

State of Nebraska - INVITATION TO BID CONTRACT

Date	4/22/23	Page	1 of 6
Solicitation Number	6779 OF		
Opening Date and Time	05/12/23	2:00 pm	
Buyer	JULIE RUNGE (AS)		

DESTINATION OF GOODS
 AS MATERIEL - PRINT SHOP
 501 S 14TH ST LOWER LEVEL
 PO BOX 94847
 LINCOLN NE 68508-4847

Per Nebraska's Transparency in Government Procurement Act, DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

____ NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this ITB.

____ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. §73-107 and wish to have preference, if applicable, considered in the award of this contract.

Contract to supply and deliver Carbonless Paper to the State of Nebraska as per the attached specifications for a one (1) year period from date of award. The contract may be renewed for four (4) additional one (1) year periods when mutually agreeable to the vendor and the State of Nebraska.

(RT, 4/22/2023)

INVITATION

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	CB WHITE 8.5 X 11 UNCOLLATED	175.0000	M	<u>23.50</u>	<u>4113.00</u>
2	CB COLOR 8.5 X 11 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	10.0000	M	<u>23.90</u>	<u>239.00</u>
3	CB WHITE 8.5 X 14 UNCOLLATED	10.0000	M	<u>29.65</u>	<u>296.50</u>

BIDDER MUST COMPLETE THE FOLLOWING

DISCOUNT PAYMENT TERMS: _____% _____ DAYS

By signing this Invitation to Bid form, the bidder guarantees compliance with the provisions stated in this Invitation to Bid, agrees to the terms and conditions unless otherwise agreed to and certifies that bidder maintains a drug free work place environment. Vendor will furnish the items requested within _____ days after receipt of order. Failure to enter Delivery Date may cause quotation to be REJECTED.

Sign Here

(Authorized Signature Mandatory – Form must be signed manually in ink or by DocuSign)

Enter Contact Information Below

VENDOR#

VENDOR:

Address:

Veritiv
5220 E St
Omaha, NE 68117

Contact

Telephone

Email

John Schuller
402-730-3706
john.schuller
@veritivcorp.com

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4	CB COLOR 8.5 X 14 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	10.0000	M	<u>NB</u>	<u>NB</u>
5	CB WHITE 11 X 17 UNCOLLATED	60.0000	M	<u>46.95</u>	<u>2,817.00</u>
6	CB COLOR 11 X 17 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	10.0000	M	<u>NB</u>	<u>NB</u>
7	CB WHITE 17.5 X 22.5 UNCOLLATED	25.0000	M	<u>99.80</u>	<u>2,495.00</u>
8	CB WHITE 22.5 X 34.5 UNCOLLATED	30.0000	M	<u>196.00</u>	<u>5,880.00</u>
9	CB COLOR 22.5 X 34.5 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	5.0000	M	<u>198.50</u>	<u>992.50</u>
10	CB WHITE 28.5 X 34.5 UNCOLLATED	10.0000	M	<u>249.45</u>	<u>2494.50</u>
11	CFB WHITE 8.5 X 11 UNCOLLATED	10.0000	M	<u>28.65</u>	<u>286.50</u>
12	CFB COLOR 8.5 X 11 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	75.0000	M	<u>28.50</u>	<u>2,137.50</u>
13	CFB WHITE 8.5 X 14 UNCOLLATED	10.0000	M	<u>36.85</u>	<u>368.50</u>
14	CFB COLOR 8.5 X 14 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	10.0000	M	<u>37.00</u>	<u>370.00</u>
15	CFB WHITE 11 X 17 UNCOLLATED	60.0000	M	<u>57.25</u>	<u>3,435.00</u>
16	CFB COLOR 11 X 17 UNCOLLATED	10.0000	M	<u>57.81</u>	<u>578.10</u>
17	CFB WHITE 17.5 X 22.5 UNCOLLATED	10.0000	M	<u>120.80</u>	<u>1,208.00</u>
18	CFB COLOR 17.5 X 22.5 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	10.0000	M	<u>121.98</u>	<u>1,219.80</u>
19	CFB WHITE 22.5 X 34.5 UNCOLLATED	10.0000	M	<u>238.70</u>	<u>2,387.00</u>

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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
20	CFB COLOR 22.5 X 34.5 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	30.0000	M	<u>241.05</u>	<u>7,231.50</u>
21	CFB WHITE 28.5 X 34.5 UNCOLLATED	10.0000	M	<u>301.95</u>	<u>3,019.50</u>
22	CFB COLOR 28.5 X 34.5 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	25.0000	M	<u>304.95</u>	<u>7,623.75</u>
23	CF WHITE 8.5 X 11 UNCOLLATED	50.0000	M	<u>16.90</u>	<u>845.00</u>
24	CF COLOR 8.5 X 11 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	50.0000	M	<u>17.20</u>	<u>860.00</u>
25	CF WHITE 8.5 X 14 UNCOLLATED	110.0000	M	<u>21.62</u>	<u>2,378.20</u>
26	CF COLOR 8.5 X 14 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	5.0000	M	<u>22.05</u>	<u>110.25</u>
27	CF WHITE 11 X 17 UNCOLLATED	5.0000	M	<u>33.80</u>	<u>169.00</u>
28	CF COLOR 11 X 17 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	5.0000	M	<u>28.75</u>	<u>143.75</u>
29	CF WHITE 17.5 X 22.5 UNCOLLATED	10.0000	M	<u>71.55</u>	<u>715.50</u>
30	CF COLOR 17.5 X 22.5 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	5.0000	M	<u>72.85</u>	<u>364.25</u>
31	CF WHITE 22.5 X 34.5 UNCOLLATED	25.0000	M	<u>141.35</u>	<u>3,533.75</u>
32	CF COLOR 22.5 X 34.5 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	5.0000	M	<u>143.99</u>	<u>719.95</u>
33	CF WHITE 28.5 X 34.5 UNCOLLATED	50.0000	M	<u>178.50</u>	<u>8,925.00</u>
34	CF COLOR 28.5 X 34.5 UNCOLLATED COLORS: CANARY, BLUE, PINK, GREEN, GOLDENROD	5.0000	M	<u>183.15</u>	<u>915.75</u>

