

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 - CITY HALL, 455 MAIN ST.
PHONE (508) 799-1220

SEALED BID INVITATION
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

SEALED BID NO. CR-7709-W2

DATE: October 22, 2021

CITY OF WORCESTER
Christopher J. Gagliastro, MCPPO
Purchasing Agent

BUYER: Christopher Gagliastro

NOTICE TO BIDDERS
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:

DATE: NOVEMBER 24, 2021

TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE **"Sealed Bid No. CR-7709-W2, Office Supplies / WPS & City"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

GENERAL

1. This Bid Invitation covers: furnish and deliver office supplies as needed per the attached requirements and specifications of the City of Worcester for a period of three years from January 1, 2022 through December 31, 2024.
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ N/A must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.
NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED
4. A performance bond in the amount of \$ N/A of the total dollar award is required.
5. A payment bond in the amount of \$ N/A of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply
7. **Questions pertaining to this bid must be directed to Christopher J. Gagliastro via e-mail at gagliastroc@worcesterma.gov**

8. The following meanings are attached to the defined words when used in this bid form.
 - (a) The word “City” means The City of Worcester, Massachusetts.
 - (b) The word “Bidder” means the person, firm or corporation submitting a bid on these specifications or any part thereof.
 - (c) The word “Contractor” means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - (d) The words “Firm Price” shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: gagliastroc@worcestermma.gov). No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the

proposal and acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

INSURANCE AND WORKER'S COMPENSATION

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

DISCOUNT

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

GUARANTEE

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

DELIVERIES AND COMPLETION

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

SAMPLING AND ANALYSIS

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership

Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name _____

State of Incorporation _____ Qualified in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street P.O. Box

City/Town State Zip

Telephone No. _____

Place of Business in Massachusetts _____

Street P.O. Box

City/Town State Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts _____

Street P.O. Box

City/Town State Zip

Telephone No. _____

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____ TITLE _____
PLEASE SIGN

DATE _____ BID SECURITY \$ _____

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* _____ TEL. NO. _____

NAME (PLEASE PRINT) *Contract Administrator* _____ TEL. NO. _____

FAX NUMBER _____ FAX # _____

E-MAIL (Customer Service Rep.): _____

E-MAIL (Contract Administrator): _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) _____
Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES X NO _____

Delivery to be made to: City of Worcester & Schools Locations as required

This Bid includes addenda numbered _____

NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!

BIDDER TO COMPLETE ITEMS BELOW

Item No.	Estimated Annual Quantity	Description			Unit Price	Total Amount
		Furnish and deliver office supplies as per the attached requirements and specifications of the City of Worcester Bidder to provide a price, to be held for the entire contract term, on the specific items listed on the pricing pages. Bidder shall also provide percentage discount from vendor's current catalog in effect at time of order placement during contract period for general office supplies (see specifications for detail) and a percentage discount from vendor's current catalog in effect at time of order placement during contract period for non-office supplies (see specifications for detail) Award will be based on total amount of all specific items in addition to multiplying percentages quoted by estimated annual volumes as indicated above. (refer to pricing pages) Questions pertaining to this bid must be directed to Chris Gagliastro at gagliastroc@worcesterma.gov				Refer to pricing pages

TERMS, PROMPT PAY DISCOUNT _____ % 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN AS REQUIRED (see specifications) DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER _____

SPECIFICATIONS – OFFICE SUPPLIES / CITY & WPS ~ BID #: CR-7709-W2

GENERAL:

