

**Town of Scarborough**

**Invitation to Bid**

**Office Supplies**

Sealed bids for furnishing the Town of Scarborough with its requirements for Office Supplies, on an as needed basis for a one year period, as specified below and in the attached proposal will be received by the Town Purchasing Agent, Scarborough Municipal Building, 259 US Route One, Scarborough, Maine, 04070-0360 up until 3:00pm, Wednesday February 1<sup>st</sup>, 2006, at which time they will be publicly opened.

Bids shall be submitted on the attached form in sealed envelopes plainly marked "Bid #0022006 for Office Supplies" and shall be addressed to the Purchasing Agent at the above address.

**Each bid must be accompanied by a bid bond equal to 10% of the bid.** This may be a properly certified check, bank treasurer's check, bank cashier's check, bank money order, or a bid bond. Such bid bonds will be returned to bidders within a reasonable amount of time after signing of contract. If the successful bidder fails to sign and return the contract within 14 days after notification by the Town that it is ready for signature, his/her bid will lapse at the election of the Town and his/her bid bond shall be forfeited and retained by the Town as an agreed amount of liquidated damages.

The term of the contract resulting from this bid shall be for one year. The contract will commence on a date to be determined by the Town and the Supplier awarded the bid. By mutual consent of the Town and the Supplier, it may be extended for an additional year at the same prices, terms, and conditions.

Bidders understand and agree that the example quantities listed in the specifications are estimates only of annual usage. It is also understood and agreed that the successful bidder shall supply the actual quantities ordered for delivery during the term of the contract, whether more or less than the example quantities listed.

In the event that the successful bidder to whom this bid has been awarded should fail to supply the Town of Scarborough's requirements promptly and according to the specifications and prices of this bid, the Town reserves the right to cancel the award to this bidder and purchase the item(s) elsewhere.

It is the custom of the Town of Scarborough to pay its bills within 30 days following delivery of and receipt of bills for all items covered by a purchase order. In submitting bids under attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy.

The Town of Scarborough, Maine reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the Town's purchasing ordinance.

Keith L. Matherne  
Purchasing Agent

## **PROPOSAL**

The UNDERSIGNED hereby proposes to furnish Office Supplies to the Town of Scarborough, Maine in accordance with the attached Invitation to Bid, and Bid Specifications. As part of the specifications is a sampling of the Town's office supply buying for 2005.

### **OFFICE SUPPLY BID SPECIFICATIONS**

#### **DETERMINATION OF LOW BID**

The Town shall consider a combination of the individual net prices in the proposals and the catalog discount offered in making the determination for contract awards.

The Town, in addition to the price quotations, shall also consider as award factors the following:

- The quality of the products being offered.
- Overall completeness of the product line.
- The ability of the vendor to offer excellent service, supply the required products and to otherwise comply with these specifications.

#### **PRODUCT QUALITY**

All products bid and supplied shall be of highest quality. The Town reserves the right to inspect and reject any product that is not consistent with quality standards, and determination of "quality standard" rests in the sole discretion of the Town.

#### **PRODUCT SUPPLY**

The vendor shall maintain an adequate stock of items included in the bid to meet the needs of Town.

#### **ORDERS**

Vendor shall accommodate the needs of the Town with respect to ordering supplies.

#### **DELIVERY & PACKAGING**

Delivery shall be to the location designated by the Town within 48 hours of receipt of order. The ability to deliver orders in 24 hours will be a consideration in the award of this bid. **All prices shall include delivery costs and no additional costs for delivery will be accepted.** If the vendor, having been awarded the contract, is unable to deliver the item as provided in the specifications, that vendor shall be required to notify the Town of the problem and recommend where that item may be purchased.

Vendors shall be required to package and label supplies that are ordered according to the instructions of the Town.

#### **REPORTING REQUIREMENTS**

Contractor shall provide reports to the Town upon request that state the total dollar volume of products purchased by the Town.

#### **INVOICES**

Invoices shall be furnished in the number of copies required by the Town to ensure prompt payment.

