

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Paper and Plastics**

Contract Period: **October 5, 2023, through October 4, 2024, w/ 1-year option**

Original Date of Issue: October 6, 2023

Date of Revision:

BID No: **RFB-RC-2023-062**

Catalog: **Paper and Plastics**

Authorized Users: County Agencies, All Political Subdivisions

Address Inquiries To:

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Description

This contract is delivery paper and plastics to various Rockland County facilities

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 23-062	0000003665	Appco Paper & Plastics Corp. 3949 Austin Blvd. Island Park, NY 11558 Contact: Richard Lillien appco@appcopaper.com	516-608-9200 FAX: 516-608-2670
BID 23-062-A	0000012130	Imperial Bag & Paper Co, LLC 59 Hook Road Bayonne, NJ 07002 Contact: Christina Zottoli-Sorrell czottoli@imperialdade.com	201-437-7440

PAPER AND PLASTICS

COUNTY OF ROCKLAND
 DGS – PURCHASING DEPARTMENT
 BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD
 POMONA, NY 10970
 TELEPHONE NO.: 845-364-3820
 FAX NO.: 845-364-3809

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QUANTITY	UNIT OF MEASURE	UNIT COST	EXTENDED COST	BRAND NAME, PRODUCT CODE & PACK SIZE	Vendor
1	Bags – paper #6 size 6 lb. Basis wt. , Kraft, PACK SIZE 500pkg 2000 Bundle Duro or approved equal	64015470002	1	Bundle		\$13.50	\$13.50	DURO 6SOB Imperial Bag & Paper Co. LLC
2	Bags – paper-#12 size 40 lb. Basis wt., 7”W x 4 1/4” opening x 14”L PACK SIZE 1000 Bundle Duro or approved equal	64015470003	5	Bundle		\$ 16.99	\$84.95	DURO 500CT #UC12[Appco Paper & Plastics Corp.
3	Toilet tissue 4 1/2” x 4” Service roll white-500 2-ply roll <u>2 sample rolls must be sent prior to bid opening and labeled with item number and bidder’s name.</u> 96 rlls case 48000 sheets 2 ply Kruger #SSBT or approved equal, <u>SAMPLE REQUIRED</u>	64075640002	1000	Case		\$ 39.49	\$39,490.00	KRUGER/ PLASTIRUN 96CT #SSBT Appco Paper & Plastics Corp.
4	Towels, folded 1-ply Multifold 9 3/8” x 9 5/8” (Minimum Size) semi-bleached white PACK SIZE 4000 towels 2 sample <u>sleeves</u> must be sent prior to bid opening and labeled with item number and bidder’s name. Sunshine #FH225 or approved equal, <u>SAMPLE REQUIRED</u>	64075710001	1600	Case		\$ 17.89	\$28,624.00	SUNSHINE 4000CT #225 Appco Paper & Plastics Corp.
5	Napkins Dinner-1 ply-quarter fold (1/4 fold) PACK SIZE 250/sleeve 12 sleeve per case 17 x 17, G P N7141, Morcon 7141 or approved equal <u>SAMPLE REQUIRED</u>	64050610001	10	Case		\$27.90	\$279.00	VICTORIA BAY VB2PLYDN Imperial Bag & Paper Co. LLC

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QUANTITY	UNIT OF MEASURE	UNIT COST	EXTENDED COST	BRAND NAME, PRODUCT CODE & PACK SIZE	Vendor
6	Teaspoons, light weight white, Polypropylene – unbreakable PACK SIZE 1000 Case Crystalware, Sunshine, Dart or approved equal	64060460001	1	Case		\$ 6.25	VICTORIA BAY SPOON	Imperial Bag & Paper Co. LLC
7	Forks - medium weight Polypropylene – unbreakable, white, minimum size 6” PACK SIZE 1000 Case Crystalware, Sunshine, Dart or approved equal	64060460002	25	Case		\$ 6.25	VICTORIA BAY FORK	Imperial Bag & Paper Co. LLC
8	Knives - medium weight Polypropylene – unbreakable, white, minimum size 6 ½” BWKKNIFEMWPP, PACK SIZE 1000 Case Crystalware, Sunshine, Dart or approved equal	64060460003	15	Case		\$ 6.25	VICTORIA BAY KNIFE	Imperial Bag & Paper Co. LLC
9	Teaspoons - medium weight Polypropylene – unbreakable, white, minimum size 5 ¾” PACK SIZE 1000 Case CSWTSPPWP1000 Crystalware, Sunshine, Dart or approved equal	64060460004	15	Case		\$ 6.25	VISTORIA BAY SPOON	Imperial Bag & Paper Co. LLC
10	Soup spoons - medium weight Polypropylene – unbreakable, white, minimum size 5 ½” PACK SIZE 1000 Case BWKSOUPSPOON, Crystalware, Dart or approved equal	64060460005	15	Case		\$ 6.25	VICTORIA BAY SOUP	Imperial Bag & Paper Co. LLC
11	Plate, 6" round heavyweight, white PACK SIZE 1000 case IPSWDB6, International Paper, Sunshine or approved equal SAMPLE REQUIRED	64050650001	8	Case		\$24.00	AJM PHG 6S1M	Imperial Bag & Paper Co. LLC