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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
35	2 PART 8.5 X 11 STRAIGHT AND REVERSE	5.0000	M	<u>20.98</u>	<u>104.90</u>
36	2 PART 8.5 X 14 STRAIGHT AND REVERSE	675.0000	M	<u>26.69</u>	<u>18,015.75</u>
37	2 PART 11 X 17 STRAIGHT AND REVERSE	5.0000	M	<u>41.95</u>	<u>209.75</u>
38	2 PART 17.5 X 22.5 STRAIGHT AND REVERSE	375.0000	M	<u>88.50</u>	<u>33,187.50</u>
39	2 PART 22.5 X 34.5 STRAIGHT AND REVERSE	200.0000	M	<u>174.20</u>	<u>34,840.00</u>
40	2 PART 28.5 X 34.5 STRAIGHT AND REVERSE	10.0000	M	<u>221.69</u>	<u>2,216.90</u>
41	3 PART 8.5 X 11 STRAIGHT	10.0000	M	<u>23.55</u>	<u>235.50</u>
42	3 PART 8.5 X 11 REVERSE	875.0000	M	<u>23.55</u>	<u>20,606.25</u>
43	3 PART 8.5 X 14 STRAIGHT	50.0000	M	<u>30.35</u>	<u>1,517.50</u>
44	3 PART 8.5 X 14 REVERSE	10.0000	M	<u>30.35</u>	<u>303.50</u>
45	3 PART 11 X 17 STRAIGHT	5.0000	M	<u>47.10</u>	<u>235.50</u>
46	3 PART 11 X 17 REVERSE	350.0000	M	<u>47.10</u>	<u>16,485.00</u>
47	3 PART 17.5 X 22.5 STRAIGHT	325.0000	M	<u>99.45</u>	<u>32,321.25</u>
48	3 PART 17.5 X 22.5 REVERSE	50.0000	M	<u>99.45</u>	<u>4,972.50</u>
49	3 PART 22.5 X 34.5 STRAIGHT	175.0000	M	<u>196.50</u>	<u>34,387.50</u>

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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
50	3 PART 22.5 X 34.5 REVERSE	5.0000	M	<u>197.70</u>	<u>988.50</u>
51	3 PART 28.5 X 34.5 REVERSE	5.0000	M	<u>250.10</u>	<u>1,250.50</u>
52	4 PART 8.5 X 11 STRAIGHT	60.0000	M	<u>25.30</u>	<u>1,518.00</u>
53	4 PART 8.5 X 11 REVERSE	50.0000	M	<u>25.30</u>	<u>1,265.00</u>
54	4 PART 8.5 X 14 STRAIGHT	5.0000	M	<u>32.40</u>	<u>162.00</u>
55	4 PART 8.5 X 14 REVERSE	5.0000	M	<u>32.40</u>	<u>162.00</u>
56	4 PART 11 X 17 STRAIGHT	5.0000	M	<u>50.62</u>	<u>253.10</u>
57	4 PART 11 X 17 REVERSE	10.0000	M	<u>50.62</u>	<u>506.20</u>
58	4 PART 17.5 X 22.5 STRAIGHT	25.0000	M	<u>NB</u>	<u>NB</u>
59	4 PART 17.5 X 22.5 REVERSE	5.0000	M	<u>106.89</u>	<u>534.45</u>
60	4 PART 22.5 X 34.5 STRAIGHT	40.0000	M	<u>NB</u>	<u>NB</u>
61	4 PART 22.5 X 34.5 REVERSE	5.0000	M	<u>211.22</u>	<u>1056.10</u>
62	5 PART 8.5 X 11 REVERSE	5.0000	M	<u>25.99</u>	<u>129.95</u>
63	5 PART 8.5 X 14 REVERSE	25.0000	M	<u>33.27</u>	<u>831.75</u>
64	5 PART 11 X 17 REVERSE	5.0000	M	<u>51.98</u>	<u>259.90</u>

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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
65	5 PART 17.5 X 22.5 REVERSE	5.0000	M	<u>110.40</u>	<u>552.00</u>
66	CF TAG MANILA 22.5 X 34.5	25.0000	M	<u>422.80</u>	<u>10,570.00</u>
67	CF TAG WHITE 22.5 X 34.5	15.0000	M	<u>422.80</u>	<u>6,342.00</u>
68	CF TAG WHITE 28.5 X 34.5	15.0000	M	<u>512.65</u>	<u>7,689.75</u>
69	7.5 PART CF TAG 8.5 X 11 WHITE	15.0000	M	<u>49.75</u>	<u>746.25</u>
70	7.5 PART CF TAG 8.5 X 11 MANILA	10.0000	M	<u>49.75</u>	<u>497.50</u>
71	CARBONLESS COMPOUND ADHESIVE QUART SIZE	10.0000	M	<u>48.35</u>	_____
72	<u>10%</u> PERCENT DISCOUNT FROM LIST PRICE CATALOG ITEMS DIFFERENT SIZES	10000.0000	\$	_____	_____

II. TERMS AND CONDITIONS

Contractors should complete Section II through VI as part of their bid. Contractor is expected to read the Terms and Conditions and must initial either accept, reject, or reject and provide alternative language for each clause. The Contractor should also provide an explanation of why the Contractor rejected the clause or rejected the clause and provided alternate language using "Track Changes". Upon request an electronic copy of the bid with "Track Changes" must be submitted in an editable Word format. By signing the solicitation, Contractor is agreeing to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the bid. The State reserves the right to negotiate rejected or proposed alternative language. If the State and Contractor fail to agree on the final Terms and Conditions, the State reserves the right to reject the bid. The State is soliciting bids in response to the solicitation. The State reserves the right to reject bids that attempt to substitute the Contractor's commercial contracts and/or documents for this solicitation.

The Contractor should submit with their bid any license, user agreement, service level agreement, or similar documents that the Contractor wants incorporated in the Contract. Upon notice of Intent to Award, the Contractor must submit a copy of these documents in an editable Word format. The State will not consider incorporation of any document not submitted with the Contractor's bid. These documents shall be subject to negotiation and will be incorporated as addendums if agreed to by the Parties.

If a conflict or ambiguity arises after the addendums have been negotiated and agreed to, the addendums shall be interpreted as follows:

- a. If only one (1) Party's document has a particular clause then that clause shall control;
- b. If both Party's documents have a similar clause, but the clauses do not conflict, the clauses shall be read together;
- c. If both Party's documents have a similar clause, but the clauses conflict, the State's clause shall control.

A. GENERAL

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
SA			

The contract resulting from this solicitation shall incorporate the following documents:

- a. Invitation to Bid and Addenda;
- b. Amendments to the solicitation;
- c. Questions and Answers;
- d. Contractor's bid response;
- e. The executed Contract and any Addenda, if applicable, and properly submitted documents; and,
- f. Amendments to the Contract

These documents constitute the entirety of the contract.

Unless otherwise specifically stated in a future contract amendment, in case of any conflict between the incorporated documents, the documents shall govern in the following order of preference with number one (1) receiving preference over all other documents and with each lower numbered document having preference over any higher numbered document: 1) Amendment to the executed Contract with the most recent dated amendment having the highest priority, 2) executed Contract and any attached Addenda, 3) Amendments to solicitation and any Questions and Answers, 4) the original solicitation document and any Addenda, and 5) the Contractor's submitted Bid.

