

COLUMBUS CONSOLIDATED GOVERNMENT ANNUAL CONTRACT ROUTING MEMORANDUM

DATE: December 23, 2020


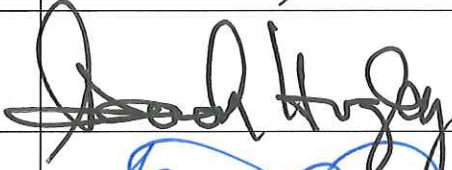

SUBJECT: Paper & Plastic Products (Annual Contract); RFB No. 21-0016

FROM: Patti Postorino, Purchasing Division

Please route for appropriate signatures, copies of the attached contract with Southeastern Paper Group, Inc. (College Park, GA), Columbus Paper Company dba Copaco (Columbus, GA) and Interboro Packing Corporation (Montgomery, NY) (Contractor(s)). The firms will provide paper and plastic products, of various types and quantities, to the Public Works Department on an "as needed" basis. The term of this contract shall be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor. Funds are budgeted each fiscal year for this on-going expense:

Public Works: Various Departments – Operating Materials - 6728.

Council authorized this contract per Resolution No. 411-20, dated December 15, 2020 (copy is attached).

Signatories	Signatures Required (<i>No initials please</i>)	Date
Purchasing Division Manager Signature of Approval		12/23/2020
City Attorney: Signature required on Contracts	Form Approved: CEF, City Attorney	12/28/20
City Manager: Signature required on Contracts		12/30/20
Clerk of Council: Signature Required on Contracts & Attest/Seal		12-31-2020
Buyer: Process / Distribute		12/31/2020

After all signatures have been applied, please contact Purchasing Division (ext - 3070) for distribution.

CONTRACT

THIS CONTRACT, executed this 31st day of December 2020, by and between the **Consolidated Government of Columbus, Georgia**, hereinafter called the "City", and **Southeastern Paper Group, Inc (College Park, GA)**, hereinafter called the "Contractor".

WITNESSETH:

That in consideration of the mutual covenants, obligations, and terms set-forth in the attached proposal and specifications, the parties hereby agree as follows:

1. That the Contractor met all proposal requirements and was evaluated most responsive for providing **Paper & Plastic Products (Annual Contract)**, per **RFB No. 21-0016**, and was awarded the Contract by Columbus City Council on Tuesday, December 15, 2020, Resolution No. 411-20, for the contract term of two years, beginning December 16, 2020 through December 15, 2022, for furnishing the same in accordance with the specifications prepared by the City and the proposal of the Contractor.

2. The Contractor will, at its own cost and expense, furnish all tools, materials and labor required to be furnished, provide all related services required, and meet all other requirements or conditions imposed, all strictly in accordance with the City's Business Requirements, the City's Request for Proposals, dated October 16, 2020 (and all addenda thereto), the Contractor's bid dated November 13, 2020 and the proposal clarification documents which are attached hereto as exhibits "A", "B" and "C" respectively, and which are by reference made a part hereof to the same extent as if fully set out herein.


3. On the faithful performance of this Contract by the Contractor, the City will pay the Contractor in accordance with the terms and on the conditions stated in this Contract and the exhibits attached to and by reference made a part hereof.

FORM 3

CONTRACT SIGNATURE PAGE**Paper & Plastic Products (Annual Contract)
RFB No. 21-0016**

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Linda S. Liles
Witness as to the signing of the contract

[Signature]
Witness as to the signing of the contract
(Corporate seal, if applicable)


Shivon Mitchell 11/20/2020
Signature of Authorized Representative Date

Shivon Mitchell, Bidding Specialist
Print Name and Title of Signatory

Southeastern Paper Group
Company Name

Company Ordering Address

2400-A Sullivan Road
College Park, GA 30337
Contact Shivon Mitchell
Email gacustsupport@sepg.com
Telephone 800-858-7230
Fax 877-236-2144

Company Payment Address

P.O. BOX 890671
CHARLOTTE NC 28289
Contact Kristen Johnson
Email credit@sepg.com
Telephone 800-858-7230, Ext. 3391
Fax 864-574-8141

