

Office Paper Bid

Background

Printers and copiers in Alameda County facilities are stocked with 100% post-consumer recycled content papers. The manufacturing of these products uses fewer natural resources (wood, water, and energy), reduces pollution and greenhouse gas emissions, and helps support markets for paper recycling programs. All County agencies are required to buy their office paper from this contract, which helps ensure we get the best price possible.

Bid Details

Bid Type: Request for Quotation (RFQ)

Request for Quotation No.: 902265

Contract Start Date: July 1, 2023

Contract Duration: Three years; with the option of two one-year renewals

Products Awarded: Copy paper and multi-purpose paper of various sizes and colors

Vendor: Blaisdell's Business Products

Contact: Margee Witt, (510) 483-2600

More Information: To obtain pricing information, or for a copy of the bid, contract or award summary, call the Alameda County General Services Agency Procurement Department at (510) 208-9623.

Disclaimer

This document provides an excerpt of the environmental specifications from this bid. It is compiled from the original bid and all addendums issued during the procurement process. It does not include all of the product or service specifications, e.g., those unrelated to environmentally preferable purchasing. It is provided for informational purposes only. Agencies interested in evaluating this bid for a piggybacking opportunity should obtain a full copy of the bid and other relevant documents and consult their own legal counsel, as appropriate.

I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms, and conditions to describe the environmentally friendly office paper required by Alameda County.

The County intends to award a three-year contract (with option to renew) to a pool of two bidders selected as the lowest responsible bidders whose response meets the County's requirements.

It is the intent of these specifications, terms, and conditions to procure the most environmentally preferable products with equivalent or higher performance and at

equal or lower cost than traditional products. Specific requirements from the County's Sustainability Program that are related to this Bid are included in the appropriate Bid sections.

B. SCOPE

Alameda County has more than 9,000 employees in more than 21 agencies and departments located in approximately 170 leased and owned facilities. Alameda County requires inside delivery of multipurpose office paper to an estimated 158 distinct street addresses. One street address may have multiple delivery locations. The contractor shall invoice accurately and separately each of the 28 County Business Units and its departments. Some locations, such as the County Administration Building, require delivery personnel and packages to pass through security inspections.

C. BACKGROUND

Alameda County has a strong commitment to sustainability. The Board of Supervisors has passed numerous policies that promote purchasing practices that reduce the County's environment impact, including the Climate Action Plan (R-2010-170) and the Environmentally Preferable Purchasing policy (R-2011-108). In addition, the California State legislature has adopted [SB 1383 \(Lara, Chapter 395, Statutes of 2016\)](#) in order to reduce climate emissions from organic waste. These regulations require jurisdictions, by January 1, 2022 to procure paper products, and printing and writing paper, consistent with the requirements of Sections 22150-22154 of the Public Contract Code. In order to comply with this mandate and its commitment, all 20 lb. white copy paper purchased by the County shall have 100% post-consumer recycled content. All other papers shall have a minimum of 30% post-consumer recycled content, where available. With these actions, the County will conserve natural resources, create markets for recycled paper, and reduce pollution, water use and greenhouse gas emissions related to the production of paper used by the County.

D. BIDDER QUALIFICATIONS

1. BIDDER Minimum Qualifications

- a. Bidder shall be regularly and continuously engaged in the business of providing multipurpose office paper for at least three (3) years which must be clearly stated or demonstrated in the bid response packet.
- b. Bidder shall possess all permits and licenses necessary to supply product and perform services as specified under this RFQ. Unless noted otherwise in the RFQ, including any Addendum, Bidder is not required to submit copies or verification of the permits, licenses, and credentials; however, Bidder must provide such proof if requested by County.

