



INVITATION TO BID NO: 11-X-2221403

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 999999  
PURCHASING DIVISION  
AGENCY REQ. NO. :  
T-NUMBER : T103  
DATE ISSUED : 08/19/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1447340  
BUYER NAME : WENDY PENTON

INVITATION TO BID

FOR: CUT PAPER AND CONTINUOUS FORMS

BUYER PHONE NO. : (334) 353-7176-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 09/15/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 09/16/10 TIME: 2:00 PM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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INVITATION TO BID

OPEN DATE : 09/16/10 TIME: 2:00 PM

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 07/15/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRER FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE

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COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

PURPOSE:

ESTABLISH A CONTRACT FOR PAPER FOR ALL STATE AGENCIES. CONTRACT PRICES ARE AVAILABLE TO ALL LOCAL GOVERNMENTAL AGENCIES AND SCHOOLS.

VENDORS WILL ALSO BE REQUIRED TO SELL PAPER, AT THE BID PRICE, TO THE VENDOR(S) OF THE STATEWIDE T400 PRINTING & BINDING CONTRACT.

AWARD:

AWARD WILL BE BY INDIVIDUAL LINE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

ASSIGNMENT OF CONTRACT:

TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

DELIVERY:

ALL DELIVERIES MUST BE INSIDE - DOCK DELIVERIES ARE NOT ACCEPTABLE, UNLESS AGREED TO BY THE AGENCY OR PRINTING VENDOR PRIOR TO DELIVERY.

SOME STATE BUILDINGS MAY HAVE LIMITED SPACE FOR TRUCKS TO PULL INTO THE LOADING DOCK, SO VENDORS MUST MAKE DELIVERIES IN A TRUCK WHICH CAN FIT INTO SUCH SPACE.

SOME AGENCIES MAY HAVE LIMITED HOURS FOR DELIVERIES TO BE ACCEPTED. IF DELIVERY HOURS ARE LIMITED, THE AGENCY WILL STATE SO ON THE PO. OTHERWISE, DELIVERIES MAY BE MADE BETWEEN 8:00 AM AND 5:00 PM.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES. FREIGHT MUST NOT BE SHOWN SEPARATELY ON THE ITB OR INVOICES.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

ORDERING PROCESS:

PURCHASES FOR STATE AGENCIES WILL BE MADE BY CONTRACT RELEASE ORDERS SHOWING SPECIFIC SHIPPING INFORMATION. CITIES, COUNTIES, SCHOOL SYSTEMS AND OTHER POLITICAL SUBDIVISIONS WILL BE RESPONSIBLE FOR ISSUING THEIR OWN PURCHASE ORDERS DIRECTLY TO THE VENDOR(S).

T400 PRINTING & BINDING VENDOR(S) WILL PLACE ORDERS BY SUBMITTING A COPY OF THE PRINTING PO AND A COPY OF THE FRANKLIN ESTIMATING SYSTEM WORKSHEET SHOWING THE QUANTITY AND TYPE OF PAPER NEEDED.

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\* PLEASE NOTE THAT THE T400 VENDOR(S) WILL BE RESPONSIBLE FOR PAYMENT OF ORDERS PLACED BY THEM. THE STATE OF ALABAMA WILL NOT BE RESPONSIBLE FOR PAYMENT OF ANY PAPER THAT IS NOT ORDERED BY A STATE AGENCY.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

MANUFACTURER/BRAND AND SHEETS PER CARTON/ENVELOPES PER BOX: AT THE END OF EACH ITEM WHERE SPACES ARE MARKED "MFR/BRAND", "SHEETS PER CARTON", AND/OR "ENVELOPES PER BOX", THE VENDOR MUST COMPLETE ALL NECESSARY INFORMATION.

FAILURE TO FULLY COMPLETE THIS REQUIRED INFORMATION WILL RESULT IN LINE REJECTION.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) BUSINESS DAYS FROM RECEIPT OF REQUEST.

FAILURE TO PROVIDE ANY REQUESTED INFORMATION IN A TIMELY MANNER WILL RESULT IN REJECTION OF ANY AND ALL LINES FOR WHICH INFORMATION WAS REQUESTED.

