

State of Nebraska - INVITATION TO BID CONTRACT

Date	3/11/24	Page	1 of 2
Solicitation Number	6863 OF		
Opening Date and Time	03/28/24	2:00 pm	
Buyer	CLINTON PAUL (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 Boxes and Cartons 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 four (4) additional one (1) year periods when mutually agreeable to the vendor and the State of Nebraska.

(BT 02/02/24)

INVITATION

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	18 X 12 X 12 PACKING BOX GLUED PLAIN	1,200.0000	EA	1.34	1608.00
2	4.75 X 3.5 X 2 BUSINESS CARD FOLDING BOX WITH LID FOLD FLAT	1,200.0000	EA	1.02	1224.00
3	7.25 X 3.75 X 2 1/16 BUS CARD FOLDING BOX WITH LID FOLD FLAT	4,000.0000	EA	1.03	4120.00

BIDDER MUST COMPLETE THE FOLLOWING

DISCOUNT PAYMENT TERMS: NET ____% ____ 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:

540941
PACKAGING DISTRIBUTUON SERVICES
2308 SUNSET ROAD
DES MOINES IOWA 50321

Contact

BRENDA ALLER

Telephone

515-243-3156

Email

BRENDAA@PDSPACK.COM

State of Nebraska - INVITATION TO BID CONTRACT

Date	3/11/24	Page	2 of 2
Solicitation Number	6863 OF		
Opening Date and Time	03/28/24	2:00 pm	
Buyer	CLINTON PAUL (AS)		

DESTINATION OF GOODS

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

INVITATION

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
4	8.5 X 11 X 2 LETTERHEAD FOLDING BOX FOLD FLAT	4,000.0000	EA	1.1534	4613.60
5	8.5 X 11 X 4 LETTERHEAD FOLDING BOX FOLD FLAT	3,000.0000	EA	1.8112	5433.60
6	15.5 X 12.5 X 10.5 STORAGE BOX	10,000.0000	EA	1.94	19400.00
7	16.5 X 13 X 2 STORAGE BOX LID	10,000.0000	EA	.64	6400.00
8	11.25 X 8.75 X 10.5 CARTON 32ECT 33LB MED	5,000.0000	EA	.83	4150.00
9	% DISCOUNT OFF CATALOG/PRICE LIST FOR OTHER CORRUGATED BOXES/CARTONS	100,000.0000	%	N/A	N/A
10	% DISCOUNT OFF CATALOG/PRICE LIST FOR OTHER CHIPBOARD BOXES/CARTONS	100,000.0000	%	N/A	N/A

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	
Y			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.
Y			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.
Y			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, email questions to SPB. as.materielpurchasing@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:			

B. STORAGE BOXES AND LIDS

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			1. Constructed of 200# Mullen; composed of a minimum of 40% post-consumer recycled material.
Y			2. Box dimension: 15.5"X12.5"x10.5"
Y			3. Lid dimensions: 16.5"x13"x2"
Y			4. Boxes to have hand holes in each end panel.
Y			5. Boxes and lids to have perforation and scoring for proper folding and secure construction.
Y			6. When folded, boxes will have double wall construction on bottom and all sides.
Y			7. When folded, lids will have double wall construction on the 13" ends.
Y			8. Vendor Logo: Any vendor logo or identification being placed on the boxes or cartons must include box specification and be small, inconspicuous and on the box flap.

Y			9. Brand of boxes bidding: ____CORRUGATED____
Y			10. Model # Box151210 BTTM_____ Lid 15122 LID_____
Y			11. Quantity of boxes per bale / bales per skid: Box __250____ / __500_____ Lid ____1000____ / 2000_____
y			12. Percentage of post-consumer content: ____68_____
NOTES/COMMENTS:			

C. TECHNICAL SPECIFICATION: CARTON 32ECT

YES	NO	NO & PROVIDE ALTERNATIVE	
y			1. Constructed of 32 ECT (composed of a minimum of 40% post-consumer recycled fiber).
Y			2. Single wall.
Y			3. 33# medium-C Flute, regular slotted carton with flaps meeting in the middle.
Y			4. Glued corners.
Y			5. Scored for proper folding.
Y			6. 25 per bundle.
Y			7. Dimensions of boxes needed: 11.25" x 8.75" x 10.5" Model # _ _NE STATE/11810_
Y			8. Vendor Logo: Any vendor logo or identification being placed on the boxes or cartons must include box specification and be small, inconspicuous and on the box flap.
Y			9. Brand Bid: NE STATE/11810
Y			10. Quantity per bale / bales per skid: __600____ / __1200_____
Y			4. Post-Consumer Content: 68

