

BEFORE THE METRO  
CONTRACT REVIEW BOARD

FOR THE PURPOSE OF AUTHORIZING )	Resolution No: 95-2178
AN EXEMPTION TO THE )	
REQUIREMENT OF COMPETITIVE )	Introduced by Mike Burton,
BIDDING AND AUTHORIZING )	Executive Officer
ISSUANCE OF A REQUEST FOR )	
PROPOSALS TO PROCURE OFFICE )	
SUPPLIES )	

WHEREAS, The procurement of Metro office supplies is a decentralized process whereby departments procure small quantities of office supplies for departmental use; and

WHEREAS, There is no central stockroom and staff for the disbursement of bulk office supplies; and

WHEREAS, Metro wishes to take advantage of reduced costs offered by bulk office supply purchase through a "stockless" office supply program; and

WHEREAS, The Metro FY 1995-96 approved budget authorizes expenditures of \$158,136 for office supplies; and

WHEREAS, ORS 279.015(b) authorizes the exemption of certain contracts from the competitive bidding requirement; and

WHEREAS, Metro Code Section 2.04.041(c) authorizes, where appropriate, the use of alternative contracting and purchasing practices that take account of market realities and modern innovative contracting and purchasing methods which are consistent with the public policy of encouraging competition; and

WHEREAS, The Board finds that it is unlikely that exempting solicitation of office supplies will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts because: (1) a Request for Proposals process will be utilized; (2) the invitation to submit proposals will be advertised; (3) Requests for Proposals will be sent to a variety of office supply vendors; and (4) the resulting "stockless" office supply contract is not an exclusive, and will allow the purchase of supplies from vendors offering lower prices; and

WHEREAS, The Board also finds that the exemption will result in substantial cost savings to Metro because proposers will be able to extend discounts based on bulk purchasing; and

WHEREAS, The resolution was submitted to the Executive Officer for consideration and was forwarded to the Council for approval; now, therefore,

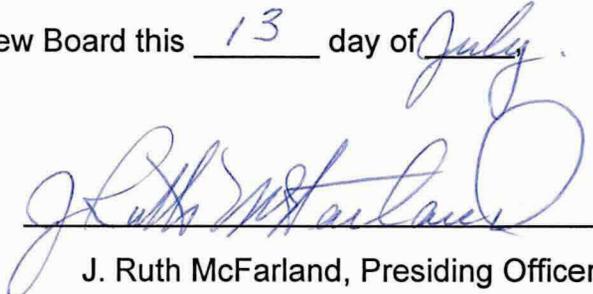
BE IT RESOLVED,

1. That the Contract Review Board hereby exempts the contract for purchase of office supplies from the competitive bid process and authorizes staff to use a Request for Proposals solicitation process.

2. That the Metro Council approves issuance of the Request for Proposals for Purchase of Office Supplies on a Stockless Supply Program, Exhibit "A".

3. The Executive Officer is authorized to execute a contract with the most qualified proposer.

ADOPTED by the Metro Contract Review Board this 13 day of July, 1995.

  
\_\_\_\_\_  
J. Ruth McFarland, Presiding Officer

## STAFF REPORT

### IN CONSIDERATION OF RESOLUTION NO.95-2178 FOR THE PURPOSE OF AUTHORIZING AN EXEMPTION TO THE REQUIREMENT OF COMPETITIVE BIDDING AND AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS TO PROCURE OFFICE SUPPLIES

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Date June 23, 1995

Presented by Doug Butler

#### BACKGROUND AND ANALYSIS

This Resolution authorizes an exemption to the competitive bidding process and authorizes the use of a request for proposal process in the selection and procurement of office supplies at Metro. While price remains a major consideration, service from the vendor is another highly desired factor in this proposal. The proposal reflect this in the fact that the majority of the proposal rating is based on price, with the service considerations making up the balance of the rating factors.

The proposal has been structured to consist of four parts. Part A consists of a stockless supply program which sets up a list of common consumable office supplies (pens, pencils, tablets, file folders, etc.) which may be ordered from a checklist transmitted to the vendor, and delivered usually within 24-hours of ordering. Part B consists of supply orders which are not on the stockless list but available from the vendor's catalog with vendor offering a fixed percentage discount reduction from the normal catalog price. Part C allows the vendor to exclude items from the fixed discount program which cannot be offered at that the catalog discount price. These items are likely to be furniture, and equipment that usually is more expensive and which because of profit margin may not be available at the stated discount rate. Part D of the request for proposal contains the service considerations that Metro is seeking in rapid delivery, tracking of supplies in regards to recycled content, use of MBE/WBE vendor sources, and billing arrangements compatible with Metro's accounting needs.

Departmental purchases of supplies would still retain the flexibility to purchase from other vendors based on competitive pricing, availability, special specifications needs or if timing of delivery is a consideration. In setting up a stockless program through this Request for Proposal, the goals are to set up a system that makes it easy to purchase commonly used items at a price discount advantageous to Metro, and that does not require additional staff or storeroom space to operate.

#### BUDGET IMPACT

The FY 1995-96 Approved Metro Budget contains departmental budgeted amounts for the expenditure for office supplies. Departments would purchase supplies as needed

which would be expensed against the accounts as ordered and authorized by the Departments. Departments would retain control over their budgeted expenditures, with no impact that could not be controlled at the departmental level.

#### EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 95-2178



**METRO**

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***Request for Proposals  
for Office Supplies Pursuant to  
a Three-Year Supply and  
Service Contract With Metro***

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RFP 95B-23-AD

June 1995

**METRO**

Administrative Services Department  
600 NE Grand Avenue  
Portland, OR 97232-2736  
(503) 797-1613  
Fax (503) 797-1796

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## REQUEST FOR PROPOSAL

Metro hereby solicits formal proposals for a variety of office supplies and services associated with their procurement (RFP # 95B-23-AD). Potential proposers may obtain proposal documents by contacting the Metro Administrative Services Department, (503) 797-1613.

Proposals must be received on the attached bid forms, sealed in an envelope, addressed "Proposal for Office Supplies RFP # 95B-23-AD", Attention: Pam Juett, Metro, 600 NE Grand Avenue, Portland, OR 97232.

Proposals are due to be received in the Metro mail room no later than 3:00 p.m. (Pacific Daylight Time) on Wednesday, August 2, 1995. Envelopes received after 3:00 p.m. (PDT) will be returned unopened. Postmarks and faxes will not substitute for actual receipt.

The work contemplated consists of providing delivery of office supplies to a number of sites in the Metro region, at a discounted cost, as well as maintaining billing and usage records on a department by department basis.

The length of the contract is for three years.

## Request for Proposal for Office Supplies

### I. Instructions to Proposers

#### Proposal

Metro hereby solicits formal proposals for a variety of office supplies and services associated with their procurement. Metro will enter into a contract with one vendor for the procurement of the majority of the office supplies purchased by the agency. Proposals are due to be received no later than **3:00 p.m. (Pacific Daylight Time) on Wednesday, August 2, 1995**. Envelopes received after 3:00 p.m. (PDT) will be returned unopened. Postmarks and faxes will **not** substitute for actual receipt.

Proposals must be received on the attached bid forms, sealed in an envelope, addressed "**Proposal for Office Supplies**", Attention: Pam Juett, Metro, 600 NE Grand Avenue, Portland, OR 97232. The outside of the envelope shall plainly identify the subject of the Proposal, the opening date (August 2, 1995), and the proposal number (RFP # 95B-23-AD)

All Proposals must be clearly and distinctly typed, or written with ink or indelible pencil. All blank spaces must be completed. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto, and initialed in ink by the party signing the Proposal or his authorized representative.

All proposals must be on the forms furnished by Metro except those specified as provided by proposer, or they may be rejected by Metro.

#### Cost of Proposal

This Request for Proposal does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of quotes and information in anticipation of a contract. Metro reserves the right to accept or reject any proposals received as the result of this Request for Proposal.

#### Sole Source

The contract resulting from the evaluation and award of this Request for Proposal does not give Contractor exclusive rights to become Metro's sole source for office supplies. Metro reserves the right to purchase office supplies from sources other than Contractor if price, availability, or other services considerations are more beneficial to Metro.

### Errors/Omissions/Irregularities

There are four (4) parts to this request for proposal. All four (4) parts must be completed in their entirety or proposal shall be deemed non-responsive, although Metro reserves the right to accept or reject any proposal(s) which contains minor irregularities that would not in Metro's sole discretion significantly affect the selection process. Information provided shall be used as the basis for evaluation and rating of this Request for Proposal. The Scope of Work on the resulting contract shall be developed based on the responses received to this Request for Proposal.

### Addenda to Proposal

Requests for additional information or interpretation of the proposal documents shall be delivered to the Project Manager, in writing, at least four (4) days prior to the due date. If, in the opinion of the Project Manager, additional information or interpretation is needed by the Proposers, an addendum will be issued to all known Request for Proposal holders. The provisions of any written addenda issued by the Project Manager at least seventy-two (72) hours prior to the Proposal due date and time shall be binding upon the Proposers and failure of a Proposer to obtain such addenda shall not excuse him from complying therewith, if he is awarded the contract<sup>1</sup>.