QUANTITY:

THE EXACT QUANTITY OF EACH ITEM IS UNKNOWN. THE DIVISION OF PURCHASING DOES NOT GUARANTEE THAT ANY CERTAIN AMOUNT WILL BE PURCHASED. ORDERS WILL BE PLACED BY AGENCIES AND THE T400 PRINTING AND BINDING VENDOR(S).

SAMPLES:

SAMPLES MAY BE REQUESTED FOR EVALUATION AND MUST BE FURNISHED WITHOUT CHARGE TO THE STATE.

FAILURE TO PROVIDE SAMPLES, IF REQUESTED, WILL RESULT IN REJECTION OF THE LINE FOR WHICH A SAMPLE WAS REQUESTED.

SAMPLE(S) WHEN REQUESTED FROM A VENDOR(S) MUST BE FURNISHED WITHIN 5 (FIVE) BUSINESS DAYS FROM RECEIPT OF REQUEST.

DOMESTIC PAPER:

ALL PAPER BEING BID MUST BE DOMESTIC PAPER.

UNITS OF MEASURE:

"M" = 1,000  
"CWT" = 100 WEIGHT  
"BD" = BUNDLE  
"CS" = CASE

ATTACHMENTS

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\*\*\*\*\* IMPORTANT INFORMATION \*\*\*\*\*

IT IS THE VENDOR'S RESPONSIBILITY TO READ THIS ENTIRE DOCUMENT FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THE BID.

REMINDER: BIDDERS MUST SUBMIT AN ORIGINAL AND A MINIMUM OF ONE EXACT, COMPLETE COPY (INCLUDING SIGNATURE AND NOTARY) OF THE BID, AS PER PAGE 2 OF THE ITB, OR THE BID WILL BE REJECTED.

REMINDER: ALL INFORMATION REQUIRED MUST BE COMPLETED FOR EACH LINE BEING BID OR THE LINE WILL BE REJECTED.

PRICING PAGE COPIES FOR OPENING:  
VENDORS WHO ATTEND THE BID OPENING ARE REQUESTED TO BRING 5 SETS OF PRICE PAGES ONLY OF THEIR BID. PLEASE DO NOT INCLUDE THESE COPIES IN THE PACKAGE CONTAINING THE ORIGINAL AND REQUIRED COPY OF THE BID.

FOR SPECIFICATION AND PROCEDURAL QUESTIONS, CONTACT:  
WENDY PENTON @ (334) 353-7176 OR WENDY.PENTON@PURCHASING.ALABAMA.GOV

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PRICE SHEET

VENDOR NAME :

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW:					
SHIP TO: R1 / STATEWIDE					
00001	COMMODITY CODE: 645-24-033272 PAPER, DIGITAL CARBONLESS, 2-PT REVERSE, (CANARY/WHITE), 8-1/2" X 11".	1	M	_____	_____
MFR/BRAND: _____					
SHEETS PER CARTON: _____					
* MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING.					
* SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD.					
00002	COMMODITY CODE: 645-24-033273 PAPER, DIGITAL CARBONLESS, 2-PT REVERSE, (CANARY/WHITE), 8 1/2" X 14".	1	M	_____	_____
MFR/BRAND: _____					
SHEETS PER CARTON: _____					
* MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING.					
* SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD.					
00003	COMMODITY CODE: 645-24-033274 PAPER, DIGITAL CARBONLESS, 2-PT REVERSE, (CANARY/WHITE), 11" X 17".	1	M	_____	_____
MFR/BRAND: _____					
SHEETS PER CARTON: _____					
* MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING.					
* SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD.					
00004	COMMODITY CODE: 645-24-033275 PAPER, DIGITAL CARBONLESS, 2-PT REVERSE, (CANARY/WHITE), 17 1/2" X 22 1/2".	1	M	_____	_____
MFR/BRAND: _____					
SHEETS PER CARTON: _____					
PAGE TOTAL					_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	* MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *				
00005	COMMODITY CODE: 645-24-033276 PAPER, DIGITAL CARBONLESS, 3-PT REVERSE, (PINK/CANARY/WHITE), 8-1/2" X 11".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00006	COMMODITY CODE: 645-24-033277 PAPER, DIGITAL CARBONLESS, 3-PT REVERSE, (PINK/CANARY/WHITE), 8-1/2" X 14".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00007	COMMODITY CODE: 645-24-033278 PAPER, DIGITAL CARBONLESS, 3-PT REVERSE, (PINK/CANARY/WHITE), 11" X 17".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00008	COMMODITY CODE: 645-24-033279 PAPER, DIGITAL CARBONLESS, 3-PT REVERSE, (PINK/CANARY/WHITE), 17-1/2" X 22-1/2".  MFR/BRAND: _____	1	M	_____	_____
PAGE TOTAL					_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00009	SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. * COMMODITY CODE: 645-24-033281 PAPER, DIGITAL CARBONLESS, 3-PT STRAIGHT (WHITE/CANARY/PINK), 8-1/2" X 14". MFR/BRAND: _____ SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00010	COMMODITY CODE: 645-24-033282 PAPER, DIGITAL CARBONLESS, 3-PT STRAIGHT (WHITE/CANARY/PINK), 11" X 17". MFR/BRAND: _____ SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00011	COMMODITY CODE: 645-24-033283 PAPER, DIGITAL CARBONLESS, 3-PT STRAIGHT (WHITE/CANARY/PINK), 17-1/2" X 22-1/2". MFR/BRAND: _____ SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00012	COMMODITY CODE: 645-24-033284 PAPER, DIGITAL CARBONLESS, 4-PT REVERSE, (GOLD/PINK/CANARY/WHITE), 8-1/2" X 11".	1	M	_____	_____
PAGE TOTAL					_____