E. SPECIFIC REQUIREMENTS

1. Paper Specifications

- a. All 20 lb. white copy paper shall contain a minimum of 100% post-consumer recycled content, including but not limited to:
 - (1) All 8.5"x11"
 - (2) All 8.5"x14"
 - (3) All 11"x17"
- b. All 20 lb. color copy paper and 24 lb. white and color copy paper shall contain a minimum of 30% post-consumer recycled content, including but not limited to:
 - (1) All 8.5"x11"
 - (2) All 8.5"x14"
 - (3) All 11"x17"
- c. All other paper proposed shall contain a minimum of 30% post-consumer recycled content, when feasible, except where stated on the Bid Form in the [Online EZSourcing Supplier Portal](#).
- d. All paper shall conform to the following criteria:
 - (1) Be free of groundwood content and unbleached pulp;
 - (2) Have a PH value of 7.0 or be acid free; and
 - (3) All xerographic papers should have a document life of 100+ years.
- e. Upon request, a statement on letterhead from the mill, signed by an official of the company verifying that any and all papers being bid on, comply with the requirements as stated above will be provided to the County. FAILURE TO PROVIDE THIS MAY RESULT IN THE MILL BRAND BEING REJECTED.
- f. All papers must produce sharp, clear, clean, and legible copies, whether they are single-sided or double-sided.

- g. Packaging: All paper must be cut and ream wrapped at the mill in moisture proof paper or box, with a printed label attached setting forth the mill brand, kind of paper, weight, and number of sheets therein.
- h. Weight Tolerance: Any variations above or below the basic weight specified shall not exceed 5% (+/-).
- i. Count: "Mill Count" 500 sheets per ream shall be accurate for all grades of paper unless otherwise specified on spreadsheet. Verification of mill count will be made by the receiving agency and deliveries may be rejected for inaccurate count. Shortages will be deducted in case the delivery is accepted.
- j. Curl: Excess Curl is one of the most common paper problems in printing systems, and a very frequent cause of paper jams. Paper shall lie flat before and after processing through a high-speed copier or laser printer with either no tendency to curl or with a curl which can be overcome under reasonable working conditions.
- k. Latent Defects: If latent defects should be discovered after the material has been accepted, the contractor shall be required to replace the defective material without cost to the County.
- l. Holes: Punched holes should be dust free with no residual paper.
- m. Colors: Color swatches must also be provided to agencies or departments upon request.
- n. Surface: Shall be free from lint, fuzz, wrinkles, waviness, folds, holes, tears, or other detrimental defects.
- o. Size and Trim: Paper shall be furnished in the size(s) ordered and shall be flat, trimmed square on four sides with clean smooth edges, and evenly jogged. A tolerance of +/-1 mm (1/32 inch) shall be allowed for sheets 8-1/2 by 14 inches (216 by 356 mm) or less. Successive sheets within any package shall not differ from each other by more than 1/32 inch (1 mm). Paper shall be considered square if the variation does not exceed 1/32 inch (1 mm).
- p. Performance: A major component of paper performance is *runability*, which is the ability to be processed without interruption, while producing a print of acceptable quality. Shipments of any qualified products shall perform satisfactorily on laser printers and high speed xerographic equipment. There shall not be more than one paper-

caused-jam or one document with unacceptable image quality due to the paper per 5,000 continuous-copy run at atmospheric conditions of 21+/-5.5 °C and 50 +/-20% relative humidity.

- q. All papers proposed must meet weight, color or white, brightness, and recycled-content levels as specified on the Bid Form and must meet acceptable standards for opacity-limited show-through for double-sided copying.
- r. All papers, whether manufactured in the U.S. or offshore, must comply with the U.S. Environmental Protection Agency standards of manufacturing without elemental chlorine. Bidders shall not bid or supply paper at any point during the course of the contract that is whitened with elemental chlorine.
- s. For each product bid, bidders shall provide the County information, upon request, as to whether the whitening process is Elemental Chlorine Free (ECF) or Process Chlorine Free (PCF). ECF whitening utilizes chlorine derivatives such as chlorine dioxide whereas PCF utilizes non-chlorinated whitening agents. Bidders may provide additional information on efforts made during the manufacturing process to reduce the usage of chlorine derivatives during the whitening process.
- t. Bidder(s) shall provide a discount off list price for products purchased that are not on the contract list in the Bid Form.
- u. Bidder shall not offer for sale products that do not contain recycled content where an equivalent product with recycled content is available on the contract.