### Execution

Each Proposal shall give the Proposer's full business address and bear its legal signature.

Proposals by partnerships must list the full name of all partners and be signed by a partner or agent authorized to execute the contract on behalf of the partnership and identified by printed name and title.

Proposals by corporations must bear the legal name of the corporation, the name of the state of incorporation, and the signature of the officer or agent authorized to legally bind the corporation.

Upon request by Metro, satisfactory evidence of the authority of the partner or officer shall be furnished.

If the Proposal is signed by an agent who is not an officer of the corporation or a member of the partnership, a notarized Power of Attorney must be on file with Metro prior to the opening of the Proposals or be submitted with the Proposal. Without such notice of authority, the Proposal shall be considered improperly executed, defective and therefore nonresponsive.

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<sup>1</sup> All references to "he" in this document shall include the feminine reference of "she."

A Proposal submitted by a joint venture must include a certified copy of the terms and conditions of the agreement creating the joint venture.

All signatures must be in longhand, with the name and title of the signer typed or printed below the signature.

To facilitate evaluation of Proposals, Metro requires that all Proposers adhere to the format, rules and procedures outlined by this RFP. Proposers that wish to take exception to, or comment upon any provision within this RFP are encouraged to document their concerns within the Proposal document.

Comments, conditions or exceptions should be thorough, succinct, well organized and therefore totally self-explanatory. The Proposal must leave no ambiguity, need no clarification, and allow no interpretation.

Metro encourages the Proposers to propose management alternatives that reuse, recycle, or recover energy from wastes. Vendors shall use recycled and recyclable materials and products to the maximum extent economically feasible in the performance of contract work set forth in this document.

Metro may deem nonresponsive and therefore reject any Proposal which fails to conform with, abide by, or otherwise comply with any of the above requirements.

#### Examination of Proposal

It is understood that the Proposer, before submitting his Proposal has made a careful examination of the RFP; that he has fully informed himself as to the quantity and character of the work required; and that he has made a careful examination of the location and condition of the work required.

#### Compliance

Each Proposer shall inform himself of, and the Proposer awarded a contract shall comply with, federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, nondiscrimination in the employment of labor, protection of public and employee safety and health, environmental protection, waste reduction and recycling, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees and similar subjects.

#### Equal Employment Opportunity

During the performance of the contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin.

### Permits and Licenses

Each Proposer shall obtain and include in his Proposal the cost for all permits and licenses which may be required to perform the contract.

### Conflict of Interest

Proposer filing a Proposal hereby certifies that no officer, agent, or employee of Metro has participated on behalf of Metro in preparation of this proposal, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same work, and the Bidder is competing solely in its own behalf without connection of obligation to any undisclosed person or firm.

### Immaterial Variances

Metro reserves the right to determine whether equipment or materials that comply substantially in quality and performance with the specifications are acceptable to Metro, and whether any variance listed by the Proposer in a Proposal is material or immaterial.

### Latest Model

Parts and materials must be new, of latest model, of current date, and meet specifications. This provision excludes all surplus, remanufactured and used products, unless such material is proposed in lieu of items specified.

Metro's procurement Ordinance No. 93-513 encourages the procurement of products with the greatest post-consumer content, and those that contribute to the use of locally generated and recovered materials for which there are the most significant recycling market development needs.

### Quantities

Metro makes no guarantees as to the exact quantities to be purchased. Payment will be only for quantities actually ordered, delivered, and accepted whether greater or less than the stated amounts.

### Terms

A Proposal may be rejected if it requires payment in less than thirty (30) calendar days after delivery or if it requires payment, in whole or in part, prior to delivery.

### Equivalent Prices/Terms

Proposer represents that all prices, terms and benefits offered in this agreement are equal to or better than the equivalent prices, terms and benefits being offered by Proposer to any other state or local government unit or commercial customer in the State of Oregon.

Should Proposer, during the term of this agreement, enter into any contract, agreement or arrangement that provides lower prices, more favorable terms or grater benefits to any other such government unit or commercial customer, this

agreement shall thereupon be deemed amended to provide the same price or prices, terms and benefits to Metro. This provision applies to comparable products, supplies and services, and to purchase volumes by Metro that are not less than the purchase volumes of the government unit or commercial customer that has received the lower prices, greater benefits or more favorable terms.

Donations of products, supplies or services to charitable, nonprofit or government entities, if the donations are recognized as such and are deductible under the Federal Internal Revenue Code, shall not be considered contracts, agreements, sales or arrangements with other government units or commercial customers that call for the application of this paragraph.

#### Basis of Award

The award shall be made to the Proposer submitting the most responsive Proposal to Metro. Any determination of the responsible Proposer submitting the most advantageous Proposal and the award are subject to review and determination by the Metro Legal Counsel as to legal sufficiency of any Proposal submitted.

## **II. General Conditions**

#### Right of Rejection

Metro reserves the right to reject any and/or all Proposals in whole or in part and to waive irregularities not affecting substantial rights.

#### Information Release

All proposers are hereby advised and through submission of a proposal agree and release Metro to solicit and secure background information based upon the information including references provided in response to this RFP.

#### Notice of Award

Within ten (10) working days after the proposal due date, Metro will accept one of the Proposals, or combination of Proposals, or reject all Proposals in accordance with the Basis of Award. The acceptance of the Proposal will be by written Notice of Conditional Award, mailed or delivered to the office designated in the Proposal. The Notice of Conditional Award shall not entitle the party to whom it is delivered to any rights whatsoever.

#### Contract

The Successful Proposer shall, within ten (10) working days after receiving three copies of the Metro Contract, Scope of Work and Terms of Payment, sign and return all three copies to Metro.

### Foreign Contractor

A Contractor that is not domiciled in or registered to do business in the State of Oregon shall, upon execution of a contract in excess of \$10,000, promptly report the total contract price, terms of payment, length of contract and all other required information to the Oregon Department of Revenue. Compliance shall be documented and Metro shall be fully satisfied as to complete compliance prior to release of final payment.

### Insurance Requirements

As per Article 6 of attached Public Contract.

### Notice of Assignment

Metro will not recognize any assignment or transfer of any interest in this contract without written notice to the Procurement Officer by the new vendor.

### Hazard Communication

The Contractor shall be required to strictly adhere to, coordinate with Metro and document full compliance with the policies and procedures of the Oregon Occupational Health and Safety Code, OAR Chapter 437, Division 155, Hazard Communication.

Therefore, the Contractor and all subcontractors and suppliers within his control shall notify Metro and all parties to the agreement as to:

- Hazardous materials to which they may be exposed on site;
- Employee measures to lessen the possibility of exposure;
- All contractor measures to reduce the risk;
- Procedures to follow if exposed.

The Contractor shall provide Metro with all Materials Safety Data Sheets (MSDS) prior to delivery or introduction of the material on site.

For further information or clarification, contact the Metro Risk Management Division at 797-1615.

### Patents

The Contractor agrees to protect, to defend (if Metro requests) and save the agency harmless against any demand for payment for wrongful or unauthorized use of any patented material, process, article, or device that may enter into manufacture, construction, or forms a part of the work covered by this contract.

### Cancellation

Metro reserves the right to cancel this contract in whole or in part if the Contractor willfully fails to perform any of the provisions in the contract, or fails to make delivery within the time stated unless the time is extended by a Change Order.

### Law of the State of Oregon

This contract is entered into with the state of Oregon, and the law of said State, whether substantive or procedural, shall apply and be followed with respect to this contract.

### **III. Proposal Requirements and Evaluation**

Metro is seeking proposals from qualified firms for service and supplies for a stockless office supply program. Approximately 20-30 individual departments and divisions will be responsible for ordering and paying for the supplies used in their area. Payment will be through the Metro Accounting Division of the Administration Department from individual department and division budgets. In fiscal year 1993-94, \$167,350 was spent on the office supply budget category for all of Metro, Metro Washington Park Zoo and Metro ERC. Future expenditures are projected to be similar, but there are no specific guarantees expressed or implied in release of this number.

The Contractor will be in contact with individual departments and divisions in filling purchase order requests for office supplies. Delivery will be made to individual departments and divisions at a variety of locations in the Portland metropolitan area. A map and listing of Metro sites requiring delivery is enclosed as Attachment II, but this list should not be construed to be final and it may be adjusted from time to time.

There are four (4) parts to this request for proposal. All four (4) parts must be completed in their entirety or proposal shall be deemed non-responsive, although Metro reserves the right to accept or reject any proposal(s) which contains minor irregularities that would not in Metro's sole discretion significantly affect the selection process.

Response to Part A and Part B must be provided on the proposal response sheets accompanying this document. Part C may be a list provided on the proposal response sheet, or if needed on supplemental sheets provided by the Proposer. Part D consists of questions which require supplemental information from the Proposer and responses may be on pages provided by the respondent. However, for ease of evaluation and comparison, information provided for Part D should be in the order requested and identified as 1 a, 1b, 1c etc. based on the questions being responded to. Responses to Part D must be no longer than five (5) single spaced, double-sided pages, printed on recycled paper (post-consumer content). No waxed page dividers or non-recyclable materials should be included in the proposal. Proposal responses which are nonresponsive in organization may receive a lower rating or be rejected at Metro's option.