### **BID COMPLETION AND REQUIREMENTS**

**Read the following carefully, as bidders will be solely responsible for compliance with these requirements:**

The bid forms enclosed contain a list of office supply items purchased by the Town in 2005. Bidders are to furnish prices and all other information requested for all items on the list.

**In order to accurately compare bids, prices bid must be for the same quantity shown on the bid form regardless of the availability of that item in that quantity.** Actual units available through the bidder may be added as part of the bid package.

Brand names must be quoted where specified. If the brand specified is not available, a reasonable substitute shall be indicated.

Bidders are to submit their store catalog with the bid and to indicate on the bid forms the discount at which the Town in this bid may purchase items from that catalog for the period of this contract.

Other than explained in the following paragraph, bid prices shall remain firm for the contract term.

Price increases during this contract will be permitted only if prices to you have been increased by one or more manufacturer(s). In such event, no price increases will be effective until such time as a letter or notification stating and showing evidence of said increase is provided to the Town. Further, increases are only permitted in the amount of the increase to you. Any price decreases during this contract shall be extended to the Town in this bid.

DESCRIPTION	QUANTITY	UNIT	UNIT COST
8-1/2X11-20-10M-L-BLUE FORE MP 30% PC	3	CA	\$
8-1/2X11-20-10M-L-CANARY FORE MP 30% PC	1	CA	\$
8-1/2X11-20-10M-L-GOLDENROD FORE MP 30% PC	3	CA	\$
8-1/2X11-20-10M-L-GREEN FORE MP 30% PC	3	CA	\$
8-1/2x11-20-10M-L-ORCHID DOMTAR MULTIPURPOSE	5	CA	\$
8-1/2X11-20-10M-L-PINK FORE MP 30% PC	2	CA	\$
8-1/2X11-20-10M-L-SALMON FORE MP 30% PC	1	CA	\$
8-1/2X11-20-10M-L-WHITE RELAY MP 13020 PC	111	CA	\$
8-1/2X14-20-12.72M-L-WHITE RELAY MP 13021 PC	1	CA	\$
AT&T 12' HANDSET CORD IVO	2	EA	\$
BASE, F/E717%S170, P	2	EA	\$
BATTERY, ALKA, ULTRA	2	PK	\$
BATTERY, ULTRA, AA, 8	3	PK	\$
BINDER, RING, 3" BK	11	EA	\$
BINDER, SIDE GRIP DBE LTR	10	EA	\$
BINDER, VIEW, 11X8.5,	45	EA	\$
BINDING, PLAS, 1/2"D	2	BX	\$
BNDER, CLAMP, 11X8.	25	EA	\$
BOOK, APPOINT, WKLY	4	EA	\$

BOOK, RCPT MNY, CBNL	2	EA	\$
BOOK, WYMO, 1UP, DUP	2	EA	\$
BOOK, WYMO, 2UP, 100S	5	EA	\$
CALCULATOR, COMM, 12	1	EA	\$
CALCULATOR, PRT/DSP	1	EA	\$
CALENDAR, CALENDAR	4	EA	\$
CALENDAR, TIMEPEACE	2	EA	\$
CARD, INDEX, PLAIN 5	6	PK	\$
CART CLR #78, F/DJ9	25	EA	\$
CART, F/1600C PRINTER	31	EA	\$
CART, HICAP, DSKJET	3	EA	\$
CARTRIDGE, , PPF750/770 250 PAGE YIELD	2	EA	\$
CARTRIDGE, HP LASERJET 420	2	EA	\$
CARTRIDGE, PPF750/770 PAGE YIELD 250 PAGES	2	EA	\$
CD-R, 80 MIN, SPINDLE, 50PK	1	PK	\$
CERTIFICATE HOLDER	4	EA	\$
CLEANER, DUSTER, 10	2	PK	\$
CLIP BINDER MED 12/BX	2	BX	\$
CLIP, #1, GEM, SMOOTH	57	BX	\$
CLIP, BINDER, MEDIUM	4	DZ	\$
CLIP, BINDER, SMALL	6	DZ	\$
CLIP, JUMBO, SMOOTH,	30	BX	\$
CLIP, PPR, #1, SMTH, 1	25	BX	\$
CONNECTOR, TWIST, PH	3	EA	\$
COVER, DOCUMENT, 6PK, NAVY	20	PK	\$
COVER, RPTPRESBRD 1	4	EA	\$
DESK PAD, 22X17, 50S	2	EA	\$
DESK PAD, MNTH PG 2	2	EA	\$
DISK, DS/HD 3.5" FRMT 50PK ALTSRC=U22 1PK	3	PK	\$
DISPENSER DRYLINE	10	EA	\$
DISPENSER, TAPE, DELUXE, 1" CORE	2	EA	\$
DRUM, F/HP4500/4500	1	EA	\$
DURABLE VIEW BINDER	6	EA	\$
ENVELOPE, BKLET, 9X1	2	BX	\$
ENVELOPE, CLSP, 10X1	5	BX	\$
ERASER, F/GRAPH PCL 3/TB	5	TB	\$
ERASER, REFILL, F/PD3	4	TB	\$
ERASER, STICK, CLIC	5	EA	\$
FILE, MAGAZINE, WG, 4PK	5	PK	\$
FILE, MOBILE, W/TUBS	2	EA	\$
FILM, INSNT, WRTON, 6	10	PK	\$
FLDR, HNG LTR 1/3 TAB 25/BX	2	BX	\$
FOLDER, LTR MLA 1/3 100BOX	6	BX	\$
FOLDER, MAN, 11PT, 1/	5	BX	\$