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00013	COMMODITY CODE: 645-24-033285 PAPER, DIGITAL CARBONLESS, 4-PT REVERSE, (GOLD/PINK/CANARY/WHITE), 8-1/2" X 14".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00014	COMMODITY CODE: 645-24-033286 PAPER, DIGITAL CARBONLESS, 4-PT REVERSE, (GOLD/PINK/CANARY/WHITE), 11" X 17".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00015	COMMODITY CODE: 645-24-033287 PAPER, DIGITAL CARBONLESS, 4-PT REVERSE, (GOLD/PINK/CANARY/WHITE), 17-1/2" X 22-1/2".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
PAGE TOTAL					_____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
 ITB NO. : 11-X-2221403  
 OPEN DATE : 09/16/10 TIME: 2:00 PM  
 T-NUMBER : T103  
 RETURN DATE: 09/15/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00016	COMMODITY CODE: 645-24-033288 PAPER, DIGITAL CARBONLESS, 4-PT STRAIGHT (WHITE/CANARY/PINK/GOLD), 8-1/2" X 11".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00017	COMMODITY CODE: 645-24-033289 PAPER, DIGITAL CARBONLESS, 4-PT STRAIGHT (WHITE/CANARY/PINK/GOLD), 8-1/2" X 14".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00018	COMMODITY CODE: 645-24-033290 PAPER, DIGITAL CARBONLESS, 4-PT STRAIGHT (WHITE/CANARY/PINK/GOLD), 11" X 17".  MFR/BRAND: _____  SHEETS PER CARTON: _____  MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00019	COMMODITY CODE: 645-24-033291 PAPER, DIGITAL CARBONLESS, 4-PT STRAIGHT (WHITE/CANARY/PINK/GOLD), 17-1/2" X 22-1/2".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED	1	M	_____	_____
PAGE TOTAL					_____

PRICE SHEET

VENDOR NAME :

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T-NUMBER : T103  
RETURN DATE: 09/15/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	PRIOR TO AWARD. *				
00020	COMMODITY CODE: 645-24-033292 PAPER, DIGITAL CARBONLESS, 5-PT REVERSE, (GOLD/PINK/CANARY/GREEN/WHITE), 8-1/2" X 11".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00021	COMMODITY CODE: 645-24-033293 PAPER, DIGITAL CARBONLESS, 5-PT REVERSE, (GOLD/PINK/CANARY/GREEN/WHITE), 8-1/2" X 14".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00022	COMMODITY CODE: 645-24-033294 PAPER, DIGITAL CARBONLESS, 5-PT REVERSE, 22# (21# LAST SHEET), (GOLD/PINK/CANARY/ GREEN/WHITE), 11" X 17".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00023	COMMODITY CODE: 645-24-033295 PAPER, DIGITAL CARBONLESS, 5-PT REVERSE, (GOLD/PINK/CANARY/GREEN/WHITE), 17-1/2" X 22-1/2". * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING.	1	M	_____	_____
PAGE TOTAL					_____