NOTES/COMMENTS:			

D. PACKING BOX

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			1. Regular Slotted Carton (RSC) 200C Glued Plain.
Y			2. Dimensions of boxes needed: • 18" x 12" x 12"
Y			3. Vendor Logo: Any vendor logo or identification being placed on the boxes or cartons must include box specification and be small, inconspicuous and on the box flap.
Y			4. Brand Bid: 181212
Y			5. Model # 181212
Y			6. Quantity per bale / bales per skid: 300 / 600
Y			7. Percentage of Post-Consumer Content: 68
NOTES/COMMENTS:			

E. LETTERHEAD FOLDING BOXES WITH LIDS

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			1. .024 thickness
Y			2. Full Telescope Design Carton (FTD).
Y			3. Both bottom and lid perforated to lie flat when stored.
Y			4. Dimensions of boxes needed: • Box 8.5" x 11" x 2" • Box 8.5" x 11" x 4"
Y			5. Vendor Logo: Any vendor logo or identification being placed on the boxes or cartons must include box specification and be small, inconspicuous and on the box flap.

Y			a. Brand Bid: _NE STATE/R-1 & NE STATE/RB-1
Y			b. Model # NE STATE/R-1 & NE STATE/RB-1
Y			c. Percentage of Post-Consumer Content: ____68_____
NOTES/COMMENTS: NE STATE/R-1 - 200/CASE, NE STATE/RB-1 - 150/CASE			

F. BUSINESS CARD FOLDING BOXES WITH LIDS

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			1. Full Telescope design carton (FTD).
Y			2. .024 thickness.
Y			3. Easy to assemble boxes with lids; perforated to allow easy assembly.
Y			4. Dimensions of boxes needed: <ul style="list-style-type: none"> • 4.75" X 3.5" X 2" • 7 1/4" X 3 3/4" X 2 1/16"
Y			5. Box to be Assembled and shipped flat.
Y			6. Vendor Logo: Any vendor logo or identification being placed on the boxes or cartons must include box specification and be small, inconspicuous and on the box flap.
Y			a. Brand Bid: NE STATE/BFC23 & NE STATE/BCF22
Y			b. Model # NE STATE/BFC23 & NE STATE/BCF22
Y			c. Percentage of Post-Consumer Content: ____68_____
NOTES/COMMENTS: NE STATE/BFC23 - 200/CASE & NE STATE/BCF22 - 200/CASE			

C. ANNUAL USAGE, ESTIMATED

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			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. Contractor shall not impose minimum order requirements.
		MUST ORDER IN 25'S	a. 18 X 12 X 12 PACKING BOX 90
		COMES IN 200/CASE	b. 4.75 X 3.5 X 2 BUSINESS CARD 160
		COMES IN 200/CASE	c. 7.25 X 3.75 X 2 1/16 BUS CARD 400
		COMES IN 200/CASE	d. 8.5 X 11 X 2 LETTERHEAD 240
		COMES IN 150/CASE	e. 8.5 X 11 X 4 LETTERHEAD 120
		MUST ORDER IN 25'S	f. 15.5x12.5x10.5 STORAGE BOX 1410
		MUST ORDER IN 50'S	g. 16.5 X13X2 STORAGE BOX LID 1370
		MUST ORDER IN 25'S	h. 11.25 X8.75X10.54 CARTON 640
NOTES/COMMENTS:			

D. USAGE REPORT

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			1. The contractor shall, upon request, provide a usage report of this contract by state agencies and political subdivisions. Information will include agency name, item(s), and dollar amount and shall include the information of the time period requested. Information may be requested at any time by the SPB.
NOTES/COMMENTS:			