Any ambiguity or conflict in the contract discovered after its execution, not otherwise addressed herein, shall be resolved in accordance with the rules of contract interpretation as established in the State.

B. NOTIFICATION

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
AS			

Contractor and State shall identify the contract manager who shall serve as the point of contact for the executed contract.

Communications regarding the executed contract shall be in writing and shall be deemed to have been given if delivered electronically to the parties at their respective addresses.

Either party may change its address for notification purposes by giving notice of the change, and setting forth the new address and an effective date.

C. NOTICE (POC)

The State reserves the right to appoint a Buyer's Representative to manage [or assist the Buyer in managing] the contract on behalf of the State. The Buyer's Representative will be appointed in writing, and the appointment document will specify the extent of the Buyer's Representative authority and responsibilities. If a Buyer's Representative is appointed, the Contractor will be provided a copy of the appointment document, and is expected to cooperate accordingly with the Buyer's Representative. The Buyer's Representative has no authority to bind the State to a contract, amendment, addendum, or other change or addition to the contract.

D. GOVERNING LAW (Statutory)

Notwithstanding any other provision of this contract, or any amendment or addendum(s) entered into contemporaneously or at a later time, the parties understand and agree that, (1) the State of Nebraska is a sovereign state and its authority to contract is therefore subject to limitation by the State's Constitution, statutes, common law, and regulation; (2) this contract will be interpreted and enforced under the laws of the State of Nebraska; (3) any action to enforce the provisions of this contract must be brought in the State of Nebraska per state law; (4) the person signing this contract on behalf of the State of Nebraska does not have the authority to waive the State's sovereign immunity, statutes, common law, or regulations; (5) the indemnity, limitation of liability, remedy, and other similar provisions of the final contract, if any, are entered into subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity; and, (6) all terms and conditions of the final contract, including but not limited to the clauses concerning third-party use, licenses, warranties, limitations of liability, governing law and venue, usage verification, indemnity, liability, remedy or other similar provisions of the final contract are entered into specifically subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity.

The Parties must comply with all applicable local, state and federal laws, ordinances, rules, orders, and regulations.

E. AMENDMENT

This Contract may be amended in writing, within scope, upon the agreement of both parties.

F. CHANGE ORDERS OR SUBSTITUTIONS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
AS			

The State and the Contractor, upon the written agreement, may make changes to the contract within the general scope of the solicitation. Changes may involve specifications, the quantity of work, or such other items as the State may find necessary or desirable. Corrections of any deliverable, service, or work required pursuant to the contract shall not be deemed a change. The Contractor may not claim forfeiture of the contract by reasons of such changes.

The Contractor shall prepare a written description of the work required due to the change and an itemized cost sheet for the change. Changes in work and the amount of compensation to be paid to the Contractor shall be determined in accordance with applicable unit prices if any, a pro-rated value, or through negotiations. The State shall not incur a price increase for changes that should have been included in the Contractor's bid, were foreseeable, or result from difficulties with or failure of the Contractor's bid or performance.

No change shall be implemented by the Contractor until approved by the State, and the Contract is amended to reflect the change and associated costs, if any. If there is a dispute regarding the cost, but both parties agree that immediate implementation is necessary, the change may be implemented, and cost negotiations may continue with both Parties retaining all remedies under the contract and law.

In the event any product is discontinued or replaced upon mutual consent during the contract period or prior to delivery, the State reserves the right to amend the contract or purchase order to include the alternate product at the same price.

*****Contractor will not substitute any item that has been awarded without prior written approval of SPB*****

G. VENDOR PERFORMANCE REPORT(S)

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
SP			

The State may document any instance(s) of products or services delivered or performed which exceed or fail to meet the terms of the purchase order, contract, and/or solicitation specifications. The State Purchasing Bureau may contact the Vendor regarding any such report. Vendor performance report(s) will become a part of the permanent record of the Vendor.

H. NOTICE OF POTENTIAL CONTRACTOR BREACH

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
SP			

If Contractor breaches the contract or anticipates breaching the contract, the Contractor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, a proposed cure, and may include a request for a waiver of the breach if so desired. The State may, in its discretion, temporarily or permanently waive the breach. By granting a waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

I. BREACH

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
SP			

Either Party may terminate the contract, in whole or in part, if the other Party breaches its duty to perform its obligations under the contract in a timely and proper manner. Termination requires written notice of default and a thirty (30) calendar day (or longer at the non-breaching Party's discretion considering the gravity and nature of the default) cure period. Said notice shall be delivered by Certified Mail, Return Receipt Requested, or in person with proof of delivery. Allowing time to cure a failure or breach of contract does not waive the right to immediately terminate the contract for the same or different contract breach which may occur at a different time.

In case of breach by the Contractor, the State may, without unreasonable delay, make a good faith effort to make a reasonable purchase or contract to purchased goods in substitution of those due from the contractor. The State may recover from the Contractor as damages the difference between the costs of covering the breach. Notwithstanding any clause to the contrary, the State may also recover the contract price together with any incidental or consequential damages defined in UCC Section 2-715, but less expenses saved in consequence of Contractor's breach. OR In case of default of the Contractor, the State may contract the service from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

The State's failure to make payment shall not be a breach, and the Contractor shall retain all available statutory remedies. (See Indemnity - Self-Insurance and Payment)

J. NON-WAIVER OF BREACH

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
AA			

The acceptance of late performance with or without objection or reservation by a Party shall not waive any rights of the Party nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

K. SEVERABILITY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
AA			

If any term or condition of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the provision held to be invalid or illegal.

L. INDEMNIFICATION

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
AA			

- a. **GENERAL**
The Contractor agrees to defend, indemnify, and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State for personal injury, death, or property loss or damage, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Contractor, its employees, Subcontractors, consultants, representatives, and agents, resulting from this contract, except to the extent such Contractor liability is attenuated by any action of the State which directly and proximately contributed to the claims.
- b. **PERSONNEL**
The Contractor shall, at its expense, indemnify and hold harmless the indemnified parties from and against any claim with respect to withholding taxes, worker's compensation, employee benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel, including subcontractor's and their employees, provided by the Contractor.
- c. **SELF-INSURANCE (Statutory)**
The State is self-insured for any loss and purchases excess insurance coverage pursuant to Neb. Rev. Stat. § 81-8,239.01 (Reissue 2008). If there is a presumed loss under the provisions of this contract, Contractor may file a claim with the Office of Risk Management pursuant to Neb. Rev. Stat. §§ 81-8,829 through 81-8,306 for review by the State Claims Board. The State retains all rights and immunities under the State Miscellaneous (Section 81-8,294), Tort (Section 81-8,209), and Contract Claim Acts (Section 81-8,302), as outlined in Neb. Rev. Stat. § 81-8,209 et seq. and under any other provisions of law and accepts liability under this contract to the extent provided by law.