### **Part A - Stockless Supply**

Part A contains a stockless supply element with listed items guaranteed to be in stock for immediate delivery and at a fixed unit price. Price adjustments of the unit price for inflation and cost adjustments may be made on January 1 and July 1 of each year, and will then remain firm with no change until next price adjustment.

Contractor shall provide a fixed unit price for each item on the attached list of stockless office supplies. Prices quoted must refer exactly to the item specified. No substitutions may be made to this list during the proposal and rating process. The list of stockless office supplies may be modified periodically to include new items or delete items upon the mutual agreement of both Metro and Contractor.

### **Part B - Catalog Discount**

Part B contains a catalog supply element with items readily available for immediate delivery at a unit price discounted from the catalog list price. One copy of the catalog must be submitted with this proposal.

Discount price shall be expressed as a percentage off of the catalog list price and shall remain fixed for the term of the contract. Price adjustments for inflation and cost of catalog list prices may be made on January 1 and July 1 of each year, and will then remain firm with no change until next price adjustment.

Contractor shall indicate on the response form a fixed percentage discount available off the catalog list price of items which can be ordered from their catalog.

### **Part C - Special Order Exemptions**

Part C contains a special order element consisting of office supply items offered in Contractor's catalog, and defined by Contractor as exempt from the stockless and catalog supply discount and which may be purchased through Contractor at a unit price established prior to ordering.

Contractor shall identify and describe on the Part C response form in general or specific terms as necessary all items in Contractor's catalog which shall be exempt from the stockless and discounted supply portions of the contract, and which can be ordered as special order at a price indicated at the time the order or quote is requested.

## **Part D - Business Information & Service Capabilities**

Part D consists of an evaluation of Contractor's terms, capabilities and quality of service including but not limited to the following related services needed in the procurement of the office supplies. (Note: the following five items, Ordering, Delivery, Billing and Tracking, Returns, and Customer Satisfaction are general outlines of the service Metro requires. The actual questions to be responded to in this Request for Proposals follow this section and begin with item 1, Business Profile. Your response must be no longer than five (5) single spaced, double-sided pages.)

### **Service Requirements**

#### **Ordering**

- Contractor shall utilize a system for placing orders for any supplies which is efficient, user friendly and accessible through a wide range of communication media.
- Contractor shall provide at Contractor's cost pre-printed forms for use in ordering the stockless supplies containing product descriptions, unit costs, and any other ordering information to be determined by Contractor and Metro through a process involving information gathering and design.

#### **Delivery**

- Contractor shall deliver all goods promptly, packaged by individual order, and clearly identified on the exterior of the package with both the ordering department or division, the purchase order number and the person placing the order. Orders shall contain packing slips.
- Contractor shall deliver all items to any Metro address within the Metro boundary.
- Proposals shall contain a provision to provide emergency delivery service upon request.

#### **Billing and Tracking**

- Contractor shall prepare separate invoices for each order of supplies placed.
- Contractor shall provide a method by which all orders, invoices, returns, credits, statements, and other transactions shall be identified by Metro's six digit cost center numbers and purchase order numbers.
- Contractor must be able to provide monthly reports to Metro upon request by cost center based on the classes and types of products being ordered, costs, quantity, etc. and capable of

being sorted and summarized by a variety of categories including recycled produce code, and MBE/WBE vendor status.

#### Returns

- Contractor's proposal shall include a method or methods for the return and credit or replacement of items ordered incorrectly, orders which have been filled incorrectly, and goods received in a damaged condition, or which are faulty in construction and/or operation.

#### Customer Satisfaction

- Contractor's proposal shall indicate at least one person by name and phone number to act as Contractor's representative who can be contacted to address any problems, order conflicts, order delay's, etc.
- Contractor shall describe any proposed training that may be required of Metro employees, as well as any cost for training materials, or special items needed.
- Contractor shall provide customer references for evaluation of their level of service satisfaction.

#### Service Requirement Questions

In response to the above specified services for Part D, Contractor shall provide information to the following questions or topics describing their company and service capabilities. The response must be no longer than five (5) single spaced, double-sided pages, and should be in the order requested and identified as 1a, 1b, 1c etc. based on the question being responded to.

1. Business Profile. Provide a detailed profile of the business operation including but not limited to:
  - a) Number of years in the business of supplying office supplies. Annual dollar volume in sales of office supplies. Statement of business ownership and location of corporate home office.
  - b) Background information (brief) and name of contact or contacts to be assigned to provide service on this contract. How many years have they been serving with you or other institutions in this capacity.
  - c) Indicate whether your company is registered to do business in the State of Oregon.
  - d) Is your company a designated MBE or WBE certified with the State of Oregon? Provide certification number.

2. Facilities

- a) Indicate the location or locations of administrative offices, warehouses, distribution centers, etc. which will be directly used in providing the goods and services required on this contract.
- b) Include square footage of distribution center, indicate quantity of items and value of goods kept in stock.

3. Ordering

- a) Describe the system used for placing orders.
- b) How may orders be transmitted from requester to Contractor for fulfillment?
- c) What is the daily deadline for placing orders?
- d) How long will it take to develop and provide the stockless supply order form?
- e) Will you guarantee to maintain 100% stock of the stockless supply items? If no, what percentage of your orders are filled completely at shipment? (100% of requested items, no back orders.)
- f) How many individual items are listed in your catalog?
- g) How many individual items do you list that are made from recycled materials?
- h) Of the items listed in your catalog, how many are maintained in the inventory of the distribution center servicing Metro's needs?

4. Filling Orders

- a) Describe how orders are filled at your distribution center.
- b) When may delivery be expected after order is placed?
- c) What mechanisms do you employ to insure that orders are correctly filled?
- d) How many orders are filled in an average day at your distribution center?

- e) Describe the packaging you use to consolidate an order? Is any of this material made from recycled materials? Can it in turn be recycled?
- f) Do you provide a service to take these packing materials back to reuse or recycle them?

5. Delivery

- a) Provide detailed information on your delivery system. Indicate if delivery method is via in-house delivery service, or external delivery such as UPS or US Postal System. Is there any charge for delivery?
- b) How soon after an order is placed is delivery made to requester of stockless supply items, and in-stock catalog items? Will you guarantee delivery to all Metro sites within the Metro boundary within those terms?
- c) Provide a sample of a delivery label showing a Metro address and how you will identify the department or division and name of person placing the order? (assume department is Solid Waste, and person is Jane Smith)
- d) Describe your response to a request for emergency delivery of in-stock items. Include an indication of length of time from order placement to guaranteed emergency delivery.

6. Billing and Tracking

- a) For a typical order of supplies provide samples of the following forms: packing list, invoice, credit slip, statement, and any other forms or papers you feel are relevant.
- b) Provide copies of the types of reports you can generate regarding Metro's use. Indicate how many types of information you can provide and the types of summary information available. How many categories can you sort by?
- c) Backorder - do you bill for backorder items with the original order, or after the backorder item has been received?
- d) Can you generate an invoice for each separate order?

- e) A copy of the Terms of Payment is attached to this RFP. Can you meet all terms as they are outlined in this document? Answer yes or no. If no, provide detail on those terms that you cannot meet.

7. Returns and Warranty

- a) Provide detailed information on your return policy. For what reason(s) do you allow returned items. For what reason(s) do you not allow returns?
- b) Does this policy cover all items ordered from you or are there any limitations? Provide detail on the limitations.
- c) What warranty do you offer on equipment and supplies? Is this a manufacturers warranty, or your company warranty?

8. Customer Satisfaction

- a) Indicate the name or names of a customer representative with your organization who can be contacted to address any problems, order conflicts, order delay's, etc. Include a phone number and hours and days during which the customer representative may be reached.
- b) Describe any proposed training that you feel is required of Metro staff. Do you have any training materials that are required? Is there a cost for any of the training or materials?
- c) Provide a list of four public or private references with accounts of similar size. References should contain the company name, contact person name and phone number of someone who will be willing to respond to questions regarding length of service and general satisfaction with your level of service.

Evaluation and Scoring

Part A - Stockless Office Supply. - This portion counts as 40% of the total score. The lowest total overall cost shall receive 40 points. Proposals which are 20% or greater than the lowest total overall cost shall receive 0 points. Part A Proposals which are ranked in-between shall receive points based on the proportionate difference in cost. (i.e. if \$1,000 is the lowest and receives 40 points, \$1,200 which is 20 percent higher receives 0 points. \$1,100 which is 10 percent higher receives 20 points).

Part B - Catalog Discount - This portion counts as 11% of the total score. The highest percentage discount shall receive 11 points. Proposals with smaller discounts shall receive points based on the proportionate difference in the

discount. (i.e., if 40% discount is the highest discount the score shall be 11. A discount of 10% (one-fourth of the highest discount) shall receive 2.75 points which is one-quarter of the available score).

