

March 24, 2023

**PROJECT TITLE: On-call Supply and Delivery of Paper Stock**

**PROJECT NO.: TU-2324**

**DESCRIPTION:** Towson University is seeking a qualified firm, or more than one qualified firm, to furnish and deliver paper stock on an as-needed basis.

**PRE-BID/PROPOSAL CONFERENCE: 4/5/2023@ 10:00 AM** via Webex.

**DEADLINE FOR QUESTIONS: 4/10/2023 @ 4:30 PM**

**BID DUE NO LATER THAN: 4/17/2023 @ 2:00 PM.** Late bids, late requests for modification, or requests for withdrawal will not be considered

**Issuing Office (mailing address):**

Procurement Department  
Towson University  
8000 York Road  
Towson, MD 21252

**DIRECT QUESTIONS TO:** Destiny Young, Procurement Officer Representative, via email: [dyoung@towson.edu](mailto:dyoung@towson.edu) or by Phone: (410) 704-2050.

**PROCUREMENT METHOD:** This solicitation will be conducted in accordance with the University System of Maryland's (USM) Procurement Policies and Procedures, Competitive Simplified Procurement.

**BASIS FOR AWARD:** Award will be made to the responsible bidder(s) who submits the lowest and responsive bid. The University reserves the right to award to multiple bidders.

**PARKING:** All vehicles parked on Towson University property must strictly observe University parking regulations. Each vehicle parked on campus between 6 am and 8 pm, Monday through Thursday, and from 6 am to 3 pm on Fridays, must display a valid University permit unless parked at a paid meter. Parking on sidewalks or unpaved areas is prohibited at all times. All fines for parking or other vehicle violations are the responsibility of the Contractor. This applies to vendors, salespersons, company vehicles, and Contractor employees' personal vehicles. Long- and short-term permits are available, at designated rates, for vendors with contracts that require them to park regularly on the campus; see the parking website at <https://www.towson.edu/parking/visitors/> for permit rates and information to support preparation of Bid/Price Proposal. Parking Transportation phone: (410) 704-7275. **NOTE: Include parking fees in Bid/Price Proposal.**

**SMOKING:** Smoking, defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to cigarettes, cigars or pipes, is prohibited on all property owned, leased or operated by the University. This consists of all buildings, including residence halls, leased restaurants and lodging facilities; all grounds, including exterior open spaces, parking lots and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces and practice facilities; and in all University-owned or leased vehicles. The policy applies to all individuals on the University campus, including faculty, staff, students, parents, vendors and visitors. Contractor and its employees and subcontractors who violate the policy may be denied access to the University campus.

**RESERVATIONS:** The University reserves the right to reject any or all bids, award the contract in whole or in part, or to make no award, as its best interests may require.

## **MINORITY BUSINESS ENTERPRISE UTILIZATION:**

MINORITY BUSINESSES ARE ENCOURAGED TO RESPOND

### **INCLUDED IN BID PACKAGE:**

- ❖ Bid/Price Proposal Form
- ❖ General Terms/Conditions for Simplified Acquisitions

**BID SUBMITTALS:** The following items shall be submitted:

- ❖ Bid/Price Proposal Form
- ❖ Exhibit K- Addenda Acknowledgement (if applicable)

Prices quoted are valid for 90 days unless otherwise noted. By submitting a bid in response to this solicitation, the bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this solicitation attached hereto. A bid that takes exceptions to this solicitation may be rejected and must be raised **prior** to bid submission. Changes to the solicitation, including the bid form, made by the bidder may result in bid rejection.