M. ATTORNEY'S FEES

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

In the event of any litigation, appeal, or other legal action to enforce any provision of the contract, the Parties agree to pay all expenses of such action, as permitted by law and if ordered by the court, including attorney's fees and costs, if the other party prevails.

N. ASSIGNMENT, SALE, OR MERGER

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

Either party may assign the contract upon mutual written agreement of the other party. Such agreement shall not be unreasonably withheld.

The Contractor retains the right to enter into a sale, merger, acquisition, internal reorganization, or similar transaction involving Contractor's business. Contractor agrees to cooperate with the State in executing amendments to the contract to allow for the transaction. If a third party or entity is involved in the transaction, the Contractor will remain responsible for performance of the contract until such time as the person or entity involved in the transaction agrees in writing to be contractually bound by this contract and perform all obligations of the contract.

O. CONTRACTING WITH OTHER POLITICAL SUB-DIVISIONS OF THE STATE OR ANOTHER STATE

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

The Contractor may, but shall not be required to, allow agencies, as defined in Neb. Rev. Stat. § 81-145, to use this contract. The terms and conditions, including price, of the contract may not be amended. The State shall not be contractually obligated or liable for any contract entered into pursuant to this clause.

The Contractor may, but shall not be required to, allow other states, agencies or divisions of other states, or political subdivisions of other states to use this contract. The terms and conditions, including price, of this contract shall apply to any such contract, but may be amended upon mutual consent of the Parties. The State of Nebraska shall not be contractually or otherwise obligated or liable under any contract entered into pursuant to this clause. The State shall be notified if a contract is executed based upon this contract.

P. FORCE MAJEURE

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

Neither party shall be liable for any costs or damages, or for default resulting from its inability to perform any of its obligations under the contract due to a natural or man-made event outside the control and not the fault of the affected party ("Force Majeure Event"). The Party so affected shall immediately make a written request for relief to the other party, and shall have the burden of proof to justify the request. The other Party may grant the relief requested; relief may not be unreasonably withheld. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event.

Q. CONFIDENTIALITY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>SS</i>			

All materials and information provided by the Parties or acquired by a Party on behalf of the other Party shall be regarded as confidential information. All materials and information provided or acquired shall be handled in accordance with federal and state law, and ethical standards. Should said confidentiality be breached by a Party, the Party shall notify the other Party immediately of said breach and take immediate corrective action.

It is incumbent upon the Parties to inform their officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1), which is made applicable by 5 U.S.C. 552a (m)(1), provides that any officer or employee, who by virtue of his/her employment or official position has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

R. EARLY TERMINATION

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>SS</i>			

The contract may be terminated as follows:

- a. The State and the Contractor, by mutual written agreement, may terminate the contract at any time.
- b. The State, at its sole discretion, may terminate the contract for any reason upon thirty (30) calendar day's written notice to the Contractor. Such termination shall not relieve the Contractor of warranty or other service obligations incurred under the terms of the contract. In the event of termination the Contractor shall be entitled to payment, determined on a pro rata basis, for products or services satisfactorily performed or provided.
- c. The State may terminate the contract immediately for the following reasons:
 - a. if directed to do so by statute;
 - b. Contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
 - c. a trustee or receiver of the Contractor or of any substantial part of the Contractor's assets has been appointed by a court;
 - d. fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its Contractor, its employees, officers, directors, or shareholders;
 - e. an involuntary proceeding has been commenced by any party against the Contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) calendar days; or (ii) the Contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the Contractor has been decreed or adjudged a debtor;
 - f. a voluntary petition has been filed by the Contractor under any of the chapters of Title 11 of the United States Code;
 - g. Contractor intentionally discloses confidential information;
 - h. Contractor has or announces it will discontinue support of the deliverable; and,
 - i. In the event funding is no longer available.

S. CONTRACT CLOSEOUT

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			


Upon termination of the contract for any reason the Contractor shall within thirty (30) days, unless stated otherwise herein:

- a. Transfer all completed or partially completed deliverables to the State;
- b. Transfer ownership and title to all completed or partially completed deliverables to the State;
- c. Return to the State all information and data, unless the Contractor is permitted to keep the information or data by contract or rule of law. Contractor may retain one copy of any information or data as required to comply with applicable work product documentation standards or as are automatically retained in the course of Contractor's routine back up procedures;
- d. Cooperate with any successor contractor, person or entity in the assumption of any or all of the obligations of this contract;
- e. Cooperate with any successor contractor, person or entity with the transfer of information or data related to this contract;
- f. Return or vacate any state owned real or personal property; and,
- g. Return all data in a mutually acceptable format and manner.

Nothing in this Section should be construed to require the Contractor to surrender intellectual property, real or person property, or information or data owned by the Contractor for which the State has no legal claim.

III. CONTRACTOR DUTIES

A. INDEPENDENT CONTRACTOR / OBLIGATIONS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
			

It is agreed that the Contractor is an independent contractor and that nothing contained herein is intended or should be construed as creating or establishing a relationship of employment, agency, or a partnership.

The Contractor is solely responsible for fulfilling the contract. The Contractor or the Contractor's representative shall be the sole point of contact regarding all contractual matters.

The Contractor shall secure, at its own expense, all personnel required to perform the services under the contract. The personnel the Contractor uses to fulfill the contract shall have no contractual or other legal relationship with the State; they shall not be considered employees of the State and shall not be entitled to any compensation, rights or benefits from the State, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.

By-name personnel commitments made in the Contractor's bid shall not be changed without the prior written approval of the State. Replacement of these personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

The Contractor warrants that all persons assigned to the project shall be employees of the Contractor or a Subcontractor, and shall be fully qualified to perform the work required herein. Personnel employed by the Contractor or a subcontractor to fulfill the terms of the contract shall remain under the sole direction and control of the Contractor or the subcontractor respectively.

With respect to its employees, the Contractor agrees to be solely responsible for the following:

- a. Any and all pay, benefits, and employment taxes and/or other payroll withholding;
- b. Any and all vehicles used by the Contractor's employees, including all insurance required by state law;
- c. Damages incurred by Contractor's employees within the scope of their duties under the contract;
- d. Maintaining Workers' Compensation and health insurance that complies with state and federal law and submitting any reports on such insurance to the extent required by governing law;
- e. Determining the hours to be worked and the duties to be performed by the Contractor's employees; and,
- f. All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination alleged against the Contractor, its officers, agents, or subcontractors or subcontractor's employees).

If the Contractor intends to utilize any subcontractor, the Subcontractor's level of effort, tasks, and time allocation must be clearly defined in the Contractor's bid. The Contractor shall agree that it will not utilize any Subcontractors not specifically included in its bid in the performance of the contract without the prior written authorization of the State.