Part C - Special Order Exemptions - This portion is not rated.

Part D - Business Information and Service Capabilities - This portion counts for 49% of the total score. Responses to the questions shall be scored 1 low to 3 high and multiplied by the weighting for each question. Questions not answered will receive 0 (zero). The highest possible score is 147. Scores will then be divided by 3 to equal the 49% rating for this portion of the Proposal.

This Request for Proposal has been printed on recycled paper with 35% post-consumer waste.

## Request for Proposal for Office Supplies

### Response Forms

#### Part A - Stockless Supply

##### Schedule of Bid Prices

In this schedule of bid prices, the unit price will apply to whatever quantity is actually ordered by Metro during the term of the contract. Metro cannot predict the amount of any individual order, and the following items may be ordered daily, weekly, monthly, or with varying frequency.

Proposer must check one of the following: (This element is not rated and will not affect the choice of supplier.)

This pricing shall be extended to other governmental jurisdictions within Metro boundaries.

This pricing is exclusively for Metro use and will not necessarily be extended to other governmental jurisdictions within Metro boundaries.

Contractor shall provide a fixed unit price for the attached list of stockless office supplies. As required for each item on the bid form, the unit price for each unit shall be shown. Prices shall include all costs for any items to be delivered, any work to be performed, including overhead, profit, packing, import duties, delivery charges, insurance, and all other costs. Metro may make slight adjustments to the stockless list during evaluation to insure all proposals are evaluated on an equal number of items. This list of stockless office supplies developed for use in the contract may be modified periodically to adjust, include or delete items upon the mutual agreement of both Metro and Contractor.

**Instructions:** Provide a fixed unit price on the following list of stockless office supplies, add all unit prices to one total and insert this figure into the Total Line Price.

Several reference numbers have been included as well as the item description. Unit prices shall reflect the unit cost of that item with no substitutions allowed. Where specific brand name products have been specified, the quoted price shall be for that brand. In some cases, alternative brands have been listed. In these specific cases only, the price can reflect either listed brand. Where the term "Generic" has been used, Proposer may quote any brand that meets the specifications listed for that item. However, Proposer must provide the brand name and product reference number for each generic item in the space provided.

The bidder, whose legal signature binding the bidder to the bid prices indicated on these pages is found on the signature page, hereby bids as follows:

	Reference Number	Reference Number		Item Description	Unit Size	Unit Price	Multiply by Estimated Quantity	Total
1	MMM 653RP-YW	A2-653RP-YW	♻️	3-M Post-It Notes - Recycled: 1 1/2 x 2, yellow	1 pack of 12		36	
2	MMM 654RP-YW	A2-654RP-YW	♻️	3-M Post-It Notes - Recycled: 3 x 3, yellow	1 pad		220	
3	MMM 655RP-YW	A2-655RP-YW	♻️	3-M Post-It Notes - Recycled: 3 x 5, yellow	1 pad		134	
4	MMM 7671	P3-7671	♻️	3 M Post-It Fax Transmittal, Recycled 1 1/2" x 4"	1 pack of 12		1	
5	AVE FF35215	A5-FF3-5215		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-assorted	1 box		3	
6	AVE FF3-W	A5-FF3-WE		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-white	1 box		3	
7	AVE FF3-YW	A5-FF3-YW		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-yellow	1 pkg		1	
8	AVE FF3-OE	A5-FF3-OE		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-orange	1 pkg		3	
9	AVE FF3-TN	A5-FF3-TN		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-tan	1 pkg		1	
10	AVE FF3-LR	A5-FF3-LR		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-lavender	1 pkg		2	
11	AVE FF3-PE	A5-FF3-PE		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-purple	1 pkg		4	
12	AVE FF3-DR	A5-FF3-DRD		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-dark red	1 pkg		4	
13	AVE FF3-BK	A5-FF3-BK		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-black	1 pkg		1	
14	AVE FF3-CL	A5-FF3-CL		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-coral	1 pkg		1	
15	AVE FF3-GN	A5-FF3-GN		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-green	1 pkg		1	
16	AVE FF3-DB	A5-FF3-DBE		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-dark blue	1 pkg		6	
17	AVE FF3-LB	A5-FF3-LBE		Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-light blue	1 pkg		1	
18		A5-RFF3-WE	♻️	Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-white	1 pkg		1	
19		A5-RFF3-DRD	♻️	Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-dark red	1 pkg		4	
20		A5-RFF3-DBE	♻️	Avery Self-Adhesive File Folder Labels, sheet 9/16 x 3 7/16-dark blue	1 pkg		22	
21	AVE 05351	A5-5351		Avery Address Labels for Copiers, 1" x 2 5/8", 3,300 labels	1 box		1	
22	AVE 05160	A5-5160		Avery White Laser Labels, 1 x 2 5/8, 3,000 labels	1 box		22	
23	AVE 05161	A5-5161		Avery White Laser Labels,, 1 x 4, 2,000 labels	1 box		1	
24	AVE 05163	A5-5163		Avery White Laser Labels, 2 x 4, 1,000 labels	1 box		4	
25		A5-5660		Clear Laser Labels, 1 x 2 5/6, 1,500 labels	1 box		22	

	Reference Number	Reference Number		Item Description	Unit Size	Unit Price	Multiply by Estimated Quantity	Total
26	CLI 92233	A5-92263		C-Line Name Badges - Pressure Sensitive, Green Border, 2 1/4 x 3 1/2, 100 labels	1 box		1	
27	CLI 92234	A5-92264		C-Line Name Badges - Pressure Sensitive, Red Border, 2 1/4 x 3 1/2, 100 labels	1 box		3	
28	CLI92235	A5-92265		C-Line Name Badges - Pressure Sensitive, Blue Border, 2 1/4 x 3 1/2, 100 labels	1 box		36	
29	ALL 26147	A6-RB-0-14		Alliance or OIC Rubberbands - #14, 2 x 1/16, 1/4 pound	1 bag		13	
30	ALL 26167	A6-RB-0-16		Alliance or OIC Rubberbands - #16, 2 1/2 x 1/16, 1/4 pound	1 bag		3	
31	ALL 26337	A6-RB-0-33		Alliance or OIC Rubberbands - #33, 3 1/2 x 1/8, 1/4 pound	1 bag		4	
32	ALL 26647	A6-RB-0-64		Alliance or OIC Rubberbands - #64, 3 1/2 x 1/4, 1/4 pound	1 bag		4	
33	ALL 27405	A6-RB-0-117		Alliance or OIC Rubberbands - #117, 7 x 1/8, 1/4 pound	1 bag		7	
34	ALL 26547	A6-RB-0-54		Alliance or OIC Rubberbands - Assorted sizes, 1/4 pound	1 bag		1	
35	MMM C38-BK	A8-C-38-BK		Scotch C-38 Tape Dispenser - black	1 each		1	
36	MMM C4210	A8-C4210	♻️	Scotch C 4210 Recycled tape dispenser - black			15	
37	MMM 810-3/4X36	A8-810-1296-3/4		Scotch "Magic" Tape, 3/4 wide, 1" core	1 roll		245	
38	MMM 202-1	A8-202-1		Scotch Masking Tape, 1" x 60 yds	1 roll		31	
39	MMM 202-2	A8-202-2		Scotch Masking Tape, 2" x 60 yds	1 roll		13	
40	MMM 898-BX-1	A8-898B-1		Scotch Filament Tape, 1" x 60 yds	1 roll		27	
41	MMM 3750-2X60CL1	A8-3750-2-CR		Scotch Box Sealing Tape, 2" x 60 yds	1 roll		27	
42	FAB 99648	C1-00-166		Ebberhard Faber or Avery Dennison Glue Stic, .26 oz	1 each		124	
43	GENERIC	GENERIC		White Glue, bonds porous materials, dries clear, plastic bottle w/ applicator tip, 1.25 oz Specify brand & reference number:	1 each		50	
44	GENERIC	GENERIC	♻️	Plastic Ruler - Rycled plastic 12 inch Specify brand & reference number:	1 each		16	
45	GENERIC	GENERIC	♻️	File Folders , single top - 11 pt manila stock, 10% post consumer, assorted 1/3 cut tabs with undercut, bottom score, letter size - manila Specify brand & reference number:	1 box of 100		31	