E. DELIVERY ARO

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			<p>1. Delivery desired within ten (10) days after receipt of order(s).</p> <p>FOB destination, inside and in place for all orders within the Lincoln/Omaha corporate limits (or statewide for orders greater than \$300.00 total), as specified on each purchase order. If delays in delivery are anticipated, the vendor shall notify the ordering agency of the expected delivery date. The order may be cancelled if delivery time is unsatisfactory and the State may then procure from other sources and the contractor may be held responsible for any excess cost. Bidder will impose no minimum order requirements.</p> <p>Deliveries outside the Lincoln/Omaha area for orders under \$300.00 are to be shipped FOB destination so ownership changes at the time of delivery. Cost of shipping may be added as a separate line item.</p>
NOTES/COMMENTS:			

F. DELIVERY LOCATIONS / INSTRUCTIONS (CONTRACTOR AGREES THAT THEY CAN MEET THE DELIVERY LOCATIONS/INSTRUCTIONS)

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			<p>1. A list of current delivery locations can be found on Attachment B – Delivery Locations.</p>
Y			<p>a. Delivery personnel will be required to deliver Inside and In-Place: off load all products to a specified area on the inside of the designated facility or dock. It will be the Vendor's responsibility to provide any equipment needed to complete the delivery process.</p>
Y			<p>b. 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>
Y			<p>c. At the time of delivery, a designated State of Nebraska 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>
NOTES/COMMENTS:			

G. PACKAGING

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			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:			

H. ORDERS

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			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.
Y			2. All orders must reference a purchase order number and the purchase order number must be referenced on the packing slip, and invoice.
Y			3. Invoices are to be sent to the "Invoice to" address on the purchase order.
NOTES/COMMENTS:			

I. QUALITY

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			1. Product quality must meet specifications and be consistent for the term of the contract. 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.
Y			a. A guarantee of satisfactory performance by the contractor and meeting delivery dates are considered to be an integral part of the purchase contract resulting from this bid invitation.
		WILL NOT TAKE BACK UNLESS DAMAGED	b. 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.
NOTES/COMMENTS:			

J. PRICES – CORE LIST and CATALOG/NON-CORE

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			<p>1. The State of Nebraska intends to enter into a Contract(s) for Boxes and Cartons for state agencies and/or facilities. The contract(s) will be for a list of common use items identified as a Core List and additional items identified as a Catalog/Non-Core List. Catalog/Non-Core List items shall be represented by a catalog or current manufacturer price list(s) containing Boxes and Cartons not called out in the Core List.</p> <p>The Core List shall contain the most repetitively purchased Boxes and Cartons and will represent those products which the State wishes to establish as standard items based upon their value to the State in terms of quality and price. The Core List shall be subject to a greater discount than the Catalog/Non-Core item list. The State will not accept substitutions on the products listed on the Core List.</p> <p>The Core List identifies the most commonly purchased items but is not a complete list of items purchased by the State, nor does it guarantee future purchase of these products. The State reserves the right to add or remove items from the Core Item list based on usage.</p>
Y			<p>2. Catalog/Non-Core List items are defined as those additional items available from the vendor not listed as part of the Core List. Prices for Catalog/Non-Core items shall be determined by applying the quoted discount for the item(s)/category to the manufacturer's current catalog or manufacturer price list(s). The discount percentage for the Catalog/Non-Core items shall remain firm for the duration of the contract period.</p> <p>All items not included on the Core List shall be considered Catalog/Non-Core Items.</p>
Y			<p>3. At the request of the State Purchasing Bureau, the vendor shall block availability on certain non-core items as identified by State Purchasing Bureau. Paper, envelopes, office supplies, janitorial items and furniture shall be blocked from ordering.</p>
Y			<p>4. PRICE -</p> <p>Core List prices quoted shall be net, including transportation and delivery charges fully prepaid by the vendor, FOB Destination to the ordering state facility/agency. Core List pricing shall remain fixed for the first year of the contract. Any request for a price increase subsequent to the first year of the contract shall not exceed three (3 %) of the price bid for the period. Increases shall be cumulative and will apply to all periods of the contract. . Any request for increase must be submitted in writing to the SPB a minimum of thirty (30) days prior to proposed effective date of increase and be accompanied by any/all supporting documentation such as a notification letter from the manufacturer indicating the percentage of increase. The supporting information must clearly establish the increase is for all customers, not to the State alone. Further documentation may be required by the State, to authenticate the increase (such as manufacturer invoices). Failure to supply any requested supporting documentation may be grounds to cancel the contract.</p> <p>Catalog/Non-Core item purchases shall be net, including transportation and delivery charges fully prepaid by the vendor, FOB Destination to the ordering state facility/agency. Discount bid off of manufacturer's suggested list price shall remain fixed for the duration of the contract. During the life of the contract, there may be new manufacturer's list price schedules published. In the event this occurs, it will be necessary for the Contractor to supply the SPB and any requesting agencies with one (1) copy of each as applicable. New</p>