The State reserves the right to require the Contractor to reassign or remove from the project any Contractor or Subcontractor employee.

Contractor shall insure that the terms and conditions contained in any contract with a sub-contractor does not conflict with the terms and conditions of this contract.

The Contractor shall include a similar provision, for the protection of the State, in the contract with any Subcontractor engaged to perform work on this contract.

B. EMPLOYEE WORK ELIGIBILITY STATUS

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of employees physically performing work within the State. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of an employee.

If the Contractor is an individual or sole proprietorship, the following applies:

- a. The Contractor must complete the United States Citizenship Attestation Form, available on the DAS website at <http://das.nebraska.gov/materiel/purchasing.html>

The completed United States Attestation Form should be submitted with the solicitation response.

- b. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
- c. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. § 4-108.

C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION (Statutory)

The Contractor shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights laws and equal opportunity employment. The Nebraska Fair Employment Practice Act prohibits Contractors of the State, and their Subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §§ 48-1101 through 48-1125). The Contractor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The Contractor shall insert a similar provision in all Subcontracts for goods or services to be covered by any contract resulting from this solicitation.

D. COOPERATION WITH OTHER CONTRACTORS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>AS</i>			

Contractor may be required to work with or in close proximity to other contractors or individuals that may be working on the same or different projects. The Contractor shall agree to cooperate with such other contractors or individuals, and shall not commit or permit any act which may interfere with the performance of work by any other contractor or individual. Contractor is not required to compromise Contractor's intellectual property or proprietary information unless expressly required to do so by this contract.

E. DISCOUNTS

Prices quoted shall be inclusive of ALL trade discounts. Cash discount terms of less than thirty (30) days will not be considered as part of the bid. Cash discount periods will be computed from the date of receipt of a properly executed claim voucher or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

F. PRICES

Prices quoted on the ITB form or Cost Sheet shall remain fixed for 180 days of the contract period. Any request for a price increase subsequent to the 180 days must be submitted in writing to the SPB for approval, and be accompanied by documentation justifying the price increase. These documents include, but are not limited to: 1) invoices for physical components of contracted item(s) Further documentation may be required by the State to justify the increase. The State reserves the right to deny any requested price increase. No price increases are to be billed to any State Agencies prior to written amendment of the contract by the parties.

The State reserves the right to deny any requested price increase. No price increases are to be billed to any State Agencies prior to written amendment of the contract by the parties.

The State will be given full proportionate benefit of any decreases for the term of the contract.

G. COST CLARIFICATION

The State reserves the right to review all aspects of cost for reasonableness and to request clarification of any bid where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

H. PERMITS, REGULATIONS, LAWS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

The contract price shall include the cost of all royalties, licenses, permits, and approvals, whether arising from patents, trademarks, copyrights or otherwise, that are in any way involved in the contract. The Contractor shall obtain and pay for all royalties, licenses, and permits, and approvals necessary for the performance of the contract. The Contractor must guarantee that it has the full legal right to the materials, supplies, equipment, software, and other items used to execute this contract.

I. NOTICE OF POTENTIAL CONTRACTOR BREACH

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

If Contractor breaches the contract or anticipates breaching the contract the Contractor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, and may include a request for a waiver of the breach if so desired. The State may, at its discretion, temporarily or permanently waive the breach. By granting a temporary waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

J. ANTITRUST

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

The Contractor hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under antitrust laws of the United States and the antitrust laws of the State.

K. CONFLICT OF INTEREST

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

By submitting a bid, bidder certifies that no relationship exists between the bidder and any person or entity which either is, or gives the appearance of, a conflict of interest related to this Request for Bid or project.

Bidder further certifies that bidder will not employ any individual known by bidder to have a conflict of interest nor shall bidder take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its contractual obligations hereunder or which creates an actual or appearance of conflict of interest.

If there is an actual or perceived conflict of interest, bidder shall provide with its bid a full disclosure of the facts describing such actual or perceived conflict of interest and a proposed mitigation plan for consideration. The State will then consider such disclosure and proposed mitigation plan and either approve or reject as part of the overall bid evaluation.

L. STATE PROPERTY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

The Contractor shall be responsible for the proper care and custody of any State-owned property which is furnished for the Contractor's use during the performance of the contract. The Contractor shall reimburse the State for any loss or damage of such property; normal wear and tear is expected.

M. SITE RULES AND REGULATIONS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

The Contractor shall use its best efforts to ensure that its employees, agents, and Subcontractors comply with site rules and regulations while on State premises. If the Contractor must perform on-site work outside of the daily operational hours set forth by the State, it must make arrangements with the State to ensure access to the facility and the equipment has been arranged. No additional payment will be made by the State on the basis of lack of access, unless the State fails to provide access as agreed to in writing between the State and the Contractor.

N. ADVERTISING

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			

The Contractor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its goods and services are endorsed or preferred by the State. Any publicity releases pertaining to the project shall not be issued without prior written approval from the State.

O. DISASTER RECOVERY/BACK UP PLAN

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>JS</i>			


The Contractor shall have a disaster recovery and back-up plan, of which a copy should be provided upon request to the State, which includes, but is not limited to equipment, personnel, facilities, and transportation, in order to continue delivery of goods and services as specified under the specifications in the contract in the event of a disaster.

P. DRUG POLICY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
<i>AS</i>			

Contractor certifies it maintains a drug free work place environment to ensure worker safety and workplace integrity. Contractor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

Q. WARRANTY

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
			

Despite any clause to the contrary, the Contractor represents and warrants that its services hereunder shall be performed by competent personnel and shall be of professional quality consistent with generally accepted industry standards for the performance of such services and shall comply in all respects with the requirements of this Contract. For any breach of this warranty, the Contractor shall, for a period of ninety (90) days from performance of the service, perform the services again, at no cost to Customer, or if Contractor is unable to perform the services as warranted, Contractor shall reimburse Customer the fees paid to Contractor for the unsatisfactory services. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.

IV. PAYMENT

A. PROHIBITION AGAINST ADVANCE PAYMENT (Statutory)

Neb. Rev. Stat. §§81-2403 states, “[n]o goods or services shall be deemed to be received by an agency until all such goods or services are completely delivered and finally accepted by the agency.”

B. TAXES (Statutory)

The State is not required to pay taxes and assumes no such liability as a result of this solicitation. The Contractor may request a copy of the Nebraska Department of Revenue, Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption, Form 13 for their records. Any property tax payable on the Contractor's equipment which may be installed in a state-owned facility is the responsibility of the Contractor.

