



300 North Beaty Street, Athens, AL 35611

Bid Number: 32019

Opening Date/Time: December 4, 2018, 2:00 PM

Opening Location: Founders Hall, Room 110

Contact Person: barbara.ferguson@athens.edu

November 15, 2018

To Whom It May Concern:

Athens State University will receive sealed bids for Paper and Envelopes as described and specified on Attachment A. All responses to this Invitation-to-Bid (ITB) are to adhere to the format outlined in this document.

1. Bid is to be mailed in a **sealed envelope** with ITB which bears the above bid number and opening date on the outside of the envelope.
2. Bid must be typed or printed in ink. Bid must be signed by a responsible representative of your company. Bid must indicate unit prices, extensions and total prices.
3. In bidding substitute items from brand names specified on the ITB, the bidder must so indicate the substitution and must include complete specifications with their responses.
4. Bidder must quote all prices FOB Athens State University.
5. Athens State University is exempt from Federal Excise and State Taxes. Code of Alabama 40-23-4.
6. The quantities reflect estimated usage. The actual quantities purchased under the terms of this bid may be more or less than the quantities reflected in this bid.
7. The bid shall remain in effect until November 30, 2019. ASU will purchase on an as needed basis during the period.
8. Athens State University reserves the right to reject any and/or all bids and, unless otherwise specified by the bidder, to accept any or all items in the bid and may elect to award a bid on "all or none" basis. Athens State University reserves the right to purchase according the availability of funds.

9. Before a purchase order will be issued, the awarded vendor may be required to submit to Athens State University the following documents, completed and properly executed:

- State of Alabama Vendor Disclosure
- Athens State University Vendor Form W-9
- Alabama Immigration Law Certificate of Compliance
- E-Verify Memorandum of Understanding

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE

Sincerely,



Mike McCoy, CPA

Vice-President for Financial Affairs

ATHENS STATE UNIVERSITY
SPECIFICATIONS FOR PAPER AND ENVELOPES #32019
BID OPENING DATE DECEMBER 4, 2018, 2:00 PM **ATTACHMENT A**

Size	Weight	Description	Amount	Per Thousand	Total
8 ½ x 11	20	Xerox-certified White	2,000,000		
8 ½ x 11	28	Xerox-certified White	100,000		
8 ½ x 11	80	Xerox-certified Gloss Cover	100,000		
8½ x 11	80	Xerox-certified Cover White	100,000		
8½ x 11	120	Xerox-certified Cover White	100,000		
8½ x 11	120	Xerox-certified Cover Natural	100,000		
12 x 18	28	Xerox-certified White	100,000		
12 x 18	80	Xerox-certified Gloss Cover	100,000		
12 x 18	80	Xerox-certified Cover White	100,000		
12 x 18	120	Xerox-certified Cover White	100,000		
12 x 18	120	Xerox-certified Cover Natural	100,000		
12 x 18	130	Xerox-certified Cover White	100,000		
12 x 18	130	Xerox-certified Cover Natural	100,000		
11 x 17	28	Xerox-certified White	100,000		
11 x 17	80	Xerox-certified Gloss Cover	100,000		
11 x 17	80	Xerox-certified Cover White	100,000		
8 ½ x 14	28	Xerox-certified White	100,000		
8 ½ x 14	80	Xerox-certified Gloss Cover	100,000		
8 ½ x 14	80	Xerox-certified Cover White	100,000		
8 ½ x 11	32	Xerox-certified White	100,000		
8 ½ x 11	32	Xerox-certified Color Copy Gloss	100,000		
8 ½ x 11	12pt	Xerox-certified Coated 1 side Cover White	100,000		
11 x 17	12pt	Xerox-certified Coated 1 side Cover White	100,000		
11 x 17	32	Xerox-certified Color Copy White	100,000		
11 x 17	32	Xerox-certified Color Copy Gloss	100,000		
8 ½ x 14	20	Xerox-certified White	20,000		
8 ½ x 11	20	Xerox-certified Pastels	120,000		
8 ½ X 11	70	Xerox-certified Pastels	100,000		
8 ½ x 14	70	Xerox-certified Pastels	100,000		
8 ½ x 14	80	Xerox-certified Text Colors	100,000		
8 ½ x 14	80	Xerox-certified Linen Text Colors	100,000		
8 ½ x 11	90	Xerox-certified Index White	100,000		
11 x 17	90	Xerox-certified Index White	50,000		
8 ½ x 11	90	Xerox-certified Index Pastels	100,000		
11 x 17	90	Xerox-certified Index Pastels	50,000		
8 ½ x 11	110	Xerox-certified Index White	20,000		
11 x 17	70	Xerox-certified Offset White	100,000		
11 x 17	70	Xerox-certified Pastels	100,000		
11 x 17	80	Xerox-certified Text Colors	100,000		
11 x 17	80	Xerox-certified Linen Text Colors	100,000		
11 x 17	80	Xerox-certified Linen Cover Colors	100,000		
11 x 17	60	Xerox-certified Ultra Brite Colors	40,000		
8 ½ x 11	60	Xerox-certified Ultra Brite Colors	40,000		
8 ½ x 14	60	Xerox-certified Ultra Brite Colors	20,000		
8 ½ x 11	65	Xerox-certified Ultra Brite Colors Cover	20,000		
11 x 17	65	Xerox-certified Ultra Brite Colors Cover	20,000		