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this 30th day of December 2020

[Signature]
Sarah Hugley, City Manager

APPROVED AS TO LEGAL FORM:

[Signature]
Clifton C. Fay, City Attorney

ATTEST:

[Signature]
Sandra T. Davis, Clerk of Council

EXECUTION AUTHORIZED

By Resolution No. 411-20

[Signature]
Clerk of Council

RESOLUTION

NO. 411-20

A RESOLUTION AUTHORIZING THE PURCHASE OF PAPER AND PLASTIC PRODUCTS FROM SOUTHEASTERN PAPER GROUP (COLLEGE PARK, GA), COPACO, INC. (COLUMBUS, GA) AND INTERBORO PACKING CORPORATION (MONTGOMERY, NY) FOR THE ANNUAL ESTIMATED CONTRACT VALUE OF \$195,918.45.

WHEREAS, the products will be purchased by various departments on an "as needed" basis; and,

WHEREAS, the contract period will be for two years with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to enter into an annual contract to purchase paper and plastic products, on an "as needed" basis, from Southeastern Paper Group (College Park, GA), COPACO, Inc. (Columbus, GA) and Interboro Packing Corporation (Montgomery, NY) for the estimated contract value of \$195,918.45. Funds are budgeted each fiscal year for this on-going expense: Various Departments - Operating Materials; 6728.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the 15th day of December, 2020 and adopted at said meeting by the affirmative vote of ten members of said Council.

Councilor Allen	voting <u>YES</u>
Councilor Barnes	voting <u>YES</u>
Councilor Crabb	voting <u>YES</u>
Councilor Davis	voting <u>YES</u>
Councilor Garrett	voting <u>YES</u>
Councilor House	voting <u>YES</u>
Councilor Huff	voting <u>YES</u>
Councilor Thomas	voting <u>YES</u>
Councilor Tucker	voting <u>YES</u>
Councilor Woodson	voting <u>YES</u>



Sandra T. Davis
Clerk of Council



B.H. "Skip" Henderson, III
Mayor

PRICING PAGE 1 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Vendor Name: Southeastern Paper Group

Southeastern Paper Group

Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Price	Extended Price
I. CUPS					
1. Styro cups: 6 OZ.: 1000 CT	DART/6J6	CS	100	\$ 17.15	\$ 1715.00
2. Styro cups: 8 OZ.: 1000 CT	Dart/8J8	CS	75	\$ 20.08	\$ 1506.00
3. Styro cups; 12 OZ.: 1000 CT	DART/12J12	CS	25	\$ 28.47	\$ 711.75
4. Styro cups: 16 OZ.: 1000 CT	DART/16J16	CS	50	\$ 41.12	\$ 2056.00
5. Paper cups; 4 OZ.: conical rolled rim; 5000 CT	GENPAK/4F	CS	50	\$ 46.95	\$ 2347.50
I. SUBTOTAL			\$ 8336.25		
II. PLATES / DINING UTENSILS					
6. 10" Styro Compartment plates; 500 CT 540/cs	PACTIV0TH1004M000Y	CS	20	\$ 27.14	\$ 542.80
7. 10" Styro Non- Compartment plates; 500 CT 540/cs	PACTIV0TH10010000Y	CS	15	\$ 27.14	\$ 407.10
8. 6" Styro Non- Compartment plates; 500 CT 1000/cs	DART/6PWCR	CS	10	\$ 22.69	\$ 226.90
9. 3-Compartment To-Go/Carry Out Trays; 500 CT	GENPAK/SN203VW 200/cs	CS	10	\$ 18.23	\$ 182.30
10. Cutlery kit; heavy-duty weight; Fork, Knife, Spoon, Napkin, Salt and Pepper; 250 CT *PROVIDE SAMPLE*	SMART/006862	CS	10	\$ 21.99	\$ 219.90
11. Knives; heavy-duty weight plastic; 1000 CT;* *PROVIDE SAMPLE*	SMART/600122SM	CS	10	\$ 14.79	\$ 147.90
12. Forks; heavy-duty weight plastic; 1000 CT;* *PROVIDE SAMPLE*	SMART/600119SM	CS	10	\$ 14.79	\$ 147.90
13. Spoons; heavy-duty weight plastic; 1000 CT;* *PROVIDE SAMPLE*	SMART/600126SM	CS	10	\$ 14.79	\$ 147.90
II. SUBTOTAL			\$ 2022.70		

EXHIBIT A

*Columbus Consolidated Government
Paper & Plastic Products (Annual Contract)*

RFB No. 21-0016

Southeastern Paper Group, Inc.