	Reference Number	Reference Number		Item Description	Unit Size	Unit Price	Multiply by Estimated Quantity	Total
46	GENERIC	GENERIC	♻️	File Folders , single top - 11 pt manila stock, 10% post consumer, assorted 1/3 cut tabs with undercut, bottom score, legal size - manila Specify brand & reference number:	1 box of 100		2	
47	SMD 2-153LBE	F1-CD21-1/3-BLU	♻️	Globe-Weis or Smead File Folders - 1/3 cut, letter - blue	1 box of 100		6	
48	SMD 2-153GRN	F1-CD21-1/3-GRE	♻️	Globe-Weis or Smead File Folders - 1/3 cut, letter - green	1 box of 100		6	
49	SMD 2-153LOR	F1-CD21-1/3-ORA	♻️	Globe-Weis or Smead File Folders - 1/3 cut, letter - orange	1 box of 100		6	
50	SMD 2-153LPK	F1-CD21-1/3-PIN	♻️	Globe-Weis or Smead File Folders - 1/3 cut, letter - pink	1 box of 100		6	
51	SMD 2-153LR	F1-CD21-1/3-RED	♻️	Globe-Weis or Smead File Folders - 1/3 cut, letter - red	1 box of 100		6	
52	SMD 2-153LY	F1-CD21-1/3-YEL	♻️	Globe-Weis or Smead File Folders - 1/3 cut, letter - yellow	1 box of 100		6	
53	SMD 2-153LLV	F1-CD21-1/3-PUR	♻️	Globe-Weis or Smead File Folders - 1/3 cut, letter - purple	1 box of 100		6	
54	SMD 2-153LGY	F1-CD21-1/3-GRA	♻️	Globe-Weis or Smead File Folders - 1/3 cut, letter - gray	1 box of 100		6	
55		F1-4152 1/5-	♻️	Hanging Folders, Pendaflex olive green & 1/5 cut tabs, clear - letter size	1 box of 25		4	
56		F1-4153 1/5-	♻️	Hanging Folders, Pendaflex olive green & 1/5 cut, tabs, clear - legal size	1 box of 25		4	
57		F1-4152 1/5-RED	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - red	1 box of 25		4	
58		F1-4152 1/5-BGR	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - green	1 box of 25		4	
59		F1-4152 1/5-YEL	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - yellow	1 box of 25		4	
60		F1-4152 1/5-BLU	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - blue	1 box of 25		4	
61		F1-4152 1/5-ORA	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - orange	1 box of 25		4	
62		F1-4152 1/5-GRA	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - gray	1 box of 25		4	
63		F1-4152 1/5-VIO	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - violet	1 box of 25		4	
64		F1-4152 1/5 PIN	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - pink	1 box of 25		4	
65		F1-4152 1/5-BLA	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - black	1 box of 25		4	
66		F1-4152 1/5-AQU	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - aqua	1 box of 25		4	
67		F1-4152 1/5-ASST	♻️	Hanging Folders and matching tabs Pendaflex - 1/5 cut, letter - assorted colors	1 box of 25		4	
68	ESS 43-1/2YEL	F1-43 1/2-YEL		Colored Plastic Tabs, Esselte- 3 1/2" - 1/3 cut- yellow	1 box of 25		2	
69	ESS 43-1/2BLU	F1-43 1/2-BLU		Colored Plastic Tabs, Esselte - 3 1/2" - 1/3 cut- blue	1 box of 25		2	

	Reference Number	Reference Number		Item Description	Unit Size	Unit Price	Multiply by Estimated Quantity	Total
70	ESS 43-1/2GRE	F1-43 1/2-GRE		Colored Plastic Tabs, Esselte - 3 1/2" - 1/3 cut- green	1 box of 25		2	
71	ESS 43-1/2ORA	F1-43 1/2-ORA		Colored Plastic Tabs, Esselte - 3 1/2" - 1/3 cut- orange	1 box of 25		2	
72	ESS 43-1/2PIN	F1-43 1/2-PIN		Colored Plastic Tabs, Esselte - 3 1/2" - 1/3 cut- pink	1 box of 25		2	
73	ESS 43-1/2RED	F1-43 1/2-RED		Colored Plastic Tabs, Esselte - 3 1/2" - 1/3 cut- red	1 box of 25		2	
74	ESS 43-1/2VIO	F1-43 1/2-VIO		Colored Plastic Tabs, Esselte - 3 1/2" - 1/3cut- violet	1 box of 25		2	
75	ESS 43-1/2	F1-43 1/2		Colored Plastic Tabs, Esselte - 3 1/2" - 1/3cut- clear	1 box of 25		2	
76		H1-54501		Stapler, Swingline 545 Economy - black	1 each		12	
77	SWI35108	H1-35200		Staples, Swingline full strip, standard, 5,000 per box	1 box		52	
78		H1-SR-R		Staple Remover - OIC, black	1 each		15	
79		H3-414R-8	♻️	Shears, Acme 8 inch stainless blade, recycled plastic handle	1 each		40	
80	OIC 94909	H3-03008		Commercial letter opener, 9 inch, metal, bent style	1 each		16	
81	ACC72020	H4-BC-20		Binder Clips, OIC or Acco tempered spring steel - 3/4 inch width	1 box of 12		49	
82	ACC72050	H4-BC-50		Binder Clips, OIC or Acco tempered spring steel - 1 1/4 inch width	1 box of 12		21	
83	ACC72100	H4-BC-100		Binder Clips, OIC or Acco tempered spring steel - 2 inch width	1 box of 12		13	
84	ACC72380	H4-72380		Paper clip, #1, .034 guage wire	1 box of 100		234	
85	ACC72580	H4-72580		Paper clip, jumbo, .048 guage wire	1 box of 100		16	
86	LAB 1Recycled		♻️	Paper clip, Labelon recycled 25% post-consumer steel	1 box of 100		50	
87	72610	H4-ID-1		Ideal Clamps, - large	1 box of 12		20	
88	72620	H4-ID-2		Ideal Clamps - small	1 box of 50		35	
89	OIC 93690	H4-93690		Paper clip dispenser - magnetic	1 each		5	
90	LAB CP20	H4-CP20		Push pins, clear plastic head	1 box of 100		10	
91	RUBR2956-1	K6-16021		Wastebasket, 14 1/2"w x 15"h x 10 1/2"d, black plastic	1 each		7	
92		L2-UT11-10-BE	♻️	Binder - 3 ring, recycled, K&M Ultratuf - 1 inch capacity, blue	1 each		3	
93		L2-UT11-10-BK	♻️	Binder - 3 ring, recycled, K&M Ultratuf - 1 inch capacity, black	1 each		3	
94		L2-UT11-10-GY	♻️	Binder - 3 ring, recycled, K&M Ultratuf - 1 inch capacity, gray	1 each		3	

Reference Number	Reference Number		Item Description	Unit Size	Unit Price	Multiply by Estimated Quantity	Total
95	L2-UT11-10-GN		Binder - 3 ring, recycled, K&M Ultratuf - 1 inch capacity, green	1 each		3	
96	L2-UT11-10-RD		Binder - 3 ring, recycled, K&M Ultratuf - 1 inch capacity, red	1 each		3	
97	L2-UT11-10-BY		Binder - 3 ring, recycled, K&M Ultratuf - 1 inch capacity, burgundy	1 each		3	
98	L2-UT11-15-BE		Binder - 3 ring, recycled, K&M Ultratuf - 1 1/2 inch capacity, blue	1 each		3	
99	L2-UT11-15-BK		Binder - 3 ring, recycled, K&M Ultratuf - 1 1/2 inch capacity, black	1 each		3	
100	L2-UT11-15-GY		Binder - 3 ring, recycled, K&M Ultratuf - 1 1/2 inch capacity, gray	1 each		3	
101	L2-UT11-15-GN		Binder - 3 ring, recycled, K&M Ultratuf - 1 1/2 inch capacity, green	1 each		3	
102	L2-UT11-15-RD		Binder - 3 ring, recycled, K&M Ultratuf - 1 1/2 inch capacity, red	1 each		3	
103	L2-UT11-15-BY		Binder - 3 ring, recycled, K&M Ultratuf - 1 1/2 inch capacity, burgundy	1 each		3	
104	L2-UT11-20-BE		Binder - 3 ring, recycled, K&M Ultratuf - 2 inch capacity, blue	1 each		3	
105	L2-UT11-20-BK		Binder - 3 ring, recycled, K&M Ultratuf - 2 inch capacity, black	1 each		3	
106	L2-UT11-20-GY		Binder - 3 ring, recycled, K&M Ultratuf - 2 inch capacity, gray	1 each		3	
107	L2-UT11-20-GN		Binder - 3 ring, recycled, K&M Ultratuf - 2 inch capacity, green	1 each		3	
108	L2-UT11-20-RD		Binder - 3 ring, recycled, K&M Ultratuf - 2 inch capacity, red	1 each		3	
109	L2-UT11-20-BY		Binder - 3 ring, recycled, K&M Ultratuf - 2 inch capacity, burgundy	1 each		3	
110	L2-UT11-30-BE		Binder - 3 ring, recycled, K&M Ultratuf - 3 inch capacity, blue	1 each		3	
111	L2-UT11-30-BK		Binder - 3 ring, recycled, K&M Ultratuf - 3 inch capacity, black	1 each		3	
112	L2-UT11-30-GY		Binder - 3 ring, recycled, K&M Ultratuf - 3 inch capacity, gray	1 each		3	
113	L2-UT11-30-GN		Binder - 3 ring, recycled, K&M Ultratuf - 3 inch capacity, green	1 each		3	
114	L2-UT11-30-RD		Binder - 3 ring, recycled, K&M Ultratuf - 3 inch capacity, red	1 each		3	
115	L2-UT11-30-BY		Binder - 3 ring, recycled, K&M Ultratuf - 3 inch capacity, burgundy	1 each		3	
116	L2-AV1180-1/2BK		Binder - 3 ring, K&M Standard View - 1/2 inch capacity, black	1 each		3	
117	L2-AV1180-1/2WE		Binder - 3 ring, K&M Standard View - 1/2 inch capacity, white	1 each		3	
118	L2-AV1181-BK		Binder - 3 ring, K&M Standard View - 1 inch capacity, black	1 each		3	
119	L2-AV1181-WE		Binder - 3 ring, K&M Standard View - 1 inch capacity, white	1 each		3	