2. Delivery

- a. Contractor shall deliver all orders for any items awarded to them to any of the County locations by the following business day after receipt of a County Purchase Order. Please refer to Exhibit B, which is a list potential delivery locations within the County of Alameda. Locations on Exhibit B are subject to change depending on the County requirements.
- b. Back Orders: Required delivery from receipt of order to fill back orders is within five (5) working days. In the event that back ordered items cannot be filled within this time frame, the contractor shall immediately purchase these items from local sources and deliver them to the ordering department at contract pricing. No additional charges to the County will be allowed.
- c. Contractor shall provide desktop delivery to all County departments and facilities. Every delivery shall be accompanied by a printed packing slip that includes the following information:

- (1) Company name, address and phone number;
- (2) Department/Agency name;
- (3) Delivery address;
- (4) County Purchase Order Number;
- (5) Description and quantity of each item that was ordered; and
- (6) Description and quantity of each item being delivered.

3. Invoicing

- a. All County Business Units shall be billed independently and separately. All invoices shall be sent to the billing location stated on the Purchase Order. If not specified, contractor shall submit a single copy of the invoice, unless duplicate invoicing is specified by the County department on the Purchase Order. All County orders are subject to sales tax. Every delivery shall yield an accurate invoice that includes the following information:

- (1) Company name, address and phone number;
- (2) Department/Agency name;
- (3) Billing address;
- (4) Delivery or ship to address;
- (5) County Purchase Order Number;
- (6) Description, quantity, unit price and extended price of each item delivered; and
- (7) Total amount due for the invoice, including any taxes and/or credits and acceptable proof of delivery.

4. Customer Service

- a. Contractor shall provide a customer service representative who is dedicated to the needs of the County. The representative shall be capable of issuing credits, shipment recalls, special deliveries, price adjustments, generating special reports, and other routine customer service functions as required by the County.
- b. Contractor shall be responsible for maintaining all accounts for the County in good working order so that reports are accurate, billing is current, deliveries are complete and on time, and addresses, customer names, and contact information are all current.

5. SB 1383 Paper Product and Service Requirements

- a. Products must meet the following criteria:
- b. Paper product must contain the minimum post-consumer recycled content as described in the California Code of Regulations Title 14, Division 7, Chapter 12, Article 12 – Procurement of Recovered Organic Waste Products (14 CCR 18993.1 et seq.), or as set the County, whichever is higher.
- c. Paper products must be eligible to be labeled with an “unqualified recyclable label” as defined in Code of Federal Regulations Title 16, Section 260.12. A product is eligible to be labelled with an unqualified recyclable label if (i) recycling facilities are available to a substantial majority (at least 60 percent) of consumers or communities where the item is sold, and (ii) the entire product, excluding minor incidental components, is recyclable.
- d. Paper products that do not meet the SB 1383 recycled-content or recyclability requirements listed above may be offered and sold to the County only if specifically approved in advance by the County and identified as County-approved noncompliant products in the Recycled Content and Recyclable Paper Vendor Certification Form (Exhibit C).
- e. During the term of this Contract, the Contractor must notify the County Contract Administrator when and if SB 1383 compliant paper products offered for purchase or used for services under this Contract are temporarily or permanently unavailable and timely suggest alternative compliant products. Contractor must be required to provide compliant product samples to County users for fitness and quality testing, upon request.
- f. Contractor must provide invoices or receipts that detail the paper products purchased by product description (i.e., brand, product, and/or model numbers), quantity, unit price, and total price to the County Department or Agency that submits the order.

F. DELIVERABLES / REPORTS

1. Upon request, contractor shall provide electronic quarterly usage reports and detailed product order reports to the County of Alameda General Services Agency (GSA)-Procurement Department and Sustainability Department. The reports shall be provided to the County at no charge at designated intervals, as well as by request, and shall include all purchases made as a result of this contract. These reports shall be submitted in Microsoft Excel format.
2. The County shall work with the contractor to finalize the format of these reports upon contract award. The County reserves the right to make changes to the report and to request additional information, if deemed necessary. These reports will be issued within three weeks of the close of the previous quarter, or of the request date. The electronic format and hard copies of these reports shall be sent to additional County business units upon request. Ad hoc reports shall be provided by the contractor as required at no additional cost to County.
3. Below is a description of the minimum information that will be included in the report and the formatting requirements.
 - a. Detailed Quarterly Usage Report Formatting
 - (1) Information provided in one worksheet (not multiple tabs);
 - (2) Formatted to sort chronologically by purchase date and by key categories as defined below; and
 - (3) Each row to contain the data for a single transaction including item, quantity, unit cost, and total cost of transaction.
 - b. Key Categories
 - (1) Purchase date;
 - (2) County Purchase Order Number;
 - (3) Department Name;