Business Requirements

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Southwestern Paper Group, Inc	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) P	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. P. O. Box 6220 0 City, state, and ZIP code Spartanburg, SC 29304	6 Requestor's name and address (optional)
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
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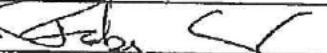
OR Employer identification number	
<div></div>	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 1/2/2020
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is Backup Withholding*, later.

Check for imported payees with non-matching TIN data and verify new payees

TIN Matching allows you to verify your Payee data against the IRS TIN Matching database to verify if you have the cor

Sovos can take care of your mismatched TINs & B-Notices

Sovos offers the ability to automatically mail the appropriate forms to your mismatched payees and request corrected information. The responses come directly to you, and the W-9/B-Notice solicitations are saved for your reference in File Manager. Depending on your subscription, additional fees may apply.

[Print & Mail W-9 Solicitations](#)[Print & Mail B-Notices](#)

The W9 Solicitation button has been disabled as you have already sent your solicitations.

Mismatched Records

TIN	Name
-----	------

[Download](#)**Individual TIN Lookup**

Verify individual Payee Social Security and Employer ID numbers.

Name: TIN: [Verify Payee](#)

TIN Status: PASS**OFAC Check: PASS****DMF Check: PASS**[Back to Home](#)

City of Atlanta
Office of Revenue
55 Trinity Avenue, SW STE 1350
Atlanta, GA 30303-3534

Please Check box if this is a new address ☐

Postage Required
Post Office
Will Not
Deliver Without
Proper Postage



CITY OF ATLANTA, GEORGIA - DEPARTMENT OF FINANCE
OCCUPATION TAX REGISTRATION CERTIFICATE

VALID ONLY WHEN REGISTRATION TAX REQUIREMENTS ARE PAID

CERTIFICATE NO. : 175360LGB

BUSINESS NAME : SOUTHEASTERN PAPER GROUP INC


LOCATION : 1201 W PEACHTREE ST NE 2455 ATLANTA GA 30305

DATE ISSUED : 1-1-2020 EXPIRES ON : 12-31-2020

BUSINESS NAME AND ADDRESS:

SOUTHEASTERN PAPER/ANDREW MILL
SOUTHEASTERN PAPER/ANDREW
SOUTHEASTERN PAPER GROUP INC
P.O. BOX 6220
SPARTANBURG SC 29304



X 
Roosevelt Council, Jr.
Chief Financial Officer

DISPLAY THIS CERTIFICATE IN A CONSPICUOUS PLACE AT BUSINESS LOCATION
NOT VALID IF BUSINESS LOCATION DOES NOT COMPLY TO CITY ZONING REQUIREMENTS
NOT VALID UNLESS ACCOMPANIED BY STATE OF GEORGIA LICENSE(S) IF REQUIRED
CERTIFICATE NOT TRANSFERABLE
IF BUSINESS TERMINATES OR CHANGES OWNERSHIP DURING CERTIFICATE PERIOD,
CALL THE BUSINESS LICENSE OFFICE AT 404-330-6270
THIS CERTIFICATE IS SUBJECT TO ALL APPLICABLE ORDINANCES AND LAWS

EXHIBIT C

*Columbus Consolidated Government
Paper & Plastic Products (Annual Contract)*

RFB No. 21-0016

Southeastern Paper Group

Bid Submission

FORM 1

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

.....

