



# Department of Administrative Services

## Purchasing and Contracts

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Sabra Smith Newby, Chief Administrative Officer  
Adleen B. Stidhum, Purchasing Administrator



### CLARK COUNTY, NEVADA BID NO. 603455-14 ANNUAL REQUIREMENTS CONTRACT FOR BOND STOCK, PAPER STOCK, AND CARBONLESS PAPER SETS

October 7, 2014

#### ADDENDUM NO. 2

#### INVITATION TO BID

1. The bid opening date of October 15, 2014 at 3:00:00 p.m. **remains unchanged.**

#### BID FORM

2. **Discard** Bid Form page IV-1 through IV-6 and **replace** with the attached revised Bid Form pages IV-1 through IV-6 (changes are identified in bold).

Except as modified herein, all other bid specifications, terms and conditions shall remain the same.

Should you have any questions, I can be reached at (702) 455-2729 or [Chetanc@ClarkCountyNV.Gov](mailto:Chetanc@ClarkCountyNV.Gov).

ISSUED BY:

A handwritten signature in black ink, appearing to read "Chetan Champneri". The signature is written in a cursive style with a long horizontal stroke extending to the right.

CHETAN CHAMPANERI  
Purchasing Analyst

Attachment: Revised Bid Form Pages IV-1 through IV-6

cc: Craig Falkner, Central Services  
Yvonne Burger, Central Services

# CLARK COUNTY, NEVADA

## IV - BID FORM

BID NO. 603455-14

**ANNUAL REQUIREMENTS CONTRACT FOR BOND STOCK, PAPER STOCK, AND CARBONLESS PAPER SETS**

**REVISED PER ADDENDUM NO. 2**

Name of Firm

This bid is submitted in response to COUNTY'S Invitation to Bid and is in accordance with all conditions and specifications in this document.

**LOT 1 - BOND PAPER - PREMIUM #4 SULPHITE, LONG GRAIN**

Item No.	Description	Color	Unit of Purchase	Estimated Quantity	Unit Price	Extended Total
1.	Bond Paper, 24 pound, 8-1/2" x 11", 5,000 sheets/case #95 (or brighter) brightness  Mill Brand Offered:  Stock Number:	White	Case	1000	\$	\$
2.	Bond Paper, 24 pound, 8-1/2" x 14", 5,000 sheets/case #94 Brightness  Mill Brand Offered:  Stock Number:	White	Case	50	\$	\$
3.	Bond Paper, 24 pound, 11" x 17", 2,500 sheets/case #94 Brightness  Mill Brand Offered:  Stock Number:	White	Case	24	\$	\$
<b>TOTAL LOT 1</b>						<b>\$</b>

**LOT 2 - INDEX PAPER**

Item No.	Description	Color	Unit of Purchase	Estimated Quantity	Unit Price	Extended Total
1.	Index Paper, 110 pound 8-1/2" x 11" 2000 sheets/case  Mill Brand Offered:  Stock Number:	White	Case	50	\$	\$
2.	Index Paper, 110 pound 8-1/2" x 11" 2000 sheets/case  Mill Brand Offered:  Stock Number:	Various Colors	Case	125	\$	\$
<b>TOTAL LOT 2</b>						<b>\$</b>

**LOT 3 – COLORED BOND PAPER – PREMIUM #4 SULPHITE, LONG GRAIN, 86 BRIGHTNESS**

Item No.	Description	Color	Unit of Purchase	Estimated Quantity	Unit Price	Extended Total
1.	Bond Paper, 20 pound 8-1/2" x 11" 5000 sheets/case  Mill Brand Offered:  Stock Number:	Various Colors	Case	60	\$	\$
2.	Bond Paper, 20 pound 8-1/2" x 14" 5000 sheets/case  Mill Brand Offered:  Stock Number:	Various Colors	Case	10	\$	\$
<b>TOTAL LOT 3</b>						\$

**LOT 4 – ASTROBRIGHTS COLORED PAPER**

Item No.	Description	Color	Unit of Purchase	Estimated Quantity	Unit Price	Extended Total
1.	Astrobrights Text Paper, 60 pound 8-1/2" x 11" Smooth Finish 500 sheets/ream  Mill Brand Offered:  Stock Number:	Various Colors	Ream	500	\$	\$
2.	Astrobrights Cover Paper, 65 pound 8-1/2" x 11" Smooth Finish 250 sheets/package  Mill Brand Offered:  Stock Number:	Various Colors	Package	100	\$	\$
<b>TOTAL LOT 4</b>						\$

**LOT 5 – BOND / TEXT / COVER STOCK**

Item No.	Description	Unit of Purchase	Estimated Quantity	Unit Price	Extended Total
1.	Cover Stock, <b>80</b> pound 23" x 35" Classic Crest, Earthstone No Substitute	Thousand	2	\$	\$
2.	Cover Stock, 80 pound <b>26" x 40"</b> Strathmore, Natural White, Script, Smooth Finish No Substitute	Thousand	2	\$	\$
3.	Cover, 10 point Krome Kote Plus, CIS 23" x 35" High gloss cast coated, Bright White No Substitute	Thousand	2	\$	\$
4.	Bond, 24 pound 8-1/2" x 11" Strathmore Writing-Wove, Natural White No Substitute	Thousand	25	\$	\$
5.	Whitestone, Cover 80#, smooth <b>8-1/2" x 11"</b> Mill Brand Offered:  Stock Number:	Thousand	5	\$	
6.	Whitestone, text 24#, smooth <b>8-1/2" x 11"</b> Mill Brand Offered:  Stock Number:	Thousand	5	\$	\$
7.	23 X 35 Topcoat Gloss C2S 80# and 100# cover.  Mill Brand Offered:  Stock Number:	Thousand	5	\$	\$
8.	23 X 35 Topcoat Gloss C2S 80# and 100# text.  Mill Brand Offered:  Stock Number:	Thousand	5	\$	\$
<b>TOTAL LOT 5</b>					<b>\$</b>

