



125 College Drive, Casper WY 82601

REQUEST FOR PROPOSALS #CC543-20

**Casper College
COPY PAPER**

NOTICE IS HEREBY GIVEN that Casper College is accepting sealed proposals for the above project.

**SEALED PROPOSALS MUST BE IN THE POSSESSION OF THE CASPER
COLLEGE PROCUREMENT DEPARTMENT BY NO LATER THAN:
2:00 P.M. MTN Time on November 12, 2020.**

Proposals will be opened at 2:00 pm November 12, 2020 in **Room #310 of the Gateway
Building on the Casper College Campus**

Please provide one (1) original and one (1) copy in a sealed envelope(s).

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

Sealed proposals must be sent or delivered to:

Casper College
125 College Drive
Casper, Wyoming 82601

Attention Shane Pulliam, Director of Procurement
Gateway Building Room #311

Please clearly mark the outside of your envelope:
"Copy Paper – RFP #CC543-20"

Telephone, fax, or email proposals will not be accepted

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).

ITB/RFP POSTING & DOWNLOADING:

**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.**

www.caspercollege.edu/offices-services/purchasing

We also post on:

www.rockymountainbidsystem.com

Refer questions to (email is preferred):

Shane Pulliam

shane.pulliam@caspercollege.edu

Ph 307-268-2633

Sincerely,

A handwritten signature in blue ink, appearing to read "Shane Pulliam", is written in a cursive style.

Shane Pulliam
Director of Procurement

GENERAL

- Expenses incurred in proposal preparation, pre-bid meetings, site-visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by the college.
- Awarded bidder(s) will not be reimbursed for expenses such as travel, mileage, rental car, meals, lodging, etc.
- 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 bids shall be valid for a minimum of sixty (60) days from the bid due date.
- If your company is awarded this order nothing shall be shipped until your company receives an approved Purchase Order from the Casper College Procurement Department.
- The College Purchase Order Terms & Conditions will prevail.
- Use attached bid form. At our option, we may reject any proposals that are not submitted on our bid form.
- **Please submit one original and one copy of the original proposal (and all associated literature, specifications, etc.) in a sealed envelope.**

Note: **Please do not return pages 1-5** of this RFP with your proposal.

The following designations are used interchangeably:

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

SPECIFICATIONS & SCOPE OF WORK

***440 Cases – 8 ½” x 11” 20# White, Copy Paper**

- 500 sheets in a ream, 10 reams per case, 40 cases per pallet
- Prefer a minimum of 84 Bright (please indicate brightness on proposal form)
- We will consider new, recycled, or a percentage of recycled materials.
- We would like to see proposal prices for several brands/types of paper (use separate bid forms for each proposal).
- Indicate time required for delivery on bid form.

*Adjustments (up or down) to this quantity are allowed to make full pallets. 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 shane.pulliam@caspercollege.edu by November 10, 2020 at 5:00 p.m. MTN time. The Procurement 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 bid posting web-sites noted on page #2. **Bidders shall not rely on any other changes or corrections.** Bidders are responsible for checking these sites before submitting a proposal.

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 on the proposal must be initialed by the person signing the proposal.

DEVIATIONS OR SUBSTITUTIONS

- Any deviation or substitution from the specifications shown 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 specification 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(s) with the most favorable pricing may not necessarily be awarded the order(s).
- **Specifications:** Proposed units substantially meet our specifications along with quality, reliability, safety, 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.
- **Parts/Service:** Availability of parts, service, and warranty. Response time for parts and service calls.
 - **Location:** Is the proposed unit in town or nearby for viewing (used units)?
 - **Delivery:** Time required for delivery of the unit.
 - **Timeliness:** Time required for delivery of unit.
 - **Etc.:** Other miscellaneous criteria.

AWARD OF ORDER

- If awarded, the award will be to the bidder(s) whose proposal(s) will be the most advantageous to Casper College, considering, but not limited to, the Evaluation Criteria shown. Negotiations may also be a part of the award process. Consideration of the factors enumerated herein and the award of the order shall be at the sole discretion of Casper College.

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.

Use attached Bid Form.

**Attach itemized pricing, additional options, specifications,
literature, and warranty information to your proposal form.**

Casper College - Bid Form

12 Passenger Van RFP #CC543-20					
Item #	Qty	UOM	Description	Price Each	Extended Price
	440	EACH	8.5"x11" White Paper		
	1	Each	Freight		
				<u>TOTAL</u>	-
Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____ (initial only if addendums were issued)					
Bidder Information:				Comments:	
Company Name:				Mailing Address:	
City:		State:		Zip:	
Phone Number:				Fax:	
Bidders Name (print):				Title:	
Signature:				Email Address:	
* Signing this form indicates you agree with all the conditions shown in this RFP, addendums (if any) and attachments.					