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: Southeastern Paper Group

Print Name of Authorized Agent: Shivon Mitchell

Signature of Authorized Agent: Shivon Mitchell

FORM 2**BID FORM****Paper & Plastic Products (Annual Contract)
RFB NO. 21-0016****IMPORTANT INFORMATION:****PLEASE SUBMIT ONE (1) ELECTRONIC BID RESPONSE VIA DEMANDSTAR**

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, with the exception of the "Communication Concerning This Solicitation" (Form 1), **WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE**. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following checklist to verify the items are included in sealed bid:

- ☒ Communication Concerning This Solicitation (Form 1) ☒ Samples
☒ Minimum Award Disclosure (Page 16) ☒ Minimum Delivery Disclosure (Page 17)
☒ Bid Form (Form 2) ☒ Pricing Pages (Pages 19-21) ☒ Contract Signature Page (Form 3)
☒ Business License ☒ Insurance Checklist (Form 4) ☒ W-9 Rev 2018 (Form 5)

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 Sm Addendum No. 2 _____ Addendum No. 3 _____

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all services and terms of the Columbus Consolidated Government.

*All shipping, delivery, and/or freight charges must be included in unit price. Columbus Consolidated Government will pay no additional shipping, delivery and/or freight charges or any other additional fees. Inability to make delivery within specified time will authorize the City to purchase from other sources.

Southeastern Paper Group

shivon.mitchell@sepg.com

Vendor Business Name

Email Address

Shivon Mitchell
Authorized Signature

Shivon Mitchell
Print Name

11/10/2020
Date

Please circle and initial if Business is {Minority} or {Woman} Owned: _____

If certified as a DBE or WBE, list the certifying agency: _____

Not Minority, Woman or DBE owned (please initial) Sm

*****COMPLETE ALL PAGES AND RETURN WITH BID*****

PRICING PAGE 1 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Vendor Name: Southeastern Paper Group

Vendor Name: Southeastern Paper Group					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Price	Extended Price
<u>I. CUPS</u>					
1. Styro cups; 6 OZ.; 1000 CT	DART/6J6	CS	100	\$ 17.15	\$ 1715.00
2. Styro cups; 8 OZ; 1000 CT	Dart/8J8	CS	75	\$ 20.08	\$ 1506.00
3. Styro cups; 12 OZ; 1000 CT	DART/12J12	CS	25	\$ 28.47	\$ 711.75
4. Styro cups; 16 OZ; 1000 CT	DART/16J16	CS	50	\$ 41.12	\$ 2056.00
5. Paper cups; 4 OZ; conical rolled rim; 5000 CT	GENPAK/4F	CS	50	\$ 46.95	\$ 2347.50
I. SUBTOTAL			\$ 8336.25		
<u>II. PLATES / DINING UTENSILS</u>					
6. 10" Styro Compartment plates; 500 CT 540/cs	PACTIV/0TH10044000Y	CS	20	\$ 27.14	\$ 542.80
7. 10" Styro Non- Compartment plates; 500 CT 540/cs	PACTIV/0TH10010000Y	CS	15	\$ 27.14	\$ 407.10
8. 6" Styro Non- Compartment plates; 500 CT 1000/cs	DART/6PWCR	CS	10	\$ 22.69	\$ 226.90
9. 3-Compartment To-Go/Carry Out Trays; 500 CT	GENPAK/SN203VW 200/cs	CS	10	\$ 18.23	\$ 182.30
PROVIDE SAMPLE					
10. Cutlery kit; heavy-duty weight; Fork, Knife, Spoon, Napkin, Salt and Pepper; 250 CT	SMART/006862	CS	10	\$ 21.99	\$ 219.90
PROVIDE SAMPLE					
11. Knives; heavy-duty weight plastic; 1000 CT;*	SMART/600122SM	CS	10	\$ 14.79	\$ 147.90
PROVIDE SAMPLE					
12. Forks; heavy-duty weight plastic; 1000 CT;*	SMART/600119SM	CS	10	\$ 14.79	\$ 147.90
PROVIDE SAMPLE					
13. Spoons; heavy-duty weight plastic; 1000 CT;*	SMART/600126SM	CS	10	\$ 14.79	\$ 147.90
II. SUBTOTAL			\$ 2022.70		
<u>III. NAPKINS / TISSUE / TOWELS</u>					
PROVIDE SAMPLE					
14. Hand towels; multi-fold; 9 1/2 x 9 1/2; Brown; 4000 ct	SMART/600039	CS	1500	\$ 15.41	\$ 23115.00
15. Hand towels; multi-fold; 9 1/2 x 9 1/2; White; 4000 ct	SMART/600038	CS	1000	\$ 17.98	\$ 1798.00
16. Hand towels; roll 8 x 800'; 3 slots; Brown; 6 rolls/cs Y-notch 6/cs	MORCON/400RY	CS	1000	\$ 29.01	\$ 2901.00
17. Napkins; quarter fold ; 13 x 13; 6000 ct	MORCON/L12500	CS	50	\$ 28.39	\$ 1418.00