			<p>catalog and/or price list(s) will be incorporated into the contract thirty (30) days after receipt by the SPB.</p> <p>Discounts for Catalog/Non-Core items shall be applied to products as presented in Attachment A 5793 OF, Core and Non-Core List.</p> <p>Prices quoted for products on the Core List and Catalog/Non-Core items shall be inclusive of all costs, to include but not limited to storage, processing and/or delivery throughout the State. Vendor cannot impose any additional service fees. Vendor shall inform the SPB in the event of any unanticipated or overlooked contingency affecting pricing or contract performance.</p> <p>NO price increases are to be billed to the State facilities without prior written approval by the SPB.</p> <p>The State further reserves the right to reject any proposed price increase(s), cancel the contract and re-bid if determined in the best interest of the State.</p> <p>It is understood and agreed that in the event of a reduction in the manufacturer's published standard price list for all or any portion of the proposed items, the State will be given full benefit of such decline in price immediately, including any promotional allowances offered to the balance of the trade during the contract period.</p>
Y			<p>5. CORE LIST PRICING - Any quantities stated are estimated annual quantities and shall not be construed to be either a minimum or a maximum. The State will not accept substitutions. A manufacturer's model/number has been provided for each item. All bid units should match exactly. NOTE: If vendor fails to provide a price on any items, those items for that vendor will be adjusted to the highest quoted price for those items.</p>
Y			<p>6. CATALOG/NON-CORE PRICING - Prices for Catalog/Non-Core items shall be determined by applying the quoted discount for the item to the manufacturer's current catalog or price list. The percentage discount for the items shall remain firm for the duration of the contract period. Bidder must clearly state the date of the catalog or price list used and provide a copy of the catalog to the SPB upon request.</p> <p>The pricing structure, consisting of all pricing formulas and pertinent information, for all non-core items must be clearly defined and documented for future auditing purposes.</p> <p>The percentage discount rate for Catalog/Non-Core items or categories will not decrease during the life of the contract.</p> <p>A firm percentage rate must be quoted--a range of percentages will not be considered.</p> <p>Catalog/Non- Core Categories have been identified as follows</p> <p>Corrugated boxes and cartons(excluding core items)</p> <p>Chipboard cartons / boxes (excluding core items)</p> <p>Paper, envelopes, office supplies, janitorial items and furniture are not to be made available for purchase by state agencies without approval from the State Purchasing Bureau and must be blocked in vendor's order system.</p>
Y			<p>7. PRICE LISTS AND CATALOGS - After award of the contract(s), the vendor(s) shall supply additional copies of the current catalog or price list used for this ITB for distribution to any requesting state agency at no charge, within ten</p>

			(10) days of request. Additional catalogs and/or price lists may be required and shall be provided without charge. Any catalog or price list revisions which occur during the duration of the contract shall be provided upon request without charge.
Y			8. USAGE REPORTS - Usage reports may be requested by the SPB. The reporting period may be determined (monthly, quarterly, etc.) based on need and may include the following: Fill rate information for core and non-core items, statewide and by agency to include the number of orders received, orders processed, back orders, and partially filled orders. Usage reports by agency and statewide indicating the numbers of each core item and non-core item sold. Any additional report the SPB may deem necessary.
Y			9. SUBSTITUTION - Vendor will not substitute any Core List item that has been awarded without prior approval of SPB.
NOTES/COMMENTS:			

K. SAMPLES

YES	NO	NO & PROVIDE ALTERNATIVE	
Y			1. Samples of materials proposed may be required prior to an award, or at any time during the term of the contract.
Y			a. Samples are to be provided within five (5) business days of a written request.
Y			b. Failure to provide samples or samples not meeting the specifications may void the bid or constitute a breach of the contract resulting from this bid invitation.
NOTES/COMMENTS:			