + 1/16" in diameter. Center of hole shall be 1 3/8" \pm 1/8" away from fold edge of flap. <p>3.6.4. MCC-150071 envelopes (Diagram #18) – additional requirements:</p> <ul style="list-style-type: none"> • Envelopes shall have POSTNET barcode and Facing Identification Mark (FIM) positioned in conformance with the Courtesy Reply Mail Layout Guidelines of U.S. Postal Services Quick Service Guide (QSP) 507b dated Oct 3, 2011 or later. 	<p>Answer "Comply or Alternate"</p>
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SECTION IV SPECIFICATIONS

<ul style="list-style-type: none"> • "Please check if address has changed" letterings shall be printed in bold Arial font size 8. A check box with similar font size shall be at the left of the letterings below the returned address zone. Letterings shall be $\geq 2\%$ from bottom of envelope. • "Postage Required Post Office will not deliver without proper postage." letterings shall be printed in Arial font size 8, center justified inside stamp-designated area. <p>3.6.5. MCC-150059 envelopes (Diagram #15) – additional requirements:</p> <ul style="list-style-type: none"> • "Please check if address has changed" letterings shall be printed in bold Arial font size 8. A check box with similar font size shall be at the left of the letterings below the returned address zone. Letterings shall be $\geq 2\frac{3}{4}$" from bottom of envelope. • "Postage Required Post Office will not deliver without proper postage." letterings shall be printed in Arial font size 8, center justified inside stamp-designated area. <p>3.6.6. MCC-150061 envelopes (Diagram #16) – additional requirement</p> <p>"Return Service Requested" letterings shall be printed in capitalized bold Arial Black font size 12. Letterings shall be located at $2\frac{1}{4}$" from top right and started at 4" from right side.</p> <p>3.6.7. MCC-150062 envelopes (Diagram #17) – additional requirements:</p> <p>"Return Service Requested" letterings shall be printed in capitalized bold Arial Black font size 12. Letterings shall be located at $3\frac{1}{2}$" from top and started at $3\frac{1}{2}$" from right side.</p> <p>3.7. Performance:</p> <p>3.7.1. Class 1 and Class 2 envelopes shall be suitable for automatic addressing including printing or application of printed labels, automatic insertion of material, and automatic sealing.</p> <p>3.7.2. Class 1 and 2 envelopes shall comply with automated sorting equipment guidelines of U.S. Postal Service Publication 25 and shall perform satisfactorily (Not more than one (1) jam per 2500 for letter size envelopes and not more than one (1) per 500 for booklet envelopes) with all</p>	<p>Answer "Comply or Alternate"</p>
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SECTION IV SPECIFICATIONS

<p>automated mail production equipment in use by State of California.</p> <p>3.8. Workmanship:</p> <p>3.8.1. Envelopes shall be product of good workmanship in accordance with recommendations of Envelope Institute of America Standards. Envelopes shall be free from defects including but not limited to loosed flaps, loosed corners, puckered seams, misplaced window patches that degrade appearance, performance, or serviceability.</p>	<p>Answer "Comply or Alternate"</p>
<p>4.0 <u>Orders</u></p> <p>It must be possible to place orders by phone call, fax or email. If an order form is necessary, it shall be mutually designed by the vendor and the County. Ordering via the internet is preferred, but not required.</p> <p>There will be no minimum order limits. The County will make every effort to consolidate orders.</p> <p>The vendor will not be allowed to substitute products ordered without the written consent of the person placing the order.</p>	
<p>5.0 <u>Delivery</u></p> <p>Delivery will be at no additional charge to the County. Delivery is FOB Destination to various County sites. All deliveries will be inside deliveries. Delivery is to be made on the next business day after orders are placed.</p> <p>All deliveries will be made during normal working hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, unless otherwise authorized by the County.</p> <p>The delivery person must wait until staff is available at the delivery location and identify him/herself. The delivery person must get a signed receipt for all deliveries.</p> <p>Repeated delayed or partial deliveries shall be interpreted as failure to meet contractual obligations and may be cause for cancellation of the contract.</p>	
<p>6.0 <u>Packaging</u></p> <p>The vendor shall properly and securely package each order separately by delivery location. Each package must have a complete packing list attached.</p>	

SECTION IV SPECIFICATIONS

<p>7.0 <u>Packing List</u></p> <p>The packing list must include the following information: name of County employee placing order, delivery location, County account number, purchase order number, vendor invoice number, date, items delivered, items backordered, and pricing.</p>	<p>Answer "Comply or Alternate"</p>
<p>8.0 <u>Backorders</u></p> <p>Backorders are permitted only if an effective method is in place to track backorders to the original order and to determine when the original order is complete. The vendor must notify the employee who placed the order if an item will take more than one week to deliver.</p> <p>If an acceptable backorder tracking system cannot be agreed upon, the vendor will not be allowed to ship backorders and instead must cancel items that cannot be delivered. In this circumstance, the vendor must notify the requestor when an item is canceled.</p> <p>A consistently high level of backorders will be interpreted as failure to meet contractual obligations and may be cause for cancellation of the contract.</p>	
<p>9.0 <u>Returns</u></p> <p>County employees will notify vendor of receipt of incorrect, defective, or unwanted items. The vendor will pick up returns at the division's delivery location on the next business day. The driver will leave a written confirmation or receipt for items picked-up. All returns will be at no charge to the County and the County will receive full credit for them. A straight forward return procedure is preferred and vendors are requested to describe return procedure on Bid Sheet.</p>	
<p>10.0 <u>Credit Memos</u></p> <p>Credit memos must be issued within one week of pick-up of merchandise. Credit memos must reference the original invoice number. Credit memos must be issued on forms easily differentiated from invoices.</p>	
<p>11.0 <u>Retail Store</u></p> <p>If vendor has a local retail store, County employees will make occasional purchases there. Any items bought by the County at the retail store must be billed at the contract prices.</p>	

