

OFFICESUPPLY2018BID

VAN ZANDT COUNTY, TEXAS

INVITATION TO BID - Office Supplies

RETURN BID TO: VAN ZANDT COUNTY AUDITOR'S OFFICE
121 East Dallas, Room 102
CANTON, TEXAS 75103

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEETS are for your convenience in bidding the enclosed referenced products and/or services for VAN ZANDT COUNTY.

Sealed bids shall be received no later than:

1:00 P.M., Monday, March 25, 2019
MARK ENVELOPE: "OFFICE SUPPLY BID"

Please note that all bids **must be received at the designated location by the deadline shown**. Bids received after the deadline **will not be considered** for the award of the contract(s), and shall be considered void and unacceptable. Opening is scheduled to be held in Auditors Office, Courthouse Basement, Canton, Texas at **1:00 p.m., Monday, March 25, 2019**. **You are invited to attend. Bids will be awarded in County Commissioner's Court on Wednesday, April 03, 2019 at 9:00 a.m..**

Van Zandt County is aware of the time and effort you expend in preparing and submitting bids to the county. Please let us know of any bid requirements which are causing you difficulty in responding to our bids. We want to make the process as easy and painless as possible so that all responsible vendors can compete for the county's business. If you do not wish to bid at this time, but wish to remain on the bid list for this type commodity, please submit a "No Bid". If you wish to be removed from the bid list, please let us know.

The contract(s) may be awarded at the time of the bid opening, but Van Zandt County reserves the right to delay awarding the bid for approximately two weeks if it appears to be in the best interest of the county. To obtain information regarding the award of the contract, please contact the **VAN ZANDT COUNTY AUDITOR'S OFFICE at 903-567-2171**.

**VAN ZANDT COUNTY
INVITATION TO BID
INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners Court of Van Zandt County, Texas, sealed bids will be received for:

OFFICE SUPPLIES

TO PROVIDE for a contract (s) commencing May 1, 2019 thru April 30, 2020

IT IS UNDERSTOOD that the Commissioners Court of Van Zandt County reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Van Zandt County.

BIDS MUST BE submitted on the pricing forms included for that purpose in this packet. Each bid shall be placed in a separate sealed envelope and marked clearly on the outside as shown below. **FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.**

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

VAN ZANDT COUNTY AUDITOR
VAN ZANDT COUNTY COURTHOUSE
121 East Dallas, Room 102
CANTON, TEXAS 75103

No later than 1:00 p.m., March 25, 2019

MARK ENVELOPE: Office Supply Bid

ALL BIDS MUST BE RECEIVED IN THE COUNTY AUDITOR'S OFFICE BEFORE OPENING DATE AND TIME.

LATE BIDS: Bids received in the County Auditor's office after submission deadline will be considered void and unacceptable.

Van Zandt County is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Auditor's office shall be the official time of receipt.

ALTERING BIDS: Bids cannot be altered or amended after submission deadline. Any interlineations, alteration, or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

WITHDRAWAL OF BID: A bid may not be withdrawn or canceled by the bidder without the permission of the county for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submission of their bid.

SALES TAX: Van Zandt County is exempt by law from payment of Texas Sales Tax.

CONTRACT: The bid, when properly accepted by Van Zandt County, shall constitute a contract equally binding between the successful bidder and Van Zandt County. It is intended that two contracts will be awarded. Bidders may bid on any or all contracts by completing bid sheet(s) for the items they wish to bid.

DELIVERY: All delivery and freight charges (FOB Van Zandt County designated location) are to be included in the bid price.

DELIVERY TIME: Bids shall show number of days required to place supplies at the County's designated location. Failure to state delivery time may cause bid to be rejected. Successful bidder shall notify the Auditor's Office immediately if delivery schedule cannot be met. If delay is foreseen, successful bidder shall give written notice to the Auditor's Office. The County has the right to extend delivery time if reason appears valid. Successful bidder must keep the Auditor's Office advised at all times of the status of the order.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

ETHICS: The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Van Zandt County.

EXCEPTIONS/SUBSTITUTIONS: All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specification, or offering substitutions, shall state these exceptions by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Van Zandt County Commissioners Court reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the county.

DESCRIPTIONS: Any reference to model and/or make/manufacture used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

ADDENDA: Any interpretations, corrections or changes to this Invitation To Bid and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Van Zandt County Auditor. Addenda will be mailed to all who are known to have received a copy of this Invitation To Bid. Bidders shall acknowledge receipt of all addenda.

BID MUST COMPLY with all federal, state, county and local laws concerning these types of service.

ALL SUPPLIES must be new and unused, unless otherwise specified, in first-class condition and of current manufacture.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics;
5. Be otherwise qualified and eligible to receive an award.

Van Zandt County may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

BIDDER SHALL PROVIDE with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

SUCCESSFUL BIDDER SHALL defend, indemnify and save harmless Van Zandt County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder shall pay any judgment with cost which may be obtained against Van Zandt County growing out of such injury.