- General line office supplies are the supplies customarily purchased by local government. These items include, but are not limited to, folders, writing implements, clips, files boxes, note pads, labels, envelopes, etc. Office furniture items (e.g. desks, chairs, tables, filing cabinets, cubicles), office equipment (e.g. copiers, printers, computers and related equipment), copy paper and custodial / cleaning supplies as well as other specialty custom items are not intended by the City to be eligible for the office supply section contract discount. Bidder will offer a “discount off list price” for general line office supplies and catalog non-office supplies as indicated above.
- Vendor to specify in proposal, those categories considered “office supplies” and those considered “non-office supplies” from their catalog. Any significant discrepancies from the intended meaning of the two groups as stated above may result in bid rejection.
- The low bidder for a particular reference catalog will be that vendor who is determined to have offered the largest percentage discount off list price and who also meets both the experience and qualifications required herein.
 - The City commits to an exclusive contract commitment for office supplies with the successful bidder. The non-office supply products will not be a committed volume agreement. For example, the City would not be compelled to purchase specialty items such as those listed in paragraph one above.
- The City of Worcester has expended approximately \$550,000 for office supplies and \$250,000 in non-office supplies annually on average for the current contract term. This is for bidding purposes only and not a commitment of expenditures for this contract.
- Vendor must quote a percentage discount from vendor’s current catalog in effect at time of order placement for all items that will be purchased through the contract period. Discount percentage must be firm throughout the contract period and apply to office supply items and non-office supplies. Catalog Pricing to be frozen for the first contract year. Specific Line item / Unit Pricing to be held for the three year contract period.
- Awardee will be permitted once during each subsequent twelve-month period to replace the catalog presently in use with a new general line catalog for all purchases made in accordance with the process described herein. After approval of a new catalog by the City Purchasing Director, the prices of items from the reference catalog shall remain firm for another twelve-month period or until the next substitution is approved by the City, whichever is the latter, at the same discount percentage as bid. Notification of the vendor's intent to replace the then-current catalog shall be made to the City Purchasing Agent sixty (60) or more days prior to the effective date of such substitution.
- Prices for both groups shall include all labor, delivery, insurance and any other necessary expense to fulfill the conditions of this contract.

- Two wholesale stationers' catalogs now in general use by multiple retail office supply dealers will be utilized for purposes of this bid. The Essendant and S P Richards wholesale stationers' catalogs will be used by bidders as basis of reference pricing and for award in the manner set forth herein. A bidder may offer a bid using either catalog. The City will not accept a catalog developed exclusively by and used for purchases solely from the firm offering the bid and will reject any bid which makes reference to such a catalog to establish a bidder's price offer.
- Quantity per case / sizes are stated on the pricing pages. If bidding different case or container, you must indicate size / quantity in your bid. It is bidder's responsibility to convert pricing to match bid specifications. Failure to convert pricing to match specifications is reason for rejection of bid.
- Any manufacturer names, brand names or product numbers used in these specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive and bids are invited on these and comparable brands/products of any manufacturer.
- Bidders are required to submit the excel pricing sheets on a thumb drive with bid submission. Excel sheets are posted on the bid page at [Open Bids | City of Worcester, MA \(worcesterma.gov\)](https://www.worcesterma.gov/open-bids)

PERFORMANCE PROPOSAL:

- A complete performance proposal **must** be submitted with the bid consisting of all of the following:

1. A detailed written plan of services describing:

The delivery system that is to be utilized including the fleet size or if using a common carrier, what carrier (s) will be used.

The proposer's data processing capabilities as it relates to the ability to provide for multiple shipping and billing locations, required packing slips, ability to account for all payment and partial deliveries, and produce the specified statements and usage reports.

The plan of services shall include a sample of a quarterly usage report.

2. The number of consecutive years the bidder has been engaged in the office supply business:

_____ Years (Minimum Three Years)

3. A list of three recent (within last 3 years) customers utilizing EDI or Internet Online Processing for a minimum of 1 year, each having an annual minimum dollar value of \$100,000.00 and having multiple delivery locations and billing locations. The following information shall be included for each customer listed:

Company Name	Contact Name	Tel. No.
Company Name	Contact Name	Tel. No.
Company Name	Contact Name	Tel. No.

4. The address of the area Warehouse / Distribution Center and a number of items (Minimum of 5,000 items) in stock at the named location.

Street	City/Town	State	Zip	No. Of Items
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5. One copy of a complete and comprehensive catalog of available office supplies.