C. INVOICES

Invoices for payments must be submitted by the Contractor to the agency requesting the services with sufficient detail to support payment. Itemized invoice should be emailed to asprint.requisition@nebraska.gov. The terms and conditions included in the Contractor's invoice shall be deemed to be solely for the convenience of the parties. No terms or conditions of any such invoice shall be binding upon the State, and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

D. INSPECTION AND APPROVAL

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
AA			

Final inspection and approval of all work required under the contract shall be performed by the designated State officials.

The State and/or its authorized representatives shall have the right to enter any premises where the Contractor or Subcontractor duties under the contract are being performed, and to inspect, monitor or otherwise evaluate the work being performed. All inspections and evaluations shall be at reasonable times and in a manner that will not unreasonably delay work.

E. PAYMENT (Statutory)

Payment will be made by the responsible agency in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2403). The State may require the Contractor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any goods and services provided by the Contractor prior to the Effective Date of the contract, and the Contractor hereby waives any claim or cause of action for any such services.

F. LATE PAYMENT (Statutory)

The Contractor may charge the responsible agency interest for late payment in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §§ 81-2401 through 81-2408).


G. SUBJECT TO FUNDING / FUNDING OUT CLAUSE FOR LOSS OF APPROPRIATIONS (Statutory)

The State's obligation to pay amounts due on the Contract for fiscal years following the current fiscal year is contingent upon legislative appropriation of funds. Should said funds not be appropriated, the State may terminate the contract with respect to those payments for the fiscal year(s) for which such funds are not appropriated. The State will give the Contractor written notice thirty (30) calendar days prior to the effective date of termination. All obligations of the State to make payments after the termination date will cease. The Contractor shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event shall the Contractor be paid for a loss of anticipated profit.

H. RIGHT TO AUDIT (First Paragraph is Statutory)

The State shall have the right to audit the Contractor's performance of this contract upon a thirty (30) day written notice. Contractor shall utilize generally accepted accounting principles, and shall maintain the accounting records, and other records and information relevant to the contract (Information) to enable the State to audit the contract. (Neb. Rev. Stat. § 84-304 et seq.) The State may audit and the Contractor shall maintain the information during the term of the contract and for a period of five (5) years after the completion of this contract or until all issues or litigation

are resolved, whichever is later. The Contractor shall make the Information available to the State at Contractor's place of business or a location acceptable to both Parties during normal business hours. If this is not practical or the Contractor so elects, the Contractor may provide electronic or paper copies of the Information. The State reserves the right to examine, make copies of, and take notes on any Information relevant to this contract, regardless of the form or the Information, how it is stored, or who possesses the Information. In no circumstances will contractor be required to create or maintain documents not kept in the ordinary course of contractor's business operations, nor will contractor be required to disclose any information, including but not limited to product cost data, which is confidential or proprietary to contractor.

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative (Initial)	NOTES/COMMENTS:
			

The Parties shall pay their own costs of the audit unless the audit finds a previously undisclosed overpayment by the State. If a previously undisclosed overpayment exceeds one percent (1%) the total contract billings, or if fraud, material misrepresentations, or non-performance is discovered on the part of the Contractor, the Contractor shall reimburse the State for the total costs of the audit. Overpayments and audit costs owed to the State shall be paid within ninety (90) days of written notice of the claim. The Contractor agrees to correct any material weaknesses or condition found as a result of the audit.

V. SCOPE OF WORK

The Contractor must provide the following information in response to this solicitation.

A. SCOPE

It is the intent of this bid invitation to establish a contract to supply Carbonless Paper per the attached specifications from date of award for a period of one (1) year with the option to renew for an additional four (4) one (1) year periods when mutually agreeable to the contractor and the State. The State reserves the right to extend the period of this contract beyond the end date when mutually agreeable to the contractor and the State.

VI. TECHNICAL SPECIFICATIONS

A. CONTRACTOR INSTRUCTIONS

Contractor must respond to each of the following statements. Specifications listed are minimum conditions that must be met in order for a Contractor to qualify for the award.

"YES" response means the Contractor guarantees they can meet this condition.

"NO" response means the Contractor cannot meet this condition and will not be considered.

"NO & PROVIDE ALTERNATIVE" responses should be used only with a narrative response in the NOTES/COMMENTS section explaining in detail any deviation from the Contractor's ability to meet the condition, and an explanation of how this would be determined to be an acceptable alternative to meeting the condition. Alternatives must be detailed in such a way that allows such deviations to be fully evaluated. The State shall determine at its sole discretion whether or not the Contractor's alternative is an acceptable alternative.

B. NON-COMPLIANCE STATEMENT

YES	NO	NO & PROVIDE ALTERNATIVE	
X			1. Read these specifications carefully. Any and all exceptions to these specifications must be written on or attached to solicitation response. Any noncompliance may void your bid. Non-compliance to any single specification can void your bid.
X			2. It is the responsibility of Contractors to obtain information and clarifications as provided below. The State is not responsible for any erroneous or incomplete understandings or wrongful interpretations of this solicitation by any Contractor.
X			3. No interpretation related to the meaning of solicitation specifications or other pre-bid documents will be made orally to any Contractor by the State. Any solicitation interpretation must be put in writing by the Contractor to: the State Purchasing Bureau, E-mail questions to SPB. as.materieipurchasing@nebraska.gov by the last day to submit written questions per the Schedule of Events. (Inquiries received after the last day to submit written questions may not be addressed).
NOTES/COMMENTS:			

C. UNCOLLATED DIGITAL CARBONLESS PAPER

YES	NO	NO & PROVIDE ALTERNATIVE	
		See Attached	4. 8.5" x 11" a. CB, CFB and CF b. White, Canary, Blue, Pink, Green and Goldenrod
		See Attached	5. 8.5" x 14" a. CB, CFB and CF b. White, Canary, Blue, Pink, Green and Goldenrod

		See Attached	6. 11" x 17" a. CB, CFB and CF b. White, Canary, Blue, Pink, Green and Goldenrod
		"	7. 17.5" x 22.5" a. CB, CFB and CF b. White, Canary, Blue, Pink, Green and Goldenrod
		"	8. 22.5" x 34.5" a. CB, CFB and CF b. White, Canary, Blue, Pink, Green and Goldenrod
		"	9. 28.5" x 34.5" a. CB, CFB and CF b. White, Canary, Blue, Pink, Green and Goldenrod
			10. Paper must be 20# Basis weight 21#
X			11. Image transfer color must be black.
		TBD	12. Paper shall be compatible with both offset and digital.
NOTES/COMMENTS:			