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QUANTITY	UNIT OF MEASURE	UNIT COST	EXTENDED COST	BRAND NAME, PRODUCT CODE & PACK SIZE	Vendor
12	Plate, 9" round heavyweight PACK SIZE 500 Case IPSWDBF9WSPR, International Paper, Sunshine or approved equal SAMPLE REQUIRED	64050650002	20	Case				Imperial Bag & Paper Co. LLC
13	12 oz. salad bowls 100% plastic – white PACK SIZE 1000Case Dart 12BWWF or approved equal	64060200001	2	Case				NO AWARD
14	Lid for 12 oz. salad bowls, 100% plastic – clear PACK SIZE 1000 Case Dart CL12BW or approved equal	64060200002	2	Case				NO AWARD
	Total all Lines					\$69,817.20		

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PURCHASES BY OTHER

LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: www.rcpurchasing.com
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

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RFB-RC-2023-062

SPECIFICATIONS

A Virtual Pre-Bid via Microsoft Teams will be hosted on **JUNE 21, 2023, at 11:00 A.M.** - To Participate select the link below.

Microsoft Teams Meeting Link: [CLICK HERE TO JOIN MEETING](#)

Meeting ID: 288 801 987 936
 Passcode: paWGin

1. SCOPE OF WORK

- 1.1. To furnish and deliver paper and plastic products to various County facilities located throughout the County of Rockland.

2. GENERAL

- 2.1. **PLEASE READ THE BID CAREFULLY!!! Note Section eight (8) which has been revised to reflect commodities marketplace volatility.**
- 2.2. **FAILURE TO COMPLY WITH BID SUBMISSION REQUIREMENTS MAY RESULT IN BID BEING DECLARED NON-RESPONSIVE AND DISQUALIFIED.**
- 2.3. The County of Rockland reserves the right to cancel this bid with thirty days' notice for any reason. The County of Rockland also reserves the right to rescind any award for poor service, quality, or any other valid reasons. Such as, but not limited to delivering products not awarded or switching a bid product to another after award is made without the Counties prior approval.
- 2.4. Do not call for results. Should you require the results, include this in a note with bid or fax such request. Allow at least 14 business days for an answer.

3. REQUIREMENTS

- 3.1. Receipt Confirmation Form must be returned within five working days of receiving the bid. Do not send with bid.
- 3.2. All statements of Disclosure, Representations and Certifications must be completely filled out, notarized, signed, and returned with bid.
- 3.3. Certificate of Experience form must be completed and returned with bid.
- 3.4. **Bidder is required to enter information; package price, brand name and product code, and proposer's size-case/pack on proposal pages in the brand name, product code and pack size column.**
 - 3.4.1. **Brand names and product codes or stock number are to be entered in brand name, product code and pack size column. Omission of this information may render the bid non-responsive.**
 - 3.4.2. **Proposer's package size shall be entered only if different from the package size listed on the proposal pages listed in the product description section.**
- 3.5. Return or upload the entire proposal pages for the items bid on along with all legal documents and certificate of experience.
- 3.6. Vendor is not to accept verbal orders from County personnel.

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RFB-RC-2023-062

- 3.7. All orders are required to have a Purchase Order number and a delivery address.
- 3.8. Rockland County’s commodity code number and purchase order number must be referenced on all packing slips and invoices.
- 3.9. Please allow enough time when sending in or entering bids into the Bonfire System so that they are entered/received prior to the bid opening date and time.
- 3.10. Paper bags must adhere to the specifications described on the proposal pages
- 3.11. Bowls and lids must be plain with no printing or advertising. They may be decorated, but not with brand names or graphic images. All lids are to have the correct fit.