6. Name, Title, and qualifications of individual (s) who will be designated to administer this account.

BIDDER QUALIFICATIONS

- Bids will be considered only from companies meeting the following minimum requirements:
 1. The company has been engaged in the office supply business for a minimum of three years.
 2. The company has successfully provided office supplies to at least three customers, within the last three years, utilizing on line ordering (EDI or Internet), each having an annual minimal dollar value of \$100,000.00 and having multiple delivery locations and billing locations.
 3. The company must have a full line office supply catalog with a minimum of 10,000 items available.
 4. The following services shall be established to support the orders to be received under this bid.
 - The vendor shall assign a sales person, who, at the request of the City, will visit its designated ordering departments on a schedule mutually agreed to. The City shall reserve the right to approve of the salesperson and/or request a different salesperson.
 - A person or persons shall be designated to be responsible for customer service for all accounts serviced.
 - The vendor shall establish a telephone number in the local calling area, or a toll-free number, as will allow free calls to place verbal orders or for customer service. The vendor must also have the capability of accepting orders via Electronic Data Interchange (EDI) or The Internet and provide an acceptable demonstration of such capabilities upon request.
 - Catalogs shall be provided to various City and School Offices upon request at no charge. The successful bidder must supply a printed net price for all items in the current catalog. Pricing to be firm for that catalog year.
 6. The vendor shall respond to inquiries regarding product information, pricing, and availability of items ordered within 24 hours.
 7. The contractor shall establish and maintain separate ship to and bill to address for all City Department and School locations. City departments will include approximately 30 separate ship to locations with various billing addresses. The School Department consists of approximately 50 separate ship to locations with one billing address.
 8. Vendor must have the ability to process online orders. This process must allow for several levels of approvals before an order is accepted and processed. No online orders may be accepted or processed without a valid City of Worcester purchase order number.
 - The process must require the use of user names and PINs. The establishment of user names and PINs must require permission from an approved administrator from the City and the Worcester Public Schools. At no time, may a user name and PIN be set up outside the approval of the administrator.
 9. The vendor must have a representative available to call on different sites to train and explain online ordering within two working days of request.

10. **Delivery requirements.**
- All packages shall be clearly marked with the correct "Ship To" name and address and Purchase Order Number.
 - All orders require inside delivery. **NO TAILGATE DELIVERY WILL BE ACCEPTED.** Delivery to various departments located in City Hall shall be made to each individual office within the building.
11. The contractor shall provide packing slips for each shipment that reflect each purchase order in its entirety including backordered items. All packing slips are to include the account's billing address, the order's shipping address, customer account number and purchase order number, date on which order was placed, contractor's invoice number, description of each item ordered with quantity, stock number, shipping quantity and backorder quantity, number of pieces shipped on the order and date of shipment.
12. Upon the request of the City of Worcester, the contractor shall provide four quarterly usage reports for all items purchased. The reports are to include both the City and School Departments orders and shall contain all items purchased for the quarter and year-to-date. They must also provide the product description, stock numbers, and selling unit for each item. A sample of typical usage report shall be submitted with the vendors bid. The City intends to conduct periodic price reviews to ensure contract pricing structure is being adhered to.
13. No substitutions can be made to requested items without prior approval by the using department.
14. The City shall have the right to return items that are in saleable condition within 30 Days and there will be no return or restocking charge.
15. Vendor performance on a high-volume contract such as this is of the utmost importance to the City. Therefore, the City reserves the right to terminate the contract upon written notice of documented unsatisfactory performance as determined by the City.
16. Successful bidder must not deliver any goods until provided a valid City of Worcester purchase order by the requesting department. The City will not be responsible for goods provided absent of a purchase order.
17. Awardee must deliver all ordered items within 2 business days after order, except for specialty items. In the event that an item ordered is not in stock, awardee must contact requesting department to offer a possible substitution. If the offer substitution is not acceptable, the back-order must be delivered within 48 hours after notification that item is not in stock. In the event that the item has become discontinued, requesting department must be contacted to facilitate an "or-equal" product item at the same price, or lower, as its replacement.
18. The City reserves the right to solicit bids for office supplies during the life of the contract for any unexpected excessive purchases. An "excessive purchase" is defined as a single order for office supplies in excess of \$10,000.
19. Awardee must guarantee and report an order fill rate of at least ninety-five percent (95%) for standard office supplies. Order fill rate is defined as the ratio of the quantity of the items delivered to the quantity of items ordered, multiplied by 100. The City will monitor order fill rates during the life of the contract. Failure to maintain a minimum of a 95% fill rate may result in contract termination. Contractor will be required to submit actual fill rates in quarterly performance reports.