TERMINATION OF CONTRACT: This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Van Zandt County reserves the right to award canceled contract to next lowest and best bidder as it deems to be in the best interest of the county.

TERMINATION FOR DEFAULT: Van Zandt County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Van Zandt County reserves the right to terminate the contract immediately in the event the successful bidder fails to: (1) meet delivery or completion schedules, or (2) otherwise perform in accordance with these specifications. Breach of contract or default authorizes the County to award to another bidder, purchase elsewhere and charge the full increase in cost and handling to the defaulting successful bidder.

PATENTS/COPYRIGHTS: The successful bidder agrees to protect Van Zandt County from claims involving infringements of patents and/or copyrights.

PURCHASE ORDER: A purchase order(s) is required on all purchases in excess of \$100.00.

PACKING SLIPS or other suitable shipping documents shall accompany each special order shipment and shall show: (a) name and address of successful bidder, (b) name and address of receiving department and/or delivery location, (c) Van Zandt County Purchase Order number, and (d) descriptive information as to the item(s) delivered, including product code, item number, quantity, number of containers, etc..

INVOICES shall show all information as stated above shall be issued for each purchase order and shall be mailed directly to the Van Zandt County Treasurer, 121 East Dallas, Room 101, Canton, Texas 75103.

PAYMENT will be made upon receipt and acceptance by the county of items ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act, Article 601f V.T.C.S.

ITEMS supplied under this contract shall be subject to the county's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at the next service date at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition.

SAMPLES: When requested, samples shall be furnished free of expense to Van Zandt County.

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

REMEDIES: The successful bidder and Van Zandt County agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Van Zandt County, Texas.

ASSIGNMENT: The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the written consent of Van Zandt County.

SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

ANY QUESTIONS concerning this Invitation to Bid and Specifications should be directed to the Van Zandt County Auditor's Office at 903-567-2171.

BID AFFIDAVIT

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. Bidder further certifies and agrees to furnish any and/or all commodities upon which prices are extended at the price offered, and upon which prices are contained in the specifications of the Invitation For Bid. The period of acceptance of this bid will be _____ calendar days from the date of the bid opening.

STATE OF _____ COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for

the State of _____, on this day personally appeared

_____, who after being by me
(Name)

duly sworn, did depose and say:

"I, _____ am a duly authorized
(Name)

officer of/agent for _____
(Name of firm)

and have been duly authorized to execute the foregoing on behalf of

the said _____.
(Name of firm)

I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services/commodities bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder: _____

_____ Telephone # _____

by: _____ Title: _____
(Print name)

Signature: _____

SUBSCRIBED AND SWORN to before me by the above-named _____

_____ on this the

_____ Day of _____, 20 _____.

Notary Public in and for the State of _____.

VAN ZANDT COUNTY

OFFICE SUPPLIES

BID SHEET

For Period May 1, 2019 – April 30, 2020

BIDDER'S NAME _____

ADDRESS _____

CITY/STATE _____

PHONE NUMBER _____

AUTHORIZED SIGNATURE _____

BID SHEET

PART I.

The following items are to be bid as a specific unit price which will be firm for the duration of the contract and should include all delivery and/or shipping charges. **A current catalog and price list must be submitted with the bid so that a sampling of product prices can be compared.**

<u>ITEM / DESCRIPTION</u>	<u>UNIT PRICE</u>
A. PENS, PENCILS, HI-LITERS	
1. #2 Pencils, woods, with eraser Brand bid: _____	_____ ea.
2. Mechanical Pencils Brand bid: _____	_____ ea.
3. Pencil Lead Brand bid: _____	_____ ea.
4. Med. & Fine ball point pens Brand bid: _____	_____ ea.
5. Med. & Fine stick pens Brand bid: _____	_____ ea.
6. Med. & Fine retractable pens Brand bid: _____	_____ ea.
7. Med. & Fine flex grip pens Brand bid: _____	_____ ea.
8. Med. roller ball pens Brand bid: _____	_____ ea.
9. Fine. Roller ball pens Brand bid: _____	_____ ea.
10. Roller ball pens # 60151 Brand bid: _____	_____ ea.
11. Extra fine roller ball pens Brand bid: _____	_____ ea.
12. Deluxe micro roller ball pens Brand bid: _____	_____ ea.
13. Metal micro roller ball pens Brand bid: _____	_____ ea.

- 14. Sharpies
Brand bid: Sanford _____ ea.
- 15. Hi-Liters - Assorted colors
Brand bid: _____ ea.
- 16. Hi-Liters - (Yellow)
Brand bid: _____ ea.
- 17. Felt tip pens
Brand bid: _____ ea.
- 18. Felt tip extra fine pens
Brand bid: _____ ea.
- 19. Felt tip markers
Brand bid: _____ ea.
- 20. Permanent Marker # 42001
Brand bid: _____ ea.