	Reference Number	Reference Number		Item Description	Unit Size	Unit Price	Multiply by Estimated Quantity	Total
120		L2-AV1185-BK		Binder - 3 ring, K&M Standard View - 1 1/2 inch capacity, black	1 each		3	
121		L2-AV1185-WE		Binder - 3 ring, K&M Standard View - 1 1/2 inch capacity, white	1 each		3	
122		L2-AV1182-BK		Binder - 3 ring, K&M Standard View - 2 inch capacity, black	1 each		3	
123		L2-AV1182-WE		Binder - 3 ring, K&M Standard View - 2 inch capacity, white	1 each		3	
124		L2-AV1183-BK		Binder - 3 ring, K&M Standard View - 3 inch capacity, black	1 each		3	
125		L2-AV1183-WE		Binder - 3 ring, K&M Standard View - 3 inch capacity, white	1 each		3	
126		L3-06091	♻️	Tab dividers, recycled paper, 5 tab clear plastic	1 set		15	
127		L3-06090	♻️	Tab dividers, recycled paper, 5 tab colored plastic	1 set		15	
128		L3-06093	♻️	Tab dividers, recycled paper, 8 tab clear plastic	1 set		15	
129		L3-06092	♻️	Tab dividers, recycled paper, 8 tab colored plastic	1 set		15	
130	BIC GSF11-BK	N1-GSF-11-BK		Pens - Bic round stick ballpoint, fine, black	1 box of 12		42	
131	BIC GSF11-BE	N1-GSF-11-BE		Pens - Bic round stick ballpoint, fine, blue	1 box of 12		54	
132	BIC GSF11-RD	N1-GSF-11-RD		Pens - Bic round stick ballpoint, fine, red	1 box of 12		16	
133	BIC GSM11-BK	N1-GSM-11-BK		Pens - Bic round stick ballpoint, medium, black	1 box of 12		64	
134	BIC GSM11-BE	N1-GSM-11-BE		Pens - Bic round stick ballpoint, medium, blue	1 box of 12		52	
135	BIC GSM11-RD	N1-GSM-11-RD		Pens - Bic round stick ballpoint, medium, red	1 box of 12		15	
136		N1-60143		Pens - Uni-Ball Onyx , 0.3mm, black	1 each		72	
137		N1-60144		Pens - Uni-Ball Onyx , 0.3mm, red	1 each		24	
138		N1-60145		Pens - Uni-Ball Onyx , 0.3mm, blue	1 each		24	
139	FAB 64171	N2-64171		Markers - Eberhard Faber 7000 chisel point tip, permanent ink - black	1 each		10	
140	FAB 64172	N2-64172		Markers - Eberhard Faber 7000 chisel point tip, permanent ink - red	1 each		10	
141	FAB 64173	N2-64173		Markers - Eberhard Faber 7000 chisel point tip, permanent ink - blue	1 each		5	
142	FAB 64174	N2-64174		Markers - Eberhard Faber 7000 chisel point tip, permanent ink - green	1 each		5	
143	SAN 25005	N2-25005		Highlighter - Sanford Major Accent - yellow	1 each		49	
144	SAN 25009	N2-25009		Highlighter - Sanford Major Accent - pink	1 each		3	

	Reference Number	Reference Number		Item Description	Unit Size	Unit Price	Multiply by Estimated Quantity	Total
145	SAN 25010	N2-25010		Highlighter - Sanford Major Accent - blue	1 each		5	
146	FAB12201	N5-12201	♻️	Pencils - Recycled. wooden American Ecowriter - #2	1 box of 12		94	
147	SAN 64501	N4-64501		Pencils - Mechanical, ZeZe Sanford - 0.5 mm - black	1 each		68	
148		N4-64511		Pencils - Mechanical, ZeZe Sanford - 0.7 mm - black	1 each		69	
149	PEN C505-HB	N4-C505-HB		Lead for mechanical pencil - Pentel - 0.5 mm - HB	1 tube of 12		6	
150	PEN 50-7HB	N4-50-HB		Lead for mechanical pencil - Pentel - 0.7 mm - HB	1 tube of 12		6	
151	SAN 64881	N4-64881		Erasers for Zeze mechanical pencil, Sanford	1 tube of 5		15	
152		N6-70520		Eraser, Pink Pearl, medium	1 each		12	
153		N6-73200		Eraser, Design 2000 white plastic	1 each		7	
154		N6-70569		Eraser Caps for Pencils, Arrowhead	1 bag of 12		6	
155		P3-A151	♻️	Easel pads - Cascade Recycled white paper, 27 inch x 34 inch - plain	1 box of 2		7	
156		P3-A152	♻️	Easel pads - Cascade Recycled white paper, 27 inch x 34 inch - plain	1 carton of 5		6	
157	Generic	Generic	♻️	Writing pads-Recycled w/ 10% post consumer, headstrip, 50 sheets, 5 x 8,-yellow Specify brand & reference number:	1 pack of 12		25	
159	Generic	Generic	♻️	Writing pads-Recycled w/ 10% post consumer, headstrip, 50 sheets, 8 1/2 x 11,-yellow Specify brand & reference number:	1 pack of 12		55	
161	Generic	Generic	♻️	Writing pads-Recycled w/ 10% post consumer, headstrip, 50 sheets, 8 1/2 x 14-yellow Specify brand & reference number:	1 pack of 12		15	
163	AMP 23-700	P3-R2334	♻️	Phone message pad, Recycled 4"x5 1/2", 50 sheets	1 pack of 12		15	
164	TOP 4005	P3-4005		Phone message book, wire bound, 2 part, carbonless 4 messages per page, 200 sets	1 each		3	
165	DEN 36862	P3-36-862	♻️	Steno pads - Recycled, 6"x9" Avery Dennison, Gregg ruled	1 each		25	
166		S3-564-01		Correction Fluid - Liquid Paper - white	1 each		20	
167		S3-710-01		Correction Fluid - Just for Copies - white	1 each		10	

	Reference Number	Reference Number	Item Description	Unit Size	Unit Price	Multiply by Estimated Quantity	Total
168	PAP 590-01	S3-590-01	Correction Fluid - Liquid Paper, latex - white	1 each		3	
169	MMM 12881	S7-12881	Diskettes - 3M, DS/HD/2MB, formatted, 3.5"	1 box of 10		10	
170	MMM 542-90	M1-542-90	Cassette Tapes - 3M, 90 minute	1 each		40	
<b>Part A - Total all stockless office supplies</b>							<b>\$</b>

Metro may make slight adjustments to the stockless list during evaluation to insure all proposals are evaluated for an equal number of items.

Rating on Part A shall count for 40% of the overall score

 = Recycled Product

## Request for Proposal for Office Supplies

### Response Forms

#### Part B - Catalog Discount

Contractor shall indicate below a fixed percentage discount available off the catalog list price of items which can be ordered from their catalog. Discount rate shall remain the same throughout the term of the contract including any amendments or revisions. Price adjustments for inflation and other price changes may be made twice per year, on July 1 and January 1.

In reference to all items in the Contractor's catalog, except those specific items indicated on the stockless supply list, and those items which are special order items detailed on Part C Response Form, indicate a percentage discount adjustment reduction off of the catalog list price which Contractor will apply to Metro's orders.

Percentage discount applied to Metro's catalog orders is: \_\_\_\_\_ %  
Round to nearest two (2) decimal places (e.g., 99.99% or 5.00%)

Rating on Part B shall count for 11% of the overall score.

## **Request for Proposal for Office Supplies**

### **Response Forms**

#### **Part C - Special Order Exemptions**

Identify and describe in general or specific terms as necessary all items in Contractor's catalog which shall be exempt from the stockless and catalog discount supply portions of the contract, and which can be ordered as special order at a unit price established by Contractor prior to ordering. Response may be indicated below or attached if typed and too large to fit in the space here provided. Attachment shall be clearly labeled Attachment - Part C - Special Order Exemption Response Form - Supplemental

## **Request for Proposal for Office Supplies**

### **Response Forms**

#### **Part D - Business Information & Service Capabilities**

There are no response forms provided for this section. Proposal response to Part D questions is limited to five (5) single spaced, double-sided pages to be provided by Proposer. The proposal should be submitted on recycled paper, with no non-recyclable inserts, covers or other parts.

PROPOSAL for furnishing office supplies and related procurement services.

The undersigned having full knowledge of the specifications for the item(s) listed below offers and agrees that this Proposal shall be irrevocable for at least 60 calendar days after the Proposal due date and time, and if accepted, to furnish any and/or all items(s) at the prices offered and deliver at the designated point(s) within the time specified in the schedule.