FOLDER, MLA, LTR, STR	2	BX	\$
FRAME, DOC, MTL LOOK, 8.5X11	2	EA	\$
HIGHLIGHTER, PEN STYL	12	EA	\$
HIGHLIGHTER, SPOTLITE	24	EA	\$
HILTER, FSCNT, CSHN	5	EA	\$
HOLDER, CD/DVD ADHS	3	PK	\$
INDEXD, 5TAB, CLEAR, 1	20	ST	\$
LASERJET, GNUIN HP Q1338A	1	EA	\$
LEAD, REFILL HB .5MM 12/TB	20	TB	\$
LEAFLET LITERATURE	5	EA	\$
MARKER, EXPO, ERASE,	12	EA	\$
MARKER, MARKSALOT, R	12	EA	\$
MARKER, SHARPIE, IND	12	EA	\$
MEMO, CUBE, POST-IT,	6	EA	\$
MOISTENER, PENCIL, T	2	EA	\$
MOISTENER, SORTKWIK	5	EA	\$
MONTHLY PLANNER-UN	4	EA	\$
NOTE, CLAS 5PD 90SH	2	PK	\$
NOTE, LINED, 3X3, 6PK, YELLOW	3	PK	\$
NOTE, POST-IT 3X3 LN	3	PK	\$
NOTE, STICK-IT, 1.5X	2	PK	\$
NOTEBOOK, 9.75X7.5	2	EA	\$
OPENER, LETTER, ASST	5	EA	\$
PAD, 3 POST-IT NOTE 4	6	PK	\$
PAD, LGL, RULED, PERF	1	DZ	\$
PAPER, 36X150 COAT	4	RL	\$
PAPER, 8.5X11 20#, C	10	RM	\$
PAPER, 8.5X11 20#, G	10	RM	\$
PAPER, 8.5X11 20#, S	10	RM	\$
PAPER, BOND, LTR20#8	2	RM	\$
PAPER, CPY, OD, 8.5X11, 10/C	1	CA	\$
PAPER, FORE MP.LTR	4	CT	\$
PAPER, LASER CUT SH	18	RM	\$
PAPER, LASER/COPY	2	RM	\$
PAPER, PHOTO, 58LB GLOSS, 10	1	PK	\$
PAPER, XERO, LDG, 20#	15	RM	\$
PAPER, XERO, LTR, 3HP	10	RM	\$
PEN, BALL POINT, BK	12	EA	\$
PEN, BP, RT, MED, FLXGRIP, 12P	3	DZ	\$
PEN, BPS, BALLPOINT	2	EA	\$
PEN, BPT, BK91, MED, B	6	EA	\$
PEN, BPT, EASY, TOUCH	2	EA	\$
PEN, RBL, P700, GELIN	3	EA	\$
PEN, ROUND STIC MED	20	DZ	\$