D. PRE-COLLATED DIGITAL CARBONLESS PAPER

YES	NO	NO & PROVIDE ALTERNATIVE	
X			1. 2-Part, Straight and Reverse a. 8.5" x 11" b. 8.5" x 14" c. 11" x 17" d. 17.5" x 22.5" e. 22.5" x 34.5" f. 28.5" x 34.5"
X			2. 3-Part a. 8.5" x 11", Straight b. 8.5" x 11", Reverse c. 8.5" x 14", Straight d. 8.5" x 14", Reverse e. 11" x 17", Straight f. 11" x 17", Reverse g. 17.5" x 22.5", Straight h. 17.5" x 22.5", Reverse i. 22.5" x 34.5", Straight j. 22.5" x 34.5", Reverse k. 28.5" x 34.5", Reverse
X			3. 4-Part a. 8.5" x 11", Straight b. 8.5" x 11", Reverse c. 8.5" x 14", Straight d. 8.5" x 14", Reverse e. 11" x 17", Straight

X		X	f. 11" x 17", Reverse g. 17.5" x 22.5", Straight - <i>No</i> h. 17.5" x 22.5", Reverse i. 22.5" x 34.5", Straight - <i>No</i> j. 22.5" x 34.5", Reverse
X			4. 5-Part a. 8.5" x 11", Reverse b. 8.5" x 14", Reverse c. 11" x 17", Reverse d. 17.5" x 22.5", Reverse
			5. Paper must be 20# Basis weight <i>21#</i>
X			6. Image transfer color must be black.
		TBD	7. Paper shall be compatible with both offset and digital.
NOTES/COMMENTS:			

E. TAG

YES	NO	NO & PROVIDE ALTERNATIVE	
X			1. CF TAG a. 22.5" x 34.5" - Manila and White b. 28.5" x 34.5" - White
X			2. 7.5 Part CF TAG a. 8.5" x 11" - Manila and White
X			3. Carbonless Adhesive Compound a. Quart Size
NOTES/COMMENTS:			

F. ANNUAL USAGE, ESTIMATED

YES	NO	NO & PROVIDE ALTERNATIVE	
X			1. Annual usage figures provided are estimates and are not to be construed as either a minimum or maximum purchase quantity. The orders shall be for the actual quantities of each item ordered by or for any agency during the life of the contract. Vendor shall not impose minimum order requirements.
X			2. Insert annual estimated usage here (may use Table Tools/Draw Table function to add more lines or may enlarge the size of the table to accommodate specifications)
NOTES/COMMENTS:			

G. USAGE REPORT

YES	NO	NO & PROVIDE ALTERNATIVE	
X			1. The vendor shall, provide a quarterly usage report of this contract by state agencies and political subdivisions. Information will include agency name, item, and dollar amount. Information may be requested at any time by the SPB, as determined by the State.
NOTES/COMMENTS:			

H. DELIVERY ARO

YES	NO	NO & PROVIDE ALTERNATIVE	
		* Non-Stock Lead time Cm be 2-3 weeks	<p>A successful Bidder will maintain sufficient inventory to process stock items with next day delivery, when order is placed by noon. Non stock items shall be delivered within five (5) Business days ARO. There will be no minimum order requirements. Deliveries must be clearly marked with the purchase order number. If delays in delivery are anticipated, the Contractor will immediately notify the ordering agency of the expected delivery date. The order may be canceled if the delivery time is unsatisfactory, and the State may procure item(s) from other sources and the Contractor will be held responsible for any/all excess cost.</p> <p>At the time of delivery, a designated State employee will sign the "invoice/packing slip." This signature will only indicate that the order has been received and that the items actually delivered agree with the delivery invoice. This signature does not indicate all items were received in good condition and/or that there is not possible hidden damage.</p> <p>Delivery ~ Lincoln / Omaha Corporate Limits FOB destination, inside and in place, as specified on each purchase order.</p> <p>Delivery ~ Outside the Lincoln / Omaha Corporate Limits Deliveries outside the Lincoln/Omaha area are to be FOB Destination and freight prepaid and added.</p> <p>Delivery ~ All Deliveries Statewide Delivery personnel will be required to deliver and off load all products to a specified area on the inside of the designated facility or dock. If delivering to a secure location the vendor shall provide name of ordering agency, name of product being delivered and Company name. It will be the Vendor's responsibility to provide any equipment needed to complete the delivery process. Vendor's delivery personnel must wait for the order to be received, invoice(s) / packing slip(s) verified and signed with discrepancies (shortages, longs, damage, etc.) documented on the delivery invoice. Deliveries must be clearly marked with the purchase order number.</p>
NOTES/COMMENTS:			

I. DELIVER LOCATIONS/INSTRUCTIONS (BIDDER IS CERTIFYING THAT THEY CAN MEET THE DELIVER LOCATIONS/INSTRUCTIONS)

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			1. Delivery locations are specified on each Purchase Order
NOTES/COMMENTS:			

J. PACKAGING

YES	NO	NO & PROVIDE ALTERNATIVE	
X			1. Cartons are to be clearly marked with size, weight, color, quantity, and the purchase order number. Cartons must be of suitable size and of sufficient strength to protect the contents during shipping, handling and storage.
NOTES/COMMENTS:			

K. ORDERS

YES	NO	NO & PROVIDE ALTERNATIVE	
X			1. Orders will be placed either by, phone, fax, e-mail or Internet (if available and not to the exclusion of the other methods). All orders must reference a purchase order number and the purchase order number must be referenced on the packing slip, and invoice. Invoices are to be sent to the "Invoice to" address on the purchase order.
NOTES/COMMENTS:			

L. QUALITY

YES	NO	NO & PROVIDE ALTERNATIVE	
X			1. Product quality must meet specifications and be consistent for the term of the contract. A guarantee of satisfactory performance by the supplier and meeting delivery dates are considered to be an integral part of the purchase contract resulting from this bid invitation. All materials must be of first quality, under standard production by the manufacturer and be of standard design, complete as regularly advertised and marketed and be of proven performance. Products are to be fully guaranteed and may be returned for full credit or replacement (at the State's option) for any reason during the initial warranty period with no additional charges for shipping or restocking.
X			2. Paper shall be guaranteed to be replaced if a particular lot has jamming issues on copy equipment.