PRICING PAGE 2 of 3
PAPER & PLASTIC PRODUCTS
 (Annual Contract)
 RFB NO. 21-0016

Vendor Name: Southeastern Paper Group					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Price	Extended Price
PROVIDE SAMPLE 18. Shop towels; 12 x 14; lint-free; disposable wiping cloths; 250 ct: 10/126/CS	Wyoall Kimberly Clark Wypall	CS	200	\$ 73.63	\$ 14726.00
PROVIDE SAMPLE 19. Tissue; 2-ply sheets; 4.5 x 3.8; 500 sheets/roll; 96 rolls/case Case weight: 32lbs Sheet size: 4.5"x3.5" Square ft/roll 656.25 Length/roll (in) 2250" Length/roll (ft) 187.5'	Nittany Paper NP-58596U 005576 96/CS	CS	1500	\$ 36.10	\$ 54150.00
PROVIDE SAMPLE 20. Tissue; 2-ply sheets; 3.7x1000"; 12 rolls per case	Smart 600033	CS	150	\$ 26.54	\$ 3981.00
21. Paper Towels, Roll, Brown; Wausau 31300 - Green Seal, Natural; 6 Rolls/cs	BAY 31300 Tork 8031300	CS	200	\$ 53.88	\$ 10776.00
22. Toilet Seat Covers, 15"x18", Hosp DS 5000 1/2 fold 20/250 (50RA)	HS-DS5000 Nittany TSC/R2025/350010	CS	100	\$ 33.52	\$ 3352.00
III. SUBTOTAL				\$ 116,217.00	
IV. SOAPS / DISPENSERS					
23. Soap, Foam Luxury Hand Soap - Kutol 69041EZ, Pink Tropic, Green Seal, 6/100 ml 6/1000ML/cs	KUTOL-69041EZ 320013	CS	200	\$ 39.16	\$ 7832.00
24. Tork Electronic Hand EA Towel Roll Dispenser ^{1/ea}	771828 Tork	EA	200	\$ 56.43	\$ 11286.00
25. Black Designer Series No Touch Soap Dispenser Must order in multiples of 6's 1/ea	M5016BK31 Kutol	EA	200	\$ 33.13	\$ 6626.00
26. Touch Free Wall Dispenser For Hand Antiseptic 10x6x4 Must order in multiples of 6's 1/ea	700016643 Kutol MSD16VH32	EA	200	\$ 33.13	\$ 6626.00
27. Touch Free Stand With Drip Tray Hand Antiseptic 6.5 x 4.5 x 4	170009495 Kutol 9920ZZZ/99082PL	EA	200	\$ 82.04	\$ 16408.00
28. FIT X2 Foam Hand Sanitizer 6/1000ML/CS	1700016786 Kutol 68841/008650	CS	200	\$ 69.18	\$ 13836.00
29. Disinfectant Wipes, Clorox or Lysol 35 CT Canister 12/pk 7x8 200CT 6/CS	PDI Sani-Cloth P22884/109018	CS	200	\$ 54.55	\$ 10910.00
IV. SUBTOTAL				\$ 73,524.00	