B. CORRECTION FLUID & FILM

- 1. Correction Film - Single line dispenser
Brand bid: _____ ea.
- 2. Correction Film - Single refill
Brand bid: _____ ea.
- 3. Correction Film - 1/6"W x 394"L
Brand bid: _____ ea.

C. STAPLERS, STAPLES, CLIPS, FASTENERS, RUBBER BANDS

- 1. Desk top stapler
Brand bid: _____ ea.
- 2. Staples - standard, full strip
Brand bid: _____ ea.
- 3. Staples -
Brand bid: swing line _____ ea.

- 4. Staples - 1/2" leg
Brand bid: _____ ea.
- 5. Paper Clips - Regular, size 1
Brand bid: _____ ea.
- 6. Paper Clips - Regular, Jumbo
Brand bid: _____ ea.
- 7. Binder Clips - Small
Brand bid: _____ ea.
- 8. Binder Clips - Medium
Brand bid: _____ ea.
- 9. Binder Clips - Large
Brand bid: _____ ea.
- 10. Rubber Bands - # 32
Brand bid: _____ ea.
- 11. Rubber Bands -. # 64
Brand bid: _____ ea.
- 12. Rubber Bands -. # 117B
Brand bid: _____ ea.
- 13. Paper fasteners, 2" capacity including base
Brand bid: _____ ea.

D. POST - IT NOTES, LABELS, TAPE

- 1. Post - it notes - 1 1/2 x 2"
Brand bid: _____ ea.
- 2. Post - it notes - 2" x 3"
Brand bid: _____ ea.
- 3. Post - it notes - 3" x 3"
Brand bid: _____ ea.
- 4. Post - it notes - 3" x 5"
Brand bid: _____ ea.

5. Pads - telephone message, single side
"While you were out", 50 /CT
Brand bid: _____ ea.

6. Pads - telephone message, duplicate
"While you were out", 50 /CT
Brand bid: _____ ea.

F. FOLDERS, ENVELOPES

1. Folder, manila, legal, 1/3rd cut tabs
Brand bid: _____ ea.

2. Folder, manila, letter, 1/3rd cut tabs
Brand bid: _____ ea.

3. Folder, hanging, legal 1/5th cut tabs
Brand bid: _____ ea.

4. Folder, colored, letter 2 ply cut tabs
Brand bid: _____ ea.

5. Folder, hanging, letter 1/5th cut tabs
Brand bid: _____ ea.

6. Manila envelope - 6" x 9"
Brand bid: _____ ea.

7. Manila envelope - 9" x 12"
Brand bid: _____ ea.

8. Manila envelope - 10" x 15"
Brand bid: _____ ea.

9. Plain white # 10 envelopes, 500/box
Brand bid: _____ ea.

10. Plain white # 10 window envelopes, 500/box
Brand bid: _____ ea.

11. Notary Book
Brand bid: _____ ea.

G. BINDERS

1. Binder, 3 - ring, hard back, vinyl, letter size - 1” capacity

Brand bid: _____ **ea.**

2. Binder, 3 - ring, hard back, vinyl, letter size - 2” capacity

Brand bid: _____ **ea.**

3. Binder, 3 - ring, hard back, vinyl, letter size - 3” capacity

Brand bid: _____ **ea.**

4. Binder, Data printout, 8 1/2” x 11” sheet cut

Brand bid: _____ **ea.**

5. Binder, Data printout, 14 7/8” x 11” sheet cut

Brand bid: _____ **ea.**

6. Binder, Data printout index tabs, 8 1/2” x 11 sheet cut

Brand bid: _____ **ea.**

7. Binder, Data printout index tabs, 14 7/8” x 11” sheet cut

Brand bid: _____ **ea.**

H. CALENDARS

1. Calendars - desk refill only

Brand bid: _____ **ea.**

2. Calendars - appointment book

Brand bid: _____ **ea.**

3. Calendars - desk pad

Brand bid: _____ **ea.**

4. Calendars - wall, erasable

Brand bid: _____ **ea.**

I. BOXES

1. Storage boxes # 01647 - legal size

50 Brand bid: _____ **ea.**

2. Storage boxes - letter size

Brand bid: _____ **ea.**

3. Storage boxes - legal size, drawer files

Brand bid: _____ **ea.**

4. Storage boxes - letter size, drawer files

Brand bid: _____ **ea.**

5. Storage boxes - letter size, drawer files #01647

Brand bid: _____ **ea.**

It is impossible to list each office supply item that Van Zandt County will need to purchase within the next 12 months. On that basis, please bid the PERCENTAGE DISCOUNT you will give off the list price in your current catalog or cost + percentage of all other office supply items.

PERCENTAGE DISCOUNT: _____ OR COST + PERCENTAGE _____

CATALOG: _____

AUTHORIZED REPRESENTATIVE: _____

SIGNATURE: _____

DATE: _____