4. DELIVERIES

- 4.1. Liquidated damages may be assessed for any order that is received short weight. This will include full cost of balance order shorted including replacement of balance of order to be delivered.
- 4.2. Vendor must advise the County of Rockland Purchasing Division of any delays. However, the County reserves the right to accept or reject the late shipment.
- 4.3. Delivery time is to be no longer than 30 business days after receipt of Purchase Order. Bid only on items capable of being delivered within the specified delivery time frame. It is understood for reasonable supply chain issues.
- 4.4. All orders must be shipped complete. Split or partial shipments may be refused, unless agreed upon with the County of Rockland Purchasing Division. The County of Rockland Purchasing Division must be notified of any split or partial shipments. Broken (split) shipments and long delays in shipment will only cause problems for the using Departments and will delay payment. Vendor must advise when shipment will be completed.
- 4.5. If products are not delivered within the specified time frame, the County of Rockland may purchase the product elsewhere and charge back any cost differences to the supplier.
- 4.6. The County of Rockland’s inventory is based on a fluid receiving of products. Any delays in shipping may cause a supply problem. If unable to comply with the delivery date specified on the purchase order, call the Purchasing Division at (845) 364-3820.
- 4.7. All deliveries must be accompanied with a bill of lading and packing slip.
- 4.8. Purchase order dates are based on the effective dates of award, not on delivery dates. All orders placed during the effective dates of award will be invoiced at bid prices regardless of delivery date.

5. SAMPLES

- 5.1. **Samples are required for those items indicated on the Bid Proposal Pages. Samples are required if you are bidding alternates. If required and samples are not submitted, the item and your bid may be considered non- responsive and subject to rejection. If bidding exact item on specifications, sample is not required. Samples, if required, must be received at the County of Rockland Purchasing Division three (3) business days prior to the Bid Opening Date.**
- 5.2. Samples must be properly marked, as to supplier, bid item number, and manufacturer product code number. Any samples received, not marked as specified, may be disqualified as non-responsive.

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RFB-RC-2023-062

(Samples coming from manufacturers are not usually marked as specified. Therefore, please inform your manufacturers of the County of Rockland Policy).

- 5.3. When sending requested samples, please send an ample quantity for testing and evaluation, (minimum 2 of each) unless otherwise stated in the Bid.
- 5.4. ***DO NOT SEND YOUR BID IN THE SAME PACKAGE WITH SAMPLES.***

6. QUANTITIES/SIZES

- 6.1. All quantities shown are estimates based on previous usage. Actual quantities ordered may be more or less during the term of this Contract. Total quantities may not be ordered at one time. Each department does its own ordering. Therefore, some orders may be of small quantities.
- 6.2. **Desired packing is denoted on proposal pages in the product description section. If packaging information (especially quantities) or specifications are different than specified, it is the bidder’s responsibility to note this on the Bid. (Please denote in column Brand Name, Product Code and Pack Size).**
- 6.3. Should the packaging of a product be changed, Bidder is to notify the County of Rockland Purchasing Division and the Receiving Department before shipping. The County of Rockland will be responsible to pay the lowest price, either Bid or invoiced.

7. PAYMENT

- 7.1. Each purchase order is to be invoiced separately. Do not combine purchase orders on one (1) invoice. Each department must be invoiced separately.
- 7.2. Invoices and packing slips must reflect the department name and address in the “ship to” column.
- 7.3. Do not combine various destinations or departments on the same manifest, invoice or packing slips.
- 7.4. All invoices must have the purchase order number.

8. CONTRACT PRICE ADJUSTMENTS UPON RENEWAL

- 8.1. The County recognizes this product has a price component that may have a commodity with changing costs. The Contractor/Supplier may request a Price Adjustment no more frequently than once each quarter (**3 -month period**). A Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (i.e., commodity increases), the current pricing, and the requested revised pricing.
- 8.2. The County will review the Price Adjustment request. If the Price Adjustment is deemed reasonable the Price Adjustment request will be accepted by written acknowledgement. If the request is not accepted the County may entirely reject the request or may counter with revised pricing. In either case the County will provide a written explanation in support of the decision.

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RFB-RC-2023-062

- 8.3. The Director of Purchasing may use available indexes (e.g., CPI or PPI) to determine if the requested Price Adjustment is reasonable. Typically, a Price Adjustment that exceeds **5%** will not be approved unless very unusual and significant changes have occurred in the industry.
- 8.4 In the event industry costs decline, the County shall have the right to receive, from the Contractor, a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The County will make a written request to the Contractor for a Price Adjustment in writing with supporting documentation

9. AWARD

- 9.1. Award will be made, on a line-by-line basis, or as a group, to the lowest responsible bidders. If bid is awarded by group, vendor must bid on each item in the group. (See Section 10 for Groups)
- 9.2 Substitutions on awarded items will not be permitted without the written approval of the County of Rockland Purchasing Division.

10 GROUPS

10.1 Lines 6-10,and 13-14 will be awarded as an individual group.

SPOONS, FORKS AND KNIVES Dart is the preferred brand of the County	ITEMS 6-10
BOWLS AND LIDS	ITEMS 13-14