SECTION IV SPECIFICATIONS

<p>12.0 <u>Service Representative</u></p> <p>The vendor must provide one full-time representative to respond to all questions regarding orders and billing. This requirement may be waived by Procurement Services if vendor demonstrates that more than one employee can effectively respond to County needs.</p>	<p>Answer "Comply or Alternate"</p>
<p>13.0 <u>Catalogs</u></p> <p>The vendor shall furnish a sufficient number of current catalogs to meet the requirements of the County. Catalogs are to be delivered to each location. All catalogs will be at no charge to County. The County prefers the vendor to issue a custom catalog of the County's contract items, if possible.</p>	
<p>14.0 <u>Samples and Testing</u></p> <p>When requested, product and dispenser samples shall be furnished free of charge to the County. These samples will be used to determine product quality, particularly if the vendor bids products not currently in use by the County. The samples may be retained by the County to compare quality level of goods shipped during the life of the contract. Each individual sample must be labeled with the bidder's name, manufacturer's brand name and product number.</p>	
<p>15.0 <u>Training</u></p> <p>The successful vendor will provide on-site training at no cost to the County, which will include the ordering process and how to select the most cost effective products</p>	
<p>16.0 <u>Usage Report</u></p> <p>Upon request, the successful vendor must provide a report of items purchased by the County. This report will be in order of most frequently ordered items to the least frequently ordered items. The following information must be included in the report: product description, total quantity ordered for the period, and total amount spent on the item for the period by County departments.</p>	
<p>17.0 <u>Exclusions</u></p> <p>Excluded from this specification are all items purchased separately on other County contracts, such as janitorial cleaning products. The County also reserves the right to bid separately any item where it is determined by the Procurement Services that:</p> <ol style="list-style-type: none"> 1. A substantial savings in cost will result due to a large quantity purchase. 2. That the commodity (or need) is not appropriately classified under this contract. 	

SECTION IV SPECIFICATIONS

<p>18.0 <u>Term of Contract</u></p> <p>The term of the contract shall commence upon notification of award and continue for a period of one year, plus any renewals granted.</p>	<p>Answer "Comply or Alternate"</p>
<p>19.0 <u>Contract Renewal</u></p> <p>At the option of the County, this contract may be renewed annually under the same contractual terms and conditions and at the same price or price basis. On each anniversary date, the firm will be allowed to increase prices. Increases may not exceed increases in the Los Angeles-Orange Consumer Price Index for all urban consumers or percentage increases in firm's published prices, whichever is lower. In all cases, the County may cancel the contract if a requested price increase is not acceptable.</p>	
<p>20.0 <u>Termination of Contract</u></p> <p>County shall have the right to terminate this contract at any time upon giving ten days written notice to vendor. If the County terminates the contract, all finished or unfinished work prepared by firm under this contract may, at the option of the County, become the County's property and firm may be entitled to receive just and equitable compensation for any satisfactory work.</p> <p>Termination of the contract pursuant to this paragraph may not relieve the firm of any liability to County for damages sustained by County because of any breach of contract by firm, and County may withhold any payments to firm for the purpose of set-off until such time as the exact amount of damages due County from firm is determined.</p>	
<p>21.0 <u>Payment</u></p> <p>The County issues payment to the firm approximately thirty days after receipt of the commodity (merchandise and/or service) and the correct original invoice, whichever arrives last.</p> <p>All invoices must contain the proper pricing as specified by the bidder in this request. In addition, all invoices must include the appropriate purchase order number. Invoices not including the proper purchase order number may experience delayed payment.</p> <p>The vendor must submit a statement and corresponding invoices on a regular basis. The statement will list all invoices for the period in ascending invoice number order. The invoices will be attached to the statement in the same order listed. Each invoice must include applicable sales tax. Order requisition and County account numbers must be on all corresponding invoices and credit memos. Monthly statements should include the following information: Invoice number, date item(s) purchased, dollar amount, and name of County employee making the purchase.</p> <p>The County reserves the right to audit vendor's records when deemed necessary to verify correct pricing.</p>	

ATTACHMENT 1
Cooperative Purchasing Agreement
Bid # 5746

Envelopes, Recycled Paper

It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivision of public corporation of California) located in Ventura County shall have the option to participate in any agreement created as a result of this Invitation to Bid with the same terms and conditions as to the price of the product.

The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to VENDOR.

- ☐ Bidder's agreement or failure to agree to the "piggyback" agreement will not be a factor in award of the bid.
- ☐ Check one of the following:
- ☐ The prices, terms, and conditions in our bid/proposal are not extended to any other agency.

I hereby agree to extend all prices, terms, and conditions of my bid/proposal to any other public agency located in Ventura County with the following exception(s) noted on attached.

_____ COMPANY NAME	_____ COMPANY ADDRESS
_____ NAME	_____ TITLE
_____ SIGNATURE	_____ DATE
_____ PHONE NO.	_____ FAX NO.