



**TOWN OF MANSFIELD
Facilities Management Department
Request For Proposal (RFP)**

Paper Pricing for Town and BOE Buildings

Submission Deadline: 3:00 PM on Friday August 14, 2015

Submission Contact and Address:

Allen N. Corson
Director of Facilities Department
4 South Eagleville Road
Mansfield, Connecticut 06268
860-429-3326
Corsonan@mansfieldct.org
www.mansfieldct.org

Background

The Facilities of the Town of Mansfield are located east of Hartford in the Town of Mansfield, Connecticut. The Town owns and maintains four school buildings grades Pre k to 8th. The Facilities also include and the department maintains a Daycare, Community Center, Senior / Wellness Center, Library, Facilities Shop, Town Hall, Public Works Complex, three small park buildings, Historic Society, Eagleville School House and three Fire Houses.

The Facilities Department has been maintaining these buildings drawing funds from the operating budget and also making Capital Improvements as needed.

Overview

The Facilities Department is requesting a proposal from Office Supply and Paper Supply vendors. We would like to secure pricing on paper both white and color based on our projected yearly usage for all of our paper needs for the current fiscal year (July 2015 to June 2016). The selected company will work with the Facilities Department, and the Finance Department.

Scope of Work

The selected firm will be expected to:

Warehouse the paper.

Provide a one to two week guarantee on ordered paper deliveries

Be able to make deliveries to multiply locations throughout the Town

Will make pallet deliveries using a lift gate truck

Submission Requirements

Submission Due Date

Qualifications and Proposals will be accepted at the Facilities Office 4 South Eagleville Road, Mansfield, CT 06268 until Friday, 2:00pm, August 14th, 2015. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening if no award has been made.

Pre-bid Walk-Through

No Walk Through Required

Directions for Submissions

Interested companies are required to submit (1) Original and two (2) hard copies to the Facilities' Office, or an electronic copy (PDF) by email to: corsonan@mansfieldct.org

Those applying must be able to meet the terms in the scope and provide evidence of experience in paper delivering in the Northeast region of the United States. Submissions must include the following sections:

1. Letter of Transmittal
2. Qualifications Statement (include brief history of firm, credentials, etc)
3. Scope of Services
4. Specialized Expertise
5. Similar Projects/References
6. Schedule of Fees with any Escalators built in for the upcoming Fiscal year.
7. A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve, if applicable.

Proposal

The proposal shall be a broken down per case fee, based on our yearly projections of usage listed below.

Evaluation Criteria & Right to Reject

The Facilities Department may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the Facilities Department will be guided by what it deemed to be in the best interest of the Town at the time of selection. The Facilities Department also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the Town. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Responses will be reviewed and evaluated by a selection committee and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

1. Qualifications
2. Ability of professional personnel
3. Past record and experience
4. Willingness to meet time requirements (Summer 2015)
5. Location
6. Workload of the firm
7. Technical experience of the company
8. Responsiveness in clear understanding of the work to be preformed
9. Strength of client recommendations
10. Attendance at Pre-bid walk-through, if applicable
11. Local (City, County, Regional) experience

Additional Information

Additional information may be obtained by contacting:

Facilities Director: Allen Corson 860-429-3326 or corsonan@mansfieldct.org

SELECTION CRITERIA

Submittals will be evaluated per the following criteria:

1. Quality of the submission
2. Demonstrated experience with projects of similar scope
3. Technology employed
4. Quality of work previously performed by the firm for the Town and other clients in Connecticut and New England
5. Demonstrated solutions to problems
6. Proposed schedule

Note that personnel in responsible charge of the project will be required to possess and maintain a valid Professional license or Certification in the State of Connecticut.

Product Specifications:

We are requesting a bid for the following paper products. Please update us with your current pricing and provide a pricing lock for our next fiscal year. I will indicate the rough quantities of usage.

White paper 8.5" x 11" must be a 30% recycled use product that is 92 bright 20lb. 1200 to 1600 cases per year

White paper 8.5" x 14" must be a 30% recycled use product that is 92 bright 20lb or (Standard) 40 cases per year

White paper 11" x 17" must be a 30% recycled use product that is 92 bright 20lb or (Standard) 40 cases per year

Color paper Recycled content if possible 20 lb. we use about 20 cases each per year

Blue Rocket
Cherry charge
Crackling Canary
Golden Glimmer
Popper Mint Green
Echo Orchid
Powder Pink
Jammin Salmon
Rat a tat Tan
Smoke Gray