PRICING PAGE 3 of 3
PAPER & PLASTIC PRODUCTS
 (Annual Contract)
 RFB NO. 21-0016

Vendor Name: Southeastern Paper Group					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Cost	Extended Cost
V. BAGS / TRASH CAN LINERS					
30. Plastic sandwich bags; 6x3x15; 1000 CT Clear, 5 mil 1000/cs	Elkay/6G063015/805573	CS	50	\$ 15.26	\$ 763.00
31. Liners: 38 x 58; <u>extra-heavy weight: 1.5 mil; low density: 100 CT; Black</u> 100/cs	Heritage/X7658AK/058142	CS	2000	\$ 24.92	\$ 49840.00
32. Liners: 38x58; 1.3 mil, low density; 100 per case; Black	HeritageX7658PK/058153	CS	500	\$ 21.58	\$ 10790.00
33. Liners: 40x46; low density; 1.0 mil; 200 per case Black 100/cs	Revolution Bag/PC48100BK/016002	CS	25	\$ 16.74	\$ 418.50
34. Liners: 33x40; low density; 1.25 mil; 200 per case <u>(on roll); Clear</u> 150/cs	Inteplast/SL3339120K	CS	200	\$ 16.51	\$ 3302.00
35. Liners: 24x24; high density; 8 mic; 1000 CT Clear	Heritage 24824LNR01/058936	CS	200	\$ 21.62	\$ 4324.00
36. Liners: 40x46; black recycled bio-degrade. 1.3 mil; 100 per case	Heritage X8406PK/058306	CS	200	\$ 18.08	\$ 3616.00
V. SUBTOTAL			\$ 73,053.50		
(I, II, III, IV, V) TOTAL ESTIMATED ANNUAL COST				\$ 273,153.45	

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



**FINANCE DEPARTMENT
PURCHASING DIVISION**

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

November 4, 2020

Addendum No. 1

**Paper & Plastic Products (Annual Contract)
RFB No. 21-0016**

Acknowledgment of receipt of Addenda must be included with sealed bid. Failure to acknowledge receipt of this addendum may render your bid "incomplete".

Initials: jm Company: Southeastern Paper Group

Vendors are informed that the above subject Bid is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

1. **Question:** "Please provide us with the award pricing per item for each of liners listed in Category V: Bags/Trash Can Liners, as the bid tabulation from 2015 does not have this information."
Response: See the detailed bid tabulation for this category below.

Vendor Name: Interboro Packaging Corp					
Item Description	Brand Name	Unit Size	Estimated Usage	Unit Price	Extended Price
IV. BAGS/ TRASH CAN LINERS					
A. Plastic sandwich bags; 6x3x15; 1000 CT Clear, 5 mil	Aluf / IBS	CASE	50	\$9.34	\$467.00
B. Liners; 38 x 58; extra-heavy weight; 1.5 mil; low density; 100 CT; Black	Aluf / IBS	CASE	2000	\$17.82	\$35,640.00
C. Liners; 38x58; 1.3 mil, low density; 100 per case; Black	Aluf / IBS	CASE	500	\$15.32	\$7,660.00
D. Liners; 40x46; low density; 1.0 mil; 200 per case Black	Aluf / IBS	CASE	25	\$22.32	\$558.00
E. Liners; 33x40; low density; 1.25 mil; 200 per case <u>(on roll); Clear</u>	Aluf / IBS	CASE	200	\$21.82	\$4,364.00
F. Liners; 24x24; high density; 8 mic; 1000 CT Clear	Aluf / IBS	CASE	200	\$9.82	\$1,964.00
G. Liners; 40x46; black recycled bio-degrade, 1.3 mil; 100 per case	Aluf / IBS	CASE	200	\$13.34	\$2,668.00
SUBTOTAL					\$53,321.00

MINIMUM AWARD DISCLOSURE

PAPER & PLASTIC PRODUCTS (Annual Contract) RFB NO. 21-0016

**VENDORS ARE REQUIRED TO COMPLETE AND RETURN THIS PAGE WITH BID.
FAILURE TO INCLUDE THIS PAGE WITH BID WILL RENDER BID INCOMPLETE.**

**EACH BIDDER MUST PROVIDE THE MINIMUM AWARD THEY ARE WILLING TO HONOR;
EITHER MINIMUM QUANTITY OR MINIMUM DOLLAR VALUE.**

Bidders are required to provide this information to save time and delivery lags. If it is not beneficial for a vendor to accept an award under a certain quantity or dollar value, advance notice is required.