- (4) County item part number;
- (5) Manufacturer item number;
- (6) Item description (e.g. brand, size, color, etc.);
- (7) Percentage of post-consumer content;
- (8) Whitening technology (ECF, PCF);
- (9) Type of unit used for pricing (e.g., ream, carton);
- (10) Number of individual pieces per unit;
- (11) Units purchased (i.e., order quantity);
- (12) Shipped quantity (if not same as order quantity);
- (13) Unit price (i.e., charge to customer); and
- (14) Total order cost.

C. Back Order Report

- (1) Contractor shall provide a Back Order Report upon request that includes the paper item number, description, Purchase Order Number, quantity ordered, quantity backordered, and the estimated shipping date.
4. The awarded bidder(s) shall be responsible for assuring the accuracy of the aforementioned reports.
 5. Within 30 days of contract award, Contractor must submit a Recycled Content and Recyclable Paper Vendor Certification Form for all paper products offered for sale to the County and certify the accuracy of the information provided. A sample of the form is provided in Exhibit C. The Contractor must update this form if there are any changes to the paper products sold to the County. County reserves the right to modify the form, or request resubmission of the form as required to meet recordkeeping requirements of California Code of Regulations Title 14, Division 7, Chapter 12, Article 12 – Procurement of Recovered Organic Waste Products (14 CCR 18993.3 et seq.)

Contract Pricing

This information is provided for informational purposes only and is current as of the contract start date listed in this document or otherwise stated in the following pages. Alameda County does not guarantee pricing or that you will be able to piggyback on any contract. If your agency wishes to piggyback, contact the vendor directly and work with your legal counsel to establish a separate contract apart from Alameda County.

- Pricing follows on next page -

Contract Items List

Master Contract # 902265
Procurement Contract # 25442

Item No.	Description	Unit of Measure	Unit Cost	Unit Cost	Unit Cost
P1-11X17-WHT-20	20 lb 11" x 17" Copy Paper 100% Recycled 92 Bright 2,500 Sheets - White	Case	\$64.90	\$64.90	\$66.49
P1-8.5X14-WHT-20BL	20 lb 8.5" x 14" Multi-Use 100% Recycled 92 Bright 5,000 Sheets - White	Case	\$82.64	\$82.64	\$85.86
P1-8.5X11HPWHT20	20lb, 8.5" x 11" Copy paper 100% Recycled 92 Bright 3-Hole-Punched 5000 Sheets - White	Case	\$63.55	\$63.55	\$65.49
P1-8.5X11-WHT-20BL	20lb, 8.5" x 11" Copy paper 100% Recycled 92 Bright 5000 Sheets - White	Case	\$52.88	\$54.47	\$56.09
P1-8.5X11-LITH-100	Label, Starliner Lyric Matte Litho, 060 lb 12X18, Perm SCD, 100/BX	Box	\$148.91	\$153.38	\$157.98
P1-8.5X11-WHT500BL	Excel CB WHITE 021 lb 10.5. 8.5"x11", 500	Ream	\$29.02	\$29.89	\$30.79
P1-8.5X11-CAN500BL	Excel CF CANARY 020 lb 10m 8.5"X11", 500	Ream	\$21.14	\$21.77	\$22.42
P1-8.5X11-PNK500BL	Excel CFB PINK 022 lb 11m 8.5"x11", 500	Ream	\$35.51	\$36.58	\$37.68
P1-8.5X11BRWHT20BL	8.5x11 20lb Bond, 100% Recycled Paper VER10980356	Case	\$52.88	\$54.47	\$56.09
P18.5X11WHT96-20BL	20lb, 8.5" x 11" 96 Bright 500 Sheets - White	Ream	\$4.62	\$4.62	\$4.62