PEN, UNI-BALL GRIP BK	12	EA	\$
PEN, UNIBALL, VISION	6	EA	\$
PEN, UNI-BALL, VSN, G	3	EA	\$
PEN, UNI-BALL, VSN, P	3	EA	\$
PENCIL TICONDEROGA	4	DZ	\$
PENCIL, #2, TICONDER	6	DZ	\$
PENCIL, CLCKR, TRANS	2	EA	\$
PENCIL, MECH, CUSHION	5	EA	\$
PENCIL, WOOD, #2, MED	2	DZ	\$
POCKET, FILE, LTR, 3.	25	EA	\$
POST-IT NOTE, RULED, 4X6	6	EA	\$
PPR, STRATH, 24#WOVE	2	RM	\$
PROTECTOR, SHT, HVYW	2	BX	\$
PT65 LABEL MAKER	1	EA	\$
QN, MNTHLY, DP, 17 3/4 X 10	4	EA	\$
REFILL, X-STRN-TYLE	3	BX	\$
REST/PAD, MOUSE, RAI	2	EA	\$
RIBBON, BLACK, ML590	16	EA	\$
RIBBON, CALC, NYL, BK/R	6	EA	\$
RIBBON, CARTRIDGE, F/4470	4	EA	\$
RIBBON, WP, F/ML100, 32	2	EA	\$
RIBN, CALC, NYL, BK/R	16	EA	\$
RIBN, F/TM300A/U200	3	EA	\$
RIBN, TYP, COR, FILM	3	EA	\$
RIBN, WP, F/ML100, 32	2	EA	\$
ROLL, ADD/CALC, 3.0W	4	RL	\$
RUBBERBANDS, POLY B	16	PK	\$
RULER, 12" PLASTIC, A	13	EA	\$
SANDISK 256MB SECU	1	EA	\$
SHARPIE ULTRA FINE	2	DZ	\$
SHEARS, BENT 71/4, S	2	EA	\$
SIGN, PROTBL, BARRCD	17	EA	\$
STAPLE, SHARP PT, 5M	10	BX	\$
STAPLES, STD, CHISELP	4	BX	\$
TABS, BLACK LTHR, A-Z, 11X8	3	ST	\$
TAPE, MAGIC, .75"X10	20	RL	\$
TAPE, MASKING, 1"X60Y	20	RL	\$
TAPE, REFILL, CRCTN	3	EA	\$
TAPE, WRITE ON, 3/4X1	6	PK	\$
TONER, BLK F/4200	2	EA	\$
TONER, CART, LJ.4L&4	1	EA	\$
TONER, F/HP4500, 455	1	EA	\$
<b>TOTAL COST</b>			\$

<b>DISCOUNTS:</b>
Catalog
Furniture
Machines/Supplies
Toner Cartridges
Electronics
Miscellaneous

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_  
\_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.

**TO: OFFICE SUPPLY BIDDERS**

**FROM:** KEITH L. MATHERNE, PURCHASING AGENT

**SUBJECT:** BID AMENDMENT #1

**DATE:** 1/31/06

Dear potential bidder,

As a result of a request made on January 31<sup>st</sup>, 2006, the bid opening date for Bid #0022006/Office Supplies will be pushed out from Wednesday February 1<sup>st</sup>, 2006 to Thursday February 9<sup>th</sup>, 2006 at 3:00pm. The opening will be located on the Main Level of Town Hall in the Town Manager's Conference Room. This amendment was issued and e-mailed to all bidders and posted on the town's web site for clarification.

The section(s) involved are noted below and can be found on page 1 of the bid document. Some language in the section has been stricken out or re-worded.

Sealed bids for furnishing the Town of Scarborough with its requirements for Office Supplies, on an as needed basis for a one year period, as specified below and in the attached proposal will be received by the Town Purchasing Agent, Scarborough Municipal Building, 259 US Route One, Scarborough, Maine, 04070-0360 up until 3:00pm, Thursday February 9<sup>th</sup>, 2006, at which time they will be publicly opened.

Please do not hesitate to contact me if you have any questions with this specification clarification.