Vendors will receive written notification of line-item award(s). Consequently, the Purchasing Division will not call to verify your acceptance of an award. A great deal of time and effort is utilized conferring with vendors to confirm if they will supply the goods that they bid. As a result, we have found that bidders who do not receive a substantial portion of a bid decline to supply their awarded items. We must assume, by submitting a bid for a particular item(s), a vendor is responsible and responsive to supply said item(s). If with all good intentions, bidder cannot supply the item(s) awarded, it is the responsibility of the bidder to submit written notification to the City.

In addition, the City will not call to verify unit sizes and brand names. The bid specifications require complete information, to include brand names, unit sizes, etc...

Southeastern Paper Group
(NAME OF COMPANY)

WILL COMMIT TO HONOR A MINIMUM NUMBER OF 7 LINE ITEMS

OR

A TOTAL DOLLAR VALUE OF NOT LESS THAN \$_____.

By signing below, the authorized representative understands and agrees that if our company is the apparent low bidder for a total of line items less than the number of line items listed above, or if our company is the apparent low bidder for a total amount less than the dollar value listed above, the line items will be awarded to the next low responsible, responsive bidder:

Shivon Mitchell
Signature of Authorized Representative

11/10/2020
Date of Signature

Shivon Mitchell, Bidding Specialist
Print Name and Title of Authorized Representative

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

MINIMUM DELIVERY DISCLOSURE

**PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016**

VENDORS ARE REQUIRED TO COMPLETE AND RETURN THIS PAGE WITH BID. FAILURE TO INCLUDE THIS PAGE WITH BID WILL RENDER BID INCOMPLETE.

**BIDDER SHALL STATE BELOW THE MINIMUM DELIVERY ORDER
(THE SMALLEST ORDER AMOUNT ACCEPTABLE FOR DELIVERY)**

\$ 170.00

Southeastern Paper Group

COMPANY NAME

Shivon Mitchell
Signature of Authorized Representative

11/10/2020
Date of Signature

Shivon Mitchell, Bidding Specialist
Print Name and Title of Authorized Representative

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

COLUMBUS CONSOLIDATED GOVERNMENT ANNUAL CONTRACT ROUTING MEMORANDUM

DATE: December 23, 2020




SUBJECT: Paper & Plastic Products (Annual Contract); RFB No. 21-0016

FROM: Patti Postorino, Purchasing Division

Please route for appropriate signatures, copies of the attached contract with Southeastern Paper Group, Inc. (College Park, GA), Columbus Paper Company dba Copaco (Columbus, GA) and Interboro Packing Corporation (Montgomery, NY) (Contractor(s)). The firms will provide paper and plastic products, of various types and quantities, to the Public Works Department on an "as needed" basis. The term of this contract shall be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor. Funds are budgeted each fiscal year for this on-going expense:

Public Works: Various Departments – Operating Materials - 6728.

Council authorized this contract per Resolution No. 411-20, dated December 15, 2020 (copy is attached).

Signatories	Signatures Required (<i>No initials please</i>)	Date
Purchasing Division Manager Signature of Approval		12/23/2020
City Attorney: Signature required on Contracts	Form Approved: C.E.F. City Attorney	12/28/20
City Manager: Signature required on Contracts		12/30/20
Clerk of Council: Signature Required on Contracts & Attest/Seal		12-31-2020
Buyer: Process / Distribute		12/31/2020

After all signatures have been applied, please contact Purchasing Division (ext - 3070) for distribution.

CONTRACT

THIS CONTRACT, executed this 31st day of December 2020, by and between the **Consolidated Government of Columbus, Georgia**, hereinafter called the "City", and **Columbus Paper Company dba Copaco (Columbus, GA)**, hereinafter called the "Contractor".

WITNESSETH:

That in consideration of the mutual covenants, obligations, and terms set-forth in the attached proposal and specifications, the parties hereby agree as follows:

1. That the Contractor met all proposal requirements and was evaluated most responsive for providing **Paper & Plastic Products (Annual Contract)**, per **RFB No. 21-0016**, and was awarded the Contract by Columbus City Council on Tuesday, December 15, 2020, Resolution No. 411-20, for the contract term of two years, beginning December 16, 2020 through December 15, 2022, for furnishing the same in accordance with the specifications prepared by the City and the proposal of the Contractor.

