REQUEST FOR PROPOSALS #CC466-15

Casper College – Copy Paper

NOTICE IS HEREBY GIVEN that Casper College is accepting sealed proposals for Copy Paper.

SEALED PROPOSALS MUST BE IN THE POSSESSION OF THE CASPER COLLEGE PURCHASING DEPARTMENT BY NO LATER THAN:

2:00 P.M. (our clock) December 17, 2015

Proposals will be opened at this time in Room # 310 of the Gateway Bldg.

Proposal received after the time and date specified will not be considered.

Sealed proposals must be sent or delivered to:
(telephone, fax, or email proposals will not be accepted)

Casper College
125 College Drive
Casper, Wyoming 82601

Attn. Paul Christman, Director of Purchasing
Gateway Building Rm. #311A

Please clearly mark the outside of your envelope:
“Copy Paper - RFP #CC466-15”
Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn’t give an advantage to the bidder submitting the proposal or disadvantages any competing bidders. The College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather the proposal that is felt to be in the best interest of the institution.

Although pricing is important, it will not be the only factor considered when evaluating proposals (see page 5).

Casper College will adhere to Wyoming State Statutes Sections 16-6-102 through 107 if this RFP is awarded.

**ITB/RFP POSTING / DOWNLOADING / AWARDS:**

All Casper College ITB’s & RFP’s will be posted on the web-pages shown below. Bidders are responsible for checking these sites for addendums prior to sending in their proposals.

Awards will also be shown on these sites.

[www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing)

We also post on:

[www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)

Refer questions to (email is preferred):

Paul Christman
[pchristman@caspercollege.edu](mailto:pchristman@caspercollege.edu)
Ph 307-268-2633

Sincerely,

[Signature]

Paul Christman, CPPB
Director of Purchasing
GENERAL

- Expenses incurred in proposal preparation, pre-proposal meetings, site-visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by the college.
- All submittals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Submittals in their entirety cannot be specified as proprietary or confidential.
- All materials submitted with regard to this solicitation become the property of the college. The college will have the right to use any ideas contained in proposals received, with the exception of proprietary or confidential information.
- By submitting this proposal, the bidder certifies under penalty of perjury that he/she has not acted in collusion with any other bidder or potential bidder.
- Casper College does not make advance payments for orders.
- All proposals shall be valid for a minimum of sixty (60) days from the proposal due date.
- If an award is made, we prefer to award the entire order to one bidder.
- If your company is awarded this order nothing shall be shipped until your company receives an approved Purchase Order from the Casper College Purchasing Department. The College Purchase Order Terms & Conditions will prevail.
- Use attached proposal form. At our option, we may reject any proposals that are not submitted on our proposal form. Note: Please don’t return pages 1-5 of this RFP with your proposal. We only need the attached proposal form and an itemized listing of the items you are bidding.

The following designations are used interchangeably:

- Casper College, College and The College
- Evaluation Committee and Committee
- Proposal, Bid and Bid Proposal
- Proposer, Bidder, Person, Vendor, Company, Manufacturer, Distributor, Dealer
- Request for Proposal and RFP
SPECIFICATIONS

* 840 Cases – 8 1/2" x 11" 20# White, Copy Paper
  o 500 sheets in a ream, 10 reams per case, 40 cases per pallet
  o Prefer a minimum of 84 Bright (please indicate brightness on proposal form)
  o We will consider new, recycled, or a percentage of recycled materials.
  o We would like to see proposal prices for several brands/types of paper (use separate bid forms for each proposal).
  o Indicate time required for delivery on bid form.
    Note: We prefer to have delivery mid to late January 2016.

* Adjustments (up or down) to this quantity are allowed to make one full truckload. Please make note of any quantity adjustments on the attached proposal form.

Freight:
Include freight - FOB Casper College. The freight price can be included in the materials pricing or broken out as a separate line item. The College has a shipping dock and pallet jacks for unloading. All pallets will be unloaded at one location.