**LOT 6 – DIGITAL CARBONLESS**

STRAIGHT SEQUENCE REAM-WRAPPED, BLACK IMAGE CF = CARBON FRONT; CB = CARBON BACK; CFB = CARBON FRONT AND BACK						
Item No.	Size	Description	Estimated Annual Quantity	Unit of Measure	Cost / Unit of Measure	Total
1.	8-1/2 x 11	3-Part, White CB, Canary CFB, Pink CF, 1,670 sets/case	35	Cases	\$	\$
2.	8-1/2 x 11	4-Part, White CB, Canary CFB, Pink CFB, Goldenrod CB, 1,250 sets/case	20	Cases	\$	\$
3.	8-1/2 x 11	2 part, W/C & W/P straight, 2,500 sets/case	35	Cases	\$	\$
<b>TOTAL LOT 6</b>						<b>\$</b>

<b>GRAND TOTAL LOTS 1 THROUGH 6</b>	<b>\$</b>
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**DELIVERY:**

\_\_\_\_\_ business days (Maximum three (3) business days)

**RECYCLED PRODUCTS:**

The product that I am offering is considered a recycled product.  Yes  No

**DISCOUNT TERMS OF PAYMENT:**

\_\_\_\_\_% , \_\_\_\_\_ calendar days.

**BIDDER'S LOCAL FACILITY**

(If Bidder has multiple local facilities, please attach to bid submittal a list of this information for each facility)

\_\_\_\_\_  
CONTACT MANAGER OR ACCOUNT REPRESENTATIVE NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE, ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

# ATTACHMENTS TO BID FORM

FAILURE TO SUBMIT REQUIRED ATTACHMENTS AS LISTED BELOW MAY RESULT IN REJECTION OF BID.

1. **Attachment 1**, Subcontractor Information, is attached.

2. Disclosure of Ownership, is attached.

Bidder is responsible to ascertain the number of Addenda issued and hereby acknowledges receipt of the following Addendum: **FAILURE TO ACKNOWLEDGE ALL ADDENDA ISSUED AND USE THE CORRECT BID FORM AS REQUIRED, MAY RESULT IN REJECTION OF BID.**

Addendum No. _____	Addendum No. _____	Addendum No. _____
Addendum No. _____	Addendum No. _____	Addendum No. _____
Addendum No. _____	Addendum No. _____	Addendum No. _____

Bidder hereby offers and agrees to furnish the material(s) and service(s) in compliance with all terms, conditions, specifications, and amendments in the Invitation to Bid and any written exceptions in the offer. We understand that the items in this Invitation to Bid, including, but not limited to, all required certificates are fully incorporated herein as a material and necessary part of the contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete, and states that he/she has the authority to submit this bid, which will result in a binding contract if accepted by Clark County, Nevada.

**I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:**

_____ SIGNATURE OF AUTHORIZED REPRESENTATIVE	_____ LEGAL NAME OF FIRM		
_____ NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (PRINT OR TYPE)	_____ ADDRESS OF FIRM		
_____ PHONE NUMBER OF AUTHORIZED REPRESENTATIVE	_____ CITY, STATE ZIP		
_____ FAX NUMBER OF AUTHORIZED REPRESENTATIVE	_____		
_____ EMAIL ADDRESS	_____ DATE		
<b>BUSINESS LICENSE INFORMATION:</b>			
_____ CURRENT STATE	_____ LICENSE NO.	_____ ISSUE DATE:	_____ EXPIRATION DATE:
_____ CURRENT COUNTY:	_____ LICENSE NO.	_____ ISSUE DATE:	_____ EXPIRATION DATE:
_____ CURRENT CITY:	_____ LICENSE NO.	_____ ISSUE DATE:	_____ EXPIRATION DATE:

## **FOR INFORMATIONAL PURPOSES ONLY:**

The above referenced firm is a  MBE  WBE  PBE  SBE  VET  DVET  ESB as defined below.

### ***STATE OF NEVADA BUSINESSES***

#### **MINORITY OWNED BUSINESS ENTERPRISE (MBE):**

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

#### **WOMEN OWNED BUSINESS ENTERPRISE (WBE):**

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

#### **PHYSICALLY-CHALLENGED BUSINESS ENTERPRISE (PBE):**

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

#### **SMALL BUSINESS ENTERPRISE (SBE):**

An independent and continuing Nevada business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

that are not designated as socially or economically disadvantaged.

### ***BUSINESSES IN OTHER STATES***

#### **VETERAN OWNED BUSINESS ENTERPRISE (VET):**

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51 percent owned and controlled by one or more U.S. Veterans.

#### **DISABLED VETERAN OWNED BUSINESS ENTERPRISE (DVET):**

A Nevada business at least 51 percent owned/controlled by a disabled veteran.

#### **EMERGING SMALL BUSINESS (ESB):**

Certified by the Nevada Governor's Office of Economic Development effective January, 2014. Approved into Nevada law during the 77th Legislative session as a result of AB294.