

Casper College | Procurement Department

125 College Drive, Casper WY 82601

REQUEST FOR PROPOSALS #CC593-24

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 March 7, 2024.**

Proposals will be opened at 2:00 pm March 5, 2024 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: Debbie Przybylowicz, Procurement Specialist
Gateway Building Room #311

Please clearly mark the outside of your envelope:
"Copy Paper – RFP #CC593-24"

Telephone, fax, or email proposals will not be accepted

Although **pricing** is important, **it will not be the only factor considered** when evaluating bids. Any award(s) made as a result of this bid will be determined through "best value" analysis. This will include (but is not limited to) price, bid meets our requirements and specifications, quality, vendor and/or manufacturer reputation, results of previous orders (if any), delivery, etc.

Casper College reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities. Casper College does not bind itself to the lowest bid, but rather the lowest responsive and responsible bid that is felt to be in the best interest of the institution.

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):

**Debbie Przybylowicz
debra.przybylowicz@caspercollege.edu
Ph 307-268-2035**

Sincerely,

A handwritten signature in blue ink, appearing to read 'Debbie Przybylowicz', with a stylized flourish at the end.

Debbie Przybylowicz
Procurement Specialist

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.
- Bidders may be asked to furnish one case of the paper they are bidding for evaluation.
- Paper must be compatible with High Speed Copiers, Laser & Inkjet Printers, Fax, Etc.
- **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.

Additional Add On – 1 additional pallet of 8 ½" x 11" 20# White, Copy Paper for our UW/CC office on campus with the above referenced specifications.

*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 debra.przybylowicz@caspercollege.edu by February 27, 2024 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.

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 - Copy Paper RFP #593-24

Description	Brand Name / Part #	Quan.	Price Per Case	Extended Price
Copy Paper, 8 1/2" x 11" 20# White, 84 Bright		440 Cases		
Additional add on: 1 pallet of 8 1/2" x 11" 20# White, 84 Bright copy paper for our UW/CC office on campus		1 Pallet	Price Per Pallet	Extended Price
Freight (if not included in above prices)		1 Lot		
			Grand Total =	

(please refer to page 4 for specifications)

If you were awarded this order, how long would it take to deliver? _____

Do above prices include freight; FOB Casper College? Yes _____ No _____

Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____ (if issued)

Bidder Information:

Comments:

Company Name

Mailing Address

City

State

Zip

Phone Number

Fax Number

Bidders Name

Email Address:

Signature

Date

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