X			3. Paper shall be thermally stable to minimize curl related jamming
X			4. Paper shall be formulated to minimize interactions with belts, rollers and toners in the copier/laser printing environment.
NOTES/COMMENTS:			

M. SAMPLES

YES	NO	NO & PROVIDE ALTERNATIVE	
X			<p>1. Samples may be required for testing prior to an award. If requested, samples must be provided within five (5) business days of a request and must be representative of items bid and meet the specifications. Samples provided must be in sufficient quantity for testing, as determined by the State. Samples will be provided at no cost to the State. Bidder may be responsible for lost production time during the testing and evaluation of equivalent products. Authorized manufacturer representative must be available for on-site assistance within forty-eight (48) hours of a request at no additional charge. Bidder may be responsible for costs to repair damage to equipment/systems attributable to products being tested.</p> <p>Attn: Mitchell Salomons Manager – Printing Services 501 S. 14th Street Lower Level Lincoln NE 68508</p> <p>Receiving hours are between 8:00 A.M. to 12:00 P.M and 1:00 P.M. to 4:00 P.M, Monday through Friday (excluding State holidays and / or as otherwise directed).</p>
NOTES/COMMENTS:			

N. PERFORMANCE TESTING

YES	NO	NO & PROVIDE ALTERNATIVE	
X			<p>1. Samples of Carbonless Paper, in accordance with the specifications utilizing materials and features as bid, may be required prior to award. Samples of Carbonless Paper shall be provided at no cost to the State and will not be returned to the Bidder upon completion of testing conducted by the (using/testing agency). Bidder shall have ten (10) business days to provide sample(s) upon the State's written request. Sample (insert description) is to be of material and construction as bid. Failure to supply samples and/or sample(s) that do not meet specifications and/or fail any of the protocols/tests as outlined below, may be grounds to reject the bid. Bids may be rejected based on the quality of samples provided. Upon a written request from the State of Nebraska Purchasing Bureau, sample(s) shall be shipped to:</p> <p>Attn: Mitchell Salomons Manager – Printing Services 501 S. 14th Street</p>

X			<p>Lower Level Lincoln NE 68508</p> <p>Receiving hours are between 8:00 A.M. to 12:00 P.M and 1:00 P.M. to 4:00 P.M, Monday through Friday (excluding State holidays and / or as otherwise directed).</p>
X			2. 1,000 – 2,500 sheets needed to test depending on the size.
X			3. Testing for run ability, and performance, to include but not limited to: <ul style="list-style-type: none"> a) Jamming/curling related issues b) Paper interactions with belts and rollers c) Testing for toner and ink adhesion, image transfer d) Post printing functions such as padding, folding, perforating, numbering, and collating.
NOTES/COMMENTS:			

O. WARRANTY

YES	NO	NO & PROVIDE ALTERNATIVE	
X			<p>1. The Contractor warrants for a period of one (1) year from the date of Acceptance that: (a) the Products perform according to all specific claims that the Contractor made in its response to the solicitation, (b) the Product is suitable for the ordinary purposes for which such Product is used, (c) the Product is suitable for any special purposes identified in the solicitation or for which the State has relied on the Contractor's skill or judgment, (d) the Product is designed and manufactured in a commercially reasonable manner, and (e) the Product is free of defects. Upon breach of the warranty, the Contractor will repair or replace (at no charge to the State) the Product whose nonconformance is discovered and made known to the Contractor. If the repaired and/or replaced Product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.</p>
NOTES/COMMENTS:			

P. SAMPLES

YES	NO	NO & PROVIDE ALTERNATIVE	
X			<p>1. Samples may be required for testing prior to an award. If requested, samples must be provided within five (5) business days of a request and must be representative of items bid and meet the specifications. Samples provided must be in sufficient quantity for testing, as determined by the State. Samples will be provided at no cost to the State. Bidder may be responsible for lost production time during the testing and evaluation of equivalent products. Authorized manufacturer representative must be</p>

		X TBD	<p>available for on-site assistance within forty-eight (48) hours of a request at no additional charge. Bidder may be responsible for costs to repair damage to equipment/systems attributable to products being tested.</p> <p>Attn: Mitchell Salomons Manager – Printing Services 501 S. 14th Street Lower Level Lincoln NE 68508</p> <p>Receiving hours are between 8:00 A.M. to 12:00 P.M and 1:00 P.M. to 4:00 P.M, Monday through Friday (excluding State holidays and / or as otherwise directed).</p>
NOTES/COMMENTS:			

Q. PERFORMANCE TESTING

YES	NO	NO & PROVIDE ALTERNATIVE	
X			<p>1. Samples of Carbonless Paper, in accordance with the specifications utilizing materials and features as bid, may be required prior to award. Samples of Carbonless Paper shall be provided at no cost to the State and will not be returned to the Bidder upon completion of testing conducted by the (using/testing agency). Bidder shall have ten (10) business days to provide sample(s) upon the State's written request. Sample (insert description) is to be of material and construction as bid. Failure to supply samples and/or sample(s) that do not meet specifications and/or fail any of the protocols/tests as outlined below, may be grounds to reject the bid. Bids may be rejected based on the quality of samples provided. Upon a written request from the State of Nebraska Purchasing Bureau, sample(s) shall be shipped to:</p> <p>Attn: Mitchell Salomons Manager – Printing Services 501 S. 14th Street Lower Level Lincoln NE 68508</p> <p>Receiving hours are between 8:00 A.M. to 12:00 P.M and 1:00 P.M. to 4:00 P.M, Monday through Friday (excluding State holidays and / or as otherwise directed).</p>
			<p>2. 1,000 – 2,500 sheets needed to test depending on the size.</p>
X			<p>3. Testing for run ability, and performance, to include but not limited to:</p> <ul style="list-style-type: none"> a) Jamming/curling related issues b) Paper interactions with belts and rollers c) Testing for toner and ink adhesion, image transfer d) Post printing functions such as padding, folding, perforating, numbering, and collating.
NOTES/COMMENTS:			

R. SUBSTITUTIONS

YES	NO	NO & PROVIDE ALTERNATIVE	
X			1. Vendor will not substitute any item that has been awarded without prior written approval of SPB.
NOTES/COMMENTS:			

State Of Nebr. # 6779 OF Stock Update.

	Alt.
1. CB 21# Colors-Blue, Canary, Goldenrod, Green and Pink 8 ½ x 14-Non Stock	TBD
2. CB 21# Colors-Blue, Canary, Goldenrod, Green and Pink 11 x 17- Non Stock	TBD
3. CB 21# Goldenrod 34.5 x 22.5- Non Stock	TBD
4. CFB Colors Blue, Goldenrod, and Green 11 x 17-Non Stock	TBD
5. CFB Colors Blue, Goldenrod, Green and Pink 17.5 x 22.5 -No Stock	TBD
6. CFB 21# Goldenrod 34.5 x 22-Non Stock	TBD
7. CFB 21# Blue and Goldenrod 34.5 x 28.5-no Stock	TBD
8. CF 21# Colors-Goldenrod 8 ½ x 14-Non Stock	TBD
9. CF 21# Colors- Blue and Green 11 x 17-Non Stock	TBD
10. CF 21# Colors- Blue. Goldenrod and Green 17.5 x 22.5-Non Stock	TBD
11. CF 21# Colors- Goldenrod and Green 34.5 x 28.5-Non Stock	TBD
12. 4 Part Straight 17.5 x 22.5 -Non Stock	TBD
13. 4 Part Straight 22.5 x 34.5-Non Stock	TBD