ITEM #	SUPPLIES/EQUIPMENT	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	AS PER ATTACHED: PROPOSAL REQUIREMENTS				

\$

BIDDER REPRESENTS/CERTIFIES/ACKNOWLEDGES AS PART OF THIS OFFER THAT

(Check or complete all applicable boxes or blocks)

- 1. **CONFLICT OF INTEREST:** Proposer hereby certifies that no officer, agent, or employee of Metro has participated on behalf of Metro in preparation of this proposal, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same work, and the Proposer is competing solely in its own behalf without connection of obligation to any undisclosed person or firm.
- 2. **RESIDENT/NON-RESIDENT:** Undersigned Proposer states that it is a  resident or  non-resident of the state of Oregon. State in which Bidder resides: \_\_\_\_\_
- 3. **TYPE OF BUSINESS ORGANIZATION:** Proposer operates as  an individual;  a corporation, incorporated under the laws of the State of \_\_\_\_\_; a  non-profit organization; or  a partnership. (If partnership, list/attach names of the partners.)
- 4. **OREGON LICENSE:** If a corporation,  it is, or  is not, licensed with the Oregon Corporation Commission.
- 5. **DOING BUSINESS AS:** Provide any assumed names utilized: \_\_\_\_\_

FIRM OR CORPORATION NAME: \_\_\_\_\_

NAME OF LOCAL REPRESENTATIVE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: AREA( ) \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

FAX NUMBER: AREA( ) \_\_\_\_\_

NAME AND TITLE OF PERSON AUTHORIZED TO CONTRACT/SIGN OFFER (TYPE OR PRINT)

SIGNATURE OF AUTHORIZED PERSON \_\_\_\_\_

OFFER DATE \_\_\_\_\_

**NOTE:** If Proposer desires to make offer, but cannot sign contract, attach letter of explanation regarding who will sign and time required for authorized signature.

Proposals must be enclosed in a sealed envelope, endorsed on the outside, indicate the proposal subject number/opening date, and delivered to Metro on or before the date and time of the bid opening. (See Instructions to Proposers)

**ATTACHMENT 1 - SAMPLE PUBLIC CONTRACT**

**ATTACHMENT 2 - MAP OF METRO SITE LOCATIONS**

Sample

ATTACHMENT I

Contract No.

PUBLIC CONTRACT

THIS Contract is entered into between Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, whose address is 600 N.E. Grand Avenue, Portland, Oregon 97232-2736, and \_\_\_\_\_, whose address is \_\_\_\_\_ 97 \_\_\_\_\_, hereinafter referred to as the "CONTRACTOR."

THE PARTIES AGREE AS FOLLOWS:

ARTICLE I

SCOPE OF WORK

CONTRACTOR shall perform the work and/or deliver to METRO the goods described in the Scope of Work attached hereto as Attachment A. All services and goods shall be of good quality and, otherwise, in accordance with the Scope of Work.

ARTICLE II

TERM OF CONTRACT

The term of this Contract shall be for the period commencing \_\_\_\_\_, 19 \_\_\_\_\_ through and including \_\_\_\_\_, 19 \_\_\_\_\_.

ARTICLE III

CONTRACT SUM AND TERMS OF PAYMENT

METRO shall compensate the CONTRACTOR for work performed and/or goods supplied as described in Attachment B. METRO shall not be responsible for payment of any materials, expenses or costs other than those which are specifically included in Attachment B.

ARTICLE IV

LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR's labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property

arising out of or related to this Contract, and shall indemnify, defend and hold harmless METRO, its agents and employees, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR's subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and METRO.

#### ARTICLE V

#### TERMINATION

METRO may terminate this Contract upon giving CONTRACTOR seven (7) days written notice. In the event of termination, CONTRACTOR shall be entitled to payment for work performed to the date of termination. METRO shall not be liable for indirect or consequential damages. Termination by METRO will not waive any claim or remedies it may have against CONTRACTOR.

#### ARTICLE VI

#### INSURANCE

CONTRACTOR shall purchase and maintain at CONTRACTOR'S expense, the following types of insurance covering the CONTRACTOR, its employees and agents.

A. Broad form comprehensive general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability. The policy must be endorsed with contractual liability coverage.

B. Automobile bodily injury and property damage liability insurance. Insurance coverage shall be a minimum of \$500,000 per occurrence. If coverage is written with an aggregate limit, the aggregate limit shall not be less than \$1,000,000. METRO, its elected officials, departments, employees, and agents shall be

named as an ADDITIONAL INSURED. Notice of any material change or policy cancellation shall be provided to METRO thirty (30) days prior to the change.

This insurance as well as all workers' compensation coverage for compliance with ORS 656.017 must cover CONTRACTOR'S operations under this Contract, whether such operations be by CONTRACTOR or by any subcontractor or anyone directly or indirectly employed by either of them.

CONTRACTOR shall provide METRO with a certificate of insurance complying with this article and naming METRO as an insured within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier.

CONTRACTOR shall not be required to provide the liability insurance described in this Article only if an express exclusion relieving CONTRACTOR of this requirement is contained in the Scope of Work.

## ARTICLE VII

### PUBLIC CONTRACTS

All applicable provisions of ORS chapters 187 and 279, and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Agreement, including, but not limited to, ORS 279.310 to 279.320. Specifically, it is a condition of this contract that Contractor and all employers working under this Agreement are subject employers that will comply with ORS 656.017 as required by 1989 Oregon Laws, Chapter 684.

## ARTICLE VIII

### ATTORNEY'S FEES

In the event of any litigation concerning this Contract, the prevailing party shall be entitled to reasonable attorney's fees and court costs, including fees and costs on appeal to any appellate courts.

## ARTICLE IX

### QUALITY OF GOODS AND SERVICES

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. CONTRACTOR guarantees all work against defects in material or workmanship for a period of one (1) year from the date of acceptance or final payment by METRO, whichever is later. All guarantees and warranties of goods furnished to CONTRACTOR or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of METRO.

## ARTICLE X

### OWNERSHIP OF DOCUMENTS

All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by CONTRACTOR pursuant to this agreement are the property of METRO and it is agreed by the parties hereto that such documents are works made for hire. CONTRACTOR does hereby convey, transfer and grant to METRO all rights of reproduction and the copyright to all such documents.

## ARTICLE XI

### SUBCONTRACTORS

CONTRACTOR shall contact METRO prior to negotiating any subcontracts and CONTRACTOR shall obtain approval from METRO before entering into any subcontracts for the performance of any of the services and/or supply of any of the goods covered by this Contract.

METRO reserves the right to reasonably reject any subcontractor or supplier and no increase in the CONTRACTOR's compensation shall result thereby. All subcontracts related to this Contract shall include the terms and conditions of this agreement. CONTRACTOR shall be fully responsible for all of its subcontractors as provided in Article IV.

## ARTICLE XII

### RIGHT TO WITHHOLD PAYMENTS

METRO shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in METRO's sole opinion, to protect METRO against any loss, damage or claim which may result from CONTRACTOR's performance or failure to perform under this agreement or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors.

If a liquidated damages provision is contained in the Scope of Work and if CONTRACTOR has, in METRO's opinion, violated that provision, METRO shall have the right to withhold from payments due CONTRACTOR such sums as shall satisfy that provision. All sums withheld by METRO under this Article shall become the property of METRO and CONTRACTOR shall have no right to such sums to the extent that CONTRACTOR has breached this Contract.

## ARTICLE XIII

### SAFETY

If services of any nature are to be performed pursuant to this agreement, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits.

## ARTICLE XIV

### INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any bidding documents including, but not limited to, the Advertisement for Bids, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract are hereby expressly incorporated by reference. Otherwise, this Contract represents the entire

and integrated agreement between METRO and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both METRO and CONTRACTOR. The law of the state of Oregon shall govern the construction and interpretation of this Contract.

ARTICLE XV

ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from METRO.