Continued on next page

Size	Weight	Description	Amount	Per Thousand	Total
8 ½ x 11	67	Xerox-certified Vellum Cover Pastels	40,000		
8 ½ x 11	20	2-Part NCR Reverse	40,000		
8 ½ x 11	20	3-Part NCR Reverse	40,000		
8 ½ x 11	20	4-Part NCR Reverse	40,000		
8 ½ x 11	24	Strathmore 25% Rag Fluorescent White	20,000		
8 ½ x 11	24	Hammermill Via Text Natural	80,000		
8 ½ x 11	60	Parch tone Text Colors	20,000		
8 ½ x 11	65	Parch tone Cover Colors	20,000		
8 ½ x 11	24	Clear Translucent Paper	20,000		
8 ½ x 11	80	Xerox-certified Smooth Natural Cover	20,000		
8 ½ x 11	80	Xerox-certified Smooth White Cover	40,000		
5 ½ Bar	70	Envelopes Vellum White	10,000		
5 ½ Bar	70	Envelopes Vellum Cream	10,000		
5 ½ Bar	70	Envelopes Cougar Natural	10,000		
5 ½ Bar	65	Panel Folders White	10,000		
5 ½ Bar	65	Panel Folders Cream	10,000		
6 ½ x 6 ½	28	Square Booklet White	10,000		
6 ½ x 6 ½	28	Square Booklet Cougar Natural	10,000		
A-2	70	Envelopes White	5,000		
A-2	70	Envelopes Cougar Natural	5,000		
A-6	70	Envelopes White	10,000		
A-6	70	Envelopes Cougar Natural	10,000		
A-7	70	Envelopes White	5,000		
A-7	70	Envelopes Cougar Natural	5,000		
A-9	70	Envelopes White	5,000		
A-9	70	Envelopes Cougar Natural	5,000		
A-10	70	Envelopes White	5,000		
A-10	70	Envelopes Cougar Natural	5,000		
10 x 13	28	Booklet Envelopes White	20,000		
# 9	24	Envelopes White	20,000		
# 9	24	Hammermill Via Envelopes Natural	20,000		
# 10	24	Envelopes White	40,000		
# 10	24	Hammermill Via Envelopes Natural	40,000		
# 10	24	Hammermill Via Window with digital film Envelopes Natural	10,000		
# 10	24	Window Envelopes with digital film White	40,000		

Bid to be awarded on a total bid basis only.

TOTAL BID \$ _____

Name of Vendor _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____ E-Mail _____

Printed Name and Title of Vendor Representative _____

Signature _____ Date _____

ATHENS STATE UNIVERSITY – COMPLIANCE WITH SECTION 31-13-9 OF THE CODE OF ALABAMA

Section 31-13-9 of the *Code of Alabama*, as amended (see Alabama Act No. 2012-491) (the “Act”) is applicable to all contracts entered into with Athens State University via a competitive bidding process.

Be advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees, the Act requires that the business entity or employer shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

Be further advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees within the State of Alabama, the Act requires that the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

Information about "E-verify" can be found at web address: <https://e-verify.uscis.gov/enroll> and the program is operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

Be further advised that the Act requires that any subcontractor, on a project paid for by a contract that is competitively bid and awarded by Athens State University, shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama and shall also enroll in the E-Verify program prior to performing any work on the project. During the performance of the contract, the subcontractor shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. A business entity or employer who has been awarded a contract with Athens State University through a competitive bidding process should maintain records of such compliance in case verification is required by Athens State University or a law enforcement agency.

Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, termination of employees, and possibly suspension or revocation of business licenses and permits in accordance with the Act, among other things.

All bidders must complete the following information and return this form with their bid information.

1. Are you a business entity or employer that employs one or more employees within the State of Alabama?

No

Yes, and I have enclosed documentation along with this form establishing that I am enrolled in the E-Verify program. If you answered “Yes,” then you must provide such documentation with this form. A copy of your E-Verify Memorandum of Understanding is acceptable documentation.

2. Pursuant to the Act and by operation of law, the following provision shall be incorporated into any contract that is awarded by Athens State University as a result of this competitive bid process, regardless of whether or not the same is expressly set forth in the written documents relating to such contract:

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

I represent and affirm that my response to #1 above is true and correct, that I fully agree and accept the statement in #2 above, and that Athens State University may fully rely on the same. I also acknowledge that I have received notice of and reviewed all of the information contained in this document.

If Bidder is a Business Entity

Name of Bidding Party: _____

Signature: _____

Printed Name of Signatory: _____

Its: _____ (Position)

Date: _____

If Bidder is an Individual

Name of Individual: _____

Signature: _____

Date: _____



Dear Vendor;

We are requiring the following information:

Company Name _____

Organization Type Corporation Partnership LLC Individual Other (explain _____)

Mailing Address _____

Phone # _____ Fax # _____

Contact Person _____ Email _____

Taxpayer ID# _____ Minority Owned Yes No

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number.
- Neither I nor a direct family member has a conflict of interest with the University.
- Purchase order must be received prior to purchasing materials or providing service or payment will not be made.
- Purchase order number must be referenced on invoice sent to Athens State University.
- I understand payment terms are 30 days. (Unless otherwise agreed upon or negotiated)
- I am licensed to conduct business in Alabama.
- I have reviewed the Vendor Disclosure Act 2001-955 requiring disclosure statement for proposals, bids, and contracts in excess of \$5,000. I understand all required documents must be submitted before payment can be made.

Signed _____ Date _____

Printed Name _____ Title _____

Please Fax completed form to 256.216.3306 or email to business.office@athens.edu

BUSINESS OFFICE USE ONLY

GOAMTCH

Match Found

New Vendor

Banner Vendor ID Number: _____