### **SUBMIT BIDS VIA E-MAIL**

- ❖ **Electronic Submittal** – submit via e-mail as an **attachment** by the bid due date and time. The e-mail address in which to submit the bid is [bids@towson.edu](mailto:bids@towson.edu). This e-mail address is for the receipt and storage of authorized Bids **ONLY**. It is not monitored for any other type of correspondence. All other correspondence should be directed to the appropriate procurement representative per the instructions contained in this document. The **project name and number must appear in subject line of email** along with your **company name**. Any email attachment, or cumulative email attachments, at or exceeding 150MB in size will not be accepted by the University email system. Bidders are permitted to separate email attachments into multiple, clearly labeled, emails.

**ON-CALL SUPPLY & DELIVERY OF  
PAPER STOCK  
TU-2324**

**SPECIFICATION**

**A. SUMMARY**

Towson University is seeking a qualified firm, or more than one qualified firm, to furnish and deliver paper stock on an as-needed basis.

**B. ITEMIZED BID/PRICE PROPOSAL FORM**

1. The Itemized Bid/Price Proposal form contains annual estimated quantities. There is no guaranteed minimum usage.
2. Proposed pricing shall be inclusive of any delivery charges.
3. Bidders may submit pricing for one, more than one, or all requested paper stock on the Itemized Bid/Price Proposal Form.
4. Bidders must complete brand and manufacturer on the Itemized Bid/Price Proposal Form for all proposed pricing. Failure to complete brand and manufacturer will result in the line item being considered non-responsive.
5. Unapproved equals will not be considered. Line items proposed with an unapproved equal will be considered non-responsive.
6. The University reserves the right to approve or deny proposed brand equals (inclusive of paper grade or stock color). Firms may request approval for a brand, paper grade, or stock color equal using the following process:
  - a. Submit not less than one hundred (100) sheet samples of the proposed brand, paper grade, or stock color, and brand/manufacturer information, not later than, **April 17, 2023 at 2:00PM EST.**
  - b. Submittals shall be delivered by overnight mail, or scheduled hand delivery to the following address:

ATTN: Destiny Young, RE: TU-2324  
Procurement Department  
Towson University  
7720 York Road, 4<sup>th</sup> Floor  
Towson, MD 21204
  - c. **Firms MUST schedule a time with the Procurement Officer to drop off their sample if they choose to hand deliver.** If firms choose to mail their samples, please notify the Procurement Officer as well.
  - d. The University will evaluate for compatibility with University printers, and booklet makers.

**C. CONTRACT TERM**

The term of this contract is for two years from July 1, 2023 to June 30, 2025.

**D. DELIVERY**

1. Vendor shall warehouse and deliver in quantities of not less than twenty (20) cartons (100,000 sheets) within five (5) working days after request for same.
  
2. Deliver to:                   Towson University  
  ATTN: Charles Conjar Printing  
  Services, Room 001  
  7800 York Road, Loading Dock  
  Towson, MD. 21252

**E. CONTRACT PRICES**

1. All prices contained herein shall be firm for a minimum of 365 days from the effective date of contract. After that period, a request for price adjustment, accompanied by industry documentation justifying each increase, may be submitted to the Procurement Officer representative.
  
2. Towson University reserves the right to accept or reject any request for increase based on either the documentation submitted or its own investigation. If accepted, such increase will become effective 30 days after the date of request. No further requests for increase will then be considered for an additional 90-day period.
  
3. In the event of any decrease in price whether by reasons of market change or other conditions, the University shall be notified promptly and receive such decrease.

**F. USAGE REPORT**

The vendor shall furnish a report of the total quantities of each item purchased to Printing Services, Towson University, at the University's request.

**G. GENERAL INFORMATION**

1. Ream shall be wrapped in moisture proof package grain long. No more than 500 sheets per package.
2. Paper shall be mill cut.
3. Paper shall be uniform in texture, finishes, and caliper, free of lint, dust, wrinkles, folds, and scuffmarks. The paper must lay flat with no tendency to curl.
4. Paper shall be cut squarely on all sides and free of knife markings, ragged or torn edges.
5. Size variation shall not exceed 1/32" in either direction and/or successive sheets within a ream. Variation shall not exceed 1/64".