CLARIFICATIONS / QUESTIONS

- All requests for clarifications must be emailed to pchristman@caspercollege.edu and debbiep@caspercollege.edu. The Purchasing Department will respond by email or issue an Addendum if required (see below). Please do not contact any other College personnel directly.

ADDENDUMS

- All significant changes or corrections will be made by written addendum. In the event it becomes necessary to issue an addendum, it will be available on the Casper College Purchasing Web-Page and also Rocky Mountain Bid System as noted on page #2 of this RFP. It is the bidder’s responsibility to check for addendums before submitting a proposal.

- Bidders shall not rely on any other changes or corrections.

MODIFICATION OR WITHDRAWAL OF PROPOSAL

- A proposal that is in the possession of the Purchasing Office may be altered or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for bidding provided that it is received prior to the date and time set for the proposal opening. Telephone or verbal alterations or withdrawals of a proposal will not be accepted. Proposals may not be altered or withdrawn after the proposal opening.

  NOTE: If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our purchasing department prior to proposal opening.

- Erasures or changes must be initialed by the person signing the proposal.
DEVIATIONS OR SUBSTITUTIONS

- Any deviation or substitution from the specifications or scope of work must be noted in detail and attached to the proposal form. Complete specifications must be attached for any deviations or substitutions offered. In the absence of a specifications deviation statement and accompanying specifications, the bidder shall be held accountable for full compliance with the RFP specifications. Failure to submit a specification deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item offered and or the entire proposal.

EVALUATION CRITERIA

Proposals will be evaluated on, but not limited to, the following criteria (not necessarily in priority order).

- Pricing: Although a concern, the bidder with the most favorable pricing may not necessarily be awarded the order.
- Specifications: Items substantially meet our specifications along with quality, reliability and other requirements.
- Reputation / Stability: Reputation and stability of the dealer and manufacturer they are representing and length of time they have been in business. Results of prior orders (if any) and information acquired from references.
- Delivery: Time required for complete delivery.
- Etc. Other miscellaneous criteria.

AWARD OF ORDER

- If an award is made it will be to the bidder whose proposal will be the most advantageous to Casper College.

- If your company is awarded this order nothing shall be shipped until your company receives an approved Purchase Order from the Casper College Purchasing Department. The College Purchase Order Terms & Conditions will prevail.

INVOICING AND PAYMENT

- Invoices totaling $10,000 or more will be approved once each month at the Casper College Board meeting. This meeting is normally held the third Tuesday of each month. Completed invoices must be in the possession of accounts payable the Wednesday before the third Tuesday to be considered for payment. All invoices shall be forwarded to: Casper College, Accounts Payable, 125 College Drive, Casper, WY 82601. No late fees will be paid by the College.

POSTING OF AWARD

- Casper College will post all final bid results on the sites shown on page #2.
## Casper College

### Proposal Form - Copy Paper - RFP # CC466-15

<table>
<thead>
<tr>
<th>Description</th>
<th>Brand Name / Part #</th>
<th>New / Recycled?</th>
<th>Quant.</th>
<th>Price Per Case</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Paper, 8 1/2&quot; x 11&quot; 20# White, 84 bright (preferred minimum) See pg. 4</td>
<td></td>
<td></td>
<td>840 cases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for specifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freight - FOB Casper College (if not included in above prices)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(use additional bid forms if submitting several proposals)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you were awarded this order, how many weeks would it take to deliver? __________ / weeks

Do above prices include freight, FOB Casper College? Yes ______ Yes ______ No ______

Received Addendum # 1 ______ Addendum # 2 ______ Addendum # 3 ______
(initial only if addendums were issued)

**Bidder Information:**

- **Company Name:**
- **Mailing Address:**
- **City:**
- **State:**
- **Zip:**
- **Phone Number:**
- **Fax:**
- **Bidders Name (print):**
- **Email Address:**

**Signature:** __________________________  **Date:** ________

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* Signing this form indicates you are in agreement with all the conditions shown on this RFP, addendums (if any) and attachments.