PRICE SHEET

VENDOR NAME :

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
* SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *					
00024	COMMODITY CODE: 645-24-033297 PAPER, DIGITAL CARBONLESS, 5-PT STRAIGHT (WHITE/GREEN/CANARY/PINK/GOLD), 8-1/2" X 14".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00025	COMMODITY CODE: 645-24-033298 PAPER, DIGITAL CARBONLESS, 5-PT STRAIGHT (WHITE/GREEN/CANARY/PINK/GOLD), 11" X 17".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00026	COMMODITY CODE: 645-24-033299 PAPER, DIGITAL CARBONLESS, 5-PT STRAIGHT (WHITE/GREEN/CANARY/PINK/GOLD), 17-1/2" X 22-1/2".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00027	COMMODITY CODE: 645-24-033300 PAPER, DIGITAL CARBONLESS, 6-PT REVERSE, (GOLD/PINK/CANARY/GREEN/BLUE/WHITE), 8-1/2" X 11".  MFR/BRAND: _____	1	M	_____	_____
PAGE TOTAL					_____

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00028	SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. * COMMODITY CODE: 645-24-033301 PAPER, DIGITAL CARBONLESS, 6-PT REVERSE, (GOLD/PINK/CANARY/GREEN/BLUE/WHITE), 8-1/2" X 14". MFR/BRAND: _____ SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00029	COMMODITY CODE: 645-24-033302 PAPER, DIGITAL CARBONLESS, 6-PT REVERSE, (GOLD/PINK/CANARY/GREEN/BLUE/WHITE), 11" X 17". MFR/BRAND: _____ SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00030	COMMODITY CODE: 645-24-033303 PAPER, DIGITAL CARBONLESS, 6-PT REVERSE, (GOLD/PINK/CANARY/GREEN/BLUE/WHITE), 17-1/2" X 22-1/2". MFR/BRAND: _____ SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
PAGE TOTAL					_____

PRICE SHEET

VENDOR NAME :

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OPEN DATE : 09/16/10 TIME: 2:00 PM  
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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00031	COMMODITY CODE: 645-24-033304 PAPER, DIGITAL CARBONLESS, 6-PT STRAIGHT (WHITE/BLUE/GREEN/CANARY/PINK/GOLD), 8-1/2" X 11".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00032	COMMODITY CODE: 645-24-033305 PAPER, DIGITAL CARBONLESS, 6-PT STRAIGHT (WHITE/BLUE/GREEN/CANARY/PINK/GOLD), 8-1/2" X 14".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00033	COMMODITY CODE: 645-24-033306 PAPER, DIGITAL CARBONLESS, 6-PT STRAIGHT (WHITE/BLUE/GREEN/CANARY/PINK/GOLD), 11" X 17".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR HIGH VOLUME DIGITAL PRINTING. * SAMPLES MUST BE PROVIDED IF REQUESTED PRIOR TO AWARD. *	1	M	_____	_____
00034	COMMODITY CODE: 645-24-033307 PAPER, DIGITAL CARBONLESS, 6-PT STRAIGHT (WHITE/BLUE/GREEN/CANARY/PINK/GOLD), 17-1/2" X 22-1/2".  MFR/BRAND: _____  SHEETS PER CARTON: _____ * MUST PREFORM ON HIGH SPEED DIGITAL EQUIPMENT WITH RUNNABILITY FOR	1	M	_____	_____
PAGE TOTAL					_____

PRICE SHEET

VENDOR NAME :

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RETURN DATE: 09/15/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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HIGH VOLUME DIGITAL PRINTING.  
\*  
SAMPLES MUST BE PROVIDED IF REQUESTED  
PRIOR TO AWARD.  
\*

00035	COMMODITY CODE: 645-90-079039 PAPER, COPY/LASER/INKJET COMPATABLE, 3-HOLE PUNCH, MIN. 92 BRIGHT, WHITE, 20# 8-1/2" X 11".	1	M	_____	_____
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MFR/BRAND: \_\_\_\_\_

SHEETS PER CARTON: \_\_\_\_\_

PAGE TOTAL \_\_\_\_\_

BID TOTAL \_\_\_\_\_