CONTRACTOR      METRO

By: \_\_\_\_\_

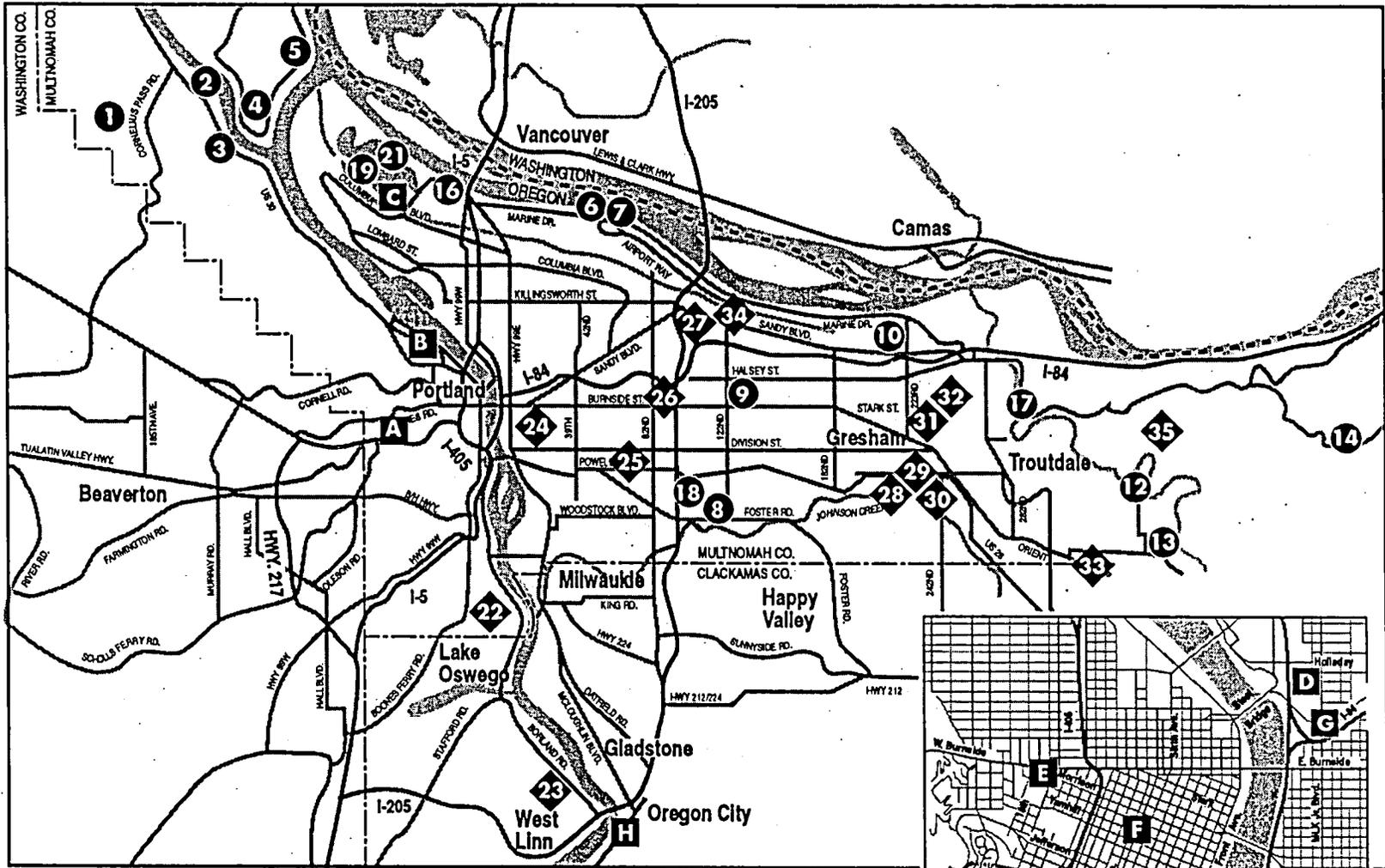
By: \_\_\_\_\_

Date: \_\_\_\_\_

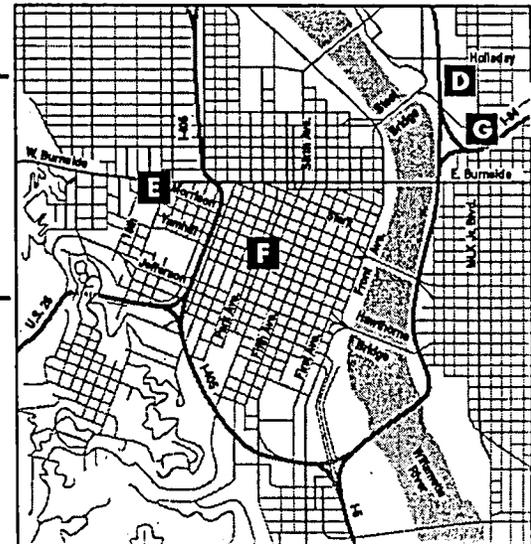
Date: \_\_\_\_\_

PUBLIC.FOR  
12/21/94

# Metro Facilities, Natural Areas and Cemeteries



Downtown Portland



# Metro Facilities, Natural Areas and Cemeteries

## ■ Metro Facilities

- A. **Metro Washington Park Zoo**  
4001 SW Canyon Road  
Portland, OR 97221
- B. **Metro Central Station**  
6161 NW 61st Ave.  
Portland OR 97210
- C. **St. Johns Landfill**  
9363 N. Columbia Blvd.  
Portland, OR 97232
- D. **Oregon Convention Center**  
777 NE Martin Luther King Jr. Blvd.  
Portland, OR 97232
- E. **Civic Stadium**  
1844 SW Morrison St.  
Portland, OR 97205
- F. **Portland Center for the Performing Arts**  
1111 SW Broadway  
Portland, OR 97205
- G. **Metro Regional Center**  
600 NE Grand Ave.  
Portland, OR 97232
- H. **Metro South Station**  
2001 Washington St.  
Oregon City, OR 97045

## ● Natural Areas

- 1. **Mason Hill**  
3 acres
- 2. **Sauvie Island Boat Ramp**  
1 acre
- 3. **Multnomah Channel**  
11 acres
- 4. **Bybee House & Howell Park**  
73 acres
- 5. **Bell View Point**  
10 acres
- 6. **M. James Gleason Memorial Boat Ramp**  
6 acres
- 7. **Broughton Beach**  
9 acres
- 8. **Beggar's-tick Marsh**  
20 acres
- 9. **Glendoveer Golf Course & Fitness Trail**  
232 acres
- 10. **Blue Lake Park**  
185 acres
- 11. **Gary & Flagg Islands**  
132 acres
- 12. **Oxbow Park**  
1,000 acres
- 13. **Indian John Island**  
64 acres
- 14. **Larch Mountain Corridor**  
185 acres
- 15. **Chinook Landing Marine Park**  
67 acres
- 16. **Expo Park (future overnight facility)**  
12 acres
- 17. **Sandy River Access Points (4)**  
5.6 acres
- 18. **Beggar's-tick Addition**  
.25 acres
- 19. **Smith & Bybee Lakes Addition**  
5.17 acres

- 20. **Phillipi Property**  
6.38 acres
- 21. **Smith & Bybee Lakes**  
2,000 acres

## ◆ Cemeteries \*\*

- 22. **Jones**  
2.5 acres
- 23. **Grand Army of the Republic**  
1 acre
- 24. **Lone Fir**  
30.5 acres
- 25. **Multnomah Park**  
9.3 acres
- 26. **Brainard**  
1.1 acres
- 27. **Columbia Pioneer**  
2.4 acres
- 28. **White Birch**  
0.5 acres
- 29. **Escobar**  
0.5 acres
- 30. **Gresham Pioneer**  
2 acres
- 31. **Mt. View Stark**  
0.8 acres
- 32. **Douglass**  
9.1 acres
- 33. **Pleasant Home**  
2 acres
- 34. **Powell Grove**  
1 acre
- 35. **Mt. View Corbett**  
2 acres

\*\* While possible, it is not highly likely that delivery will be requested at these sites.



# METRO

600 NE Grand Ave.  
Portland, OR 97232  
(503) 797-1700

## Procurement Review Summary

To: Procurement and Contracts Division

Vendor

From

Date 6-21-95

Department: Administrative Services

Subject

Division: Information Management services

Name: Pam Suett

Bid

Contract

Vendor no.

Title: office Services Manager

RFP

Other

Contract no. RFP 95B-23-Ad

Extension: 1613

Purpose: Stockless Office Supply Program

### Expense

Procurement     Personal/professional services     Services (L/M)     Construction     IGA

### Revenue

Contract

Grant

Other

Budget code(s)

Various, As ordered  
by departments.

Price basis

Unit

Total

Other

Term

Completion

Annual

Multi-year\*\*

This project is listed in the  
199\_\_-199\_\_ budget.

Yes

Type A

No

Type B

Payment required

Lump sum

Progress payments

7/1/95  
Beginning date

6/30/98  
Ending date

Total commitment	Original amount	\$	<u>Varies -</u>
	Previous amendments	\$	
	This transaction	\$	
	Total	\$	
	A. Amount of contract to be spent fiscal year	\$	
	B. Amount budgeted for contract	\$	
	C. Uncommitted/discretionary funds remaining as of	\$	...

### Approvals

Division manager

Department director

Labor

Fiscal

Budget

Risk

Legal

\* See instructions on reverse. \*\* If multi-year, attach schedule of expenditures. \*\*\* If A or B is less than C, and other line item(s) utilized, attach explanation/justification.

RECEIVED

BID / RFP REVIEW FORM

JUN 22 1995

TIME: 8:00  
METRO OFFICE GENERAL COUNSEL

Date Received by the Contract Services Division MAY 17 1995

> \$25,000    BID # 95B-23-AD    < \$25,000

RFP # \_\_\_\_\_

Title of Project: Office Supplies

Department/Division: AD/office Services

Est Amt: \_\_\_\_\_

Council Designation: B

Originator: Pam J.

Contact: Pam J.

(Please initial)

Reviewed by: Procurement Specialist

KL    6/21  
Date

Procurement Officer

JW    6/24  
Date

General Counsel (>\$25,000)

J. Blay    6/27/95  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_