2. The Contractor will, at its own cost and expense, furnish all tools, materials and labor required to be furnished, provide all related services required, and meet all other requirements or conditions imposed, all strictly in accordance with the City's Business Requirements, the City's Request for Proposals, dated October 16, 2020 (and all addenda thereto), the Contractor's bid dated November 13, 2020 and the proposal clarification documents which are attached hereto as exhibits "A", "B" and "C" respectively, and which are by reference made a part hereof to the same extent as if fully set out herein.

3. On the faithful performance of this Contract by the Contractor, the City will pay the Contractor in accordance with the terms and on the conditions stated in this Contract and the exhibits attached to and by reference made a part hereof.

FORM 3**CONTRACT SIGNATURE PAGE****Paper & Plastic Products (Annual Contract)
RFB No. 21-0016**

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Jessica Brashear Donald L. Stenson

Witness as to the signing of the contract

Signature of Authorized Representative Date

Dina Holman

Witness as to the signing of the contract

DONALD L STENSON

Print Name and Title of Signatory

(Corporate seal, if applicable)

COPACO, INC

Company Name

Company Ordering Address***Company Payment Address***

807 Joy Road

PO Box 6369

Columbus, GA 31906

Columbus, GA 31995

Contact LISA WILLIAMS

Contact BRENDS VASQUEZ

Email lwilliams@copacoinc.com

Email bvasquez@copacoinc.com

Telephone 706-689-1361

Telephone 706-689-1361

Fax 706-689-1452

Fax 706-689-1452

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this 30th day of December 20 20

APPROVED AS TO LEGAL FORM:

Isaiah Hugley
Isaiah Hugley, City Manager

Clifton C. Fay
Clifton C. Fay, City Attorney

ATTEST:

EXECUTION AUTHORIZED

By Resolution No. 411-20

Sandra T. Davis
Sandra T. Davis, Clerk of Council

Sandra T. Davis
Clerk of Council

RESOLUTION

NO. 411-20

A RESOLUTION AUTHORIZING THE PURCHASE OF PAPER AND PLASTIC PRODUCTS FROM SOUTHEASTERN PAPER GROUP (COLLEGE PARK, GA), COPACO, INC. (COLUMBUS, GA) AND INTERBORO PACKING CORPORATION (MONTGOMERY, NY) FOR THE ANNUAL ESTIMATED CONTRACT VALUE OF \$195,918.45.

WHEREAS, the products will be purchased by various departments on an "as needed" basis; and,

WHEREAS, the contract period will be for two years with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to enter into an annual contract to purchase paper and plastic products, on an "as needed" basis, from Southeastern Paper Group (College Park, GA), COPACO, Inc. (Columbus, GA) and Interboro Packing Corporation (Montgomery, NY) for the estimated contract value of \$195,918.45. Funds are budgeted each fiscal year for this on-going expense: Various Departments - Operating Materials; 6728.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the 15th day of December, 2020 and adopted at said meeting by the affirmative vote of ten members of said Council.

Councilor Allen	voting <u>YES</u>
Councilor Barnes	voting <u>YES</u>
Councilor Crabb	voting <u>YES</u>
Councilor Davis	voting <u>YES</u>
Councilor Garrett	voting <u>YES</u>
Councilor House	voting <u>YES</u>
Councilor Huff	voting <u>YES</u>
Councilor Thomas	voting <u>YES</u>
Councilor Tucker	voting <u>YES</u>
Councilor Woodson	voting <u>YES</u>



Sandra T. Davis
Clerk of Council



B.H. "Skip" Henderson, III
Mayor

ITEM	DESCRIPTION	BRAND NAME	ESTIMATED QUANTITY	EA BX PK CS	UNIT PRICE	EXTENDED PRICE
III. NAPKINS / TISSUE / TOWELS						
14	Hand Towels (*PROVIDE SAMPLE*); Multi-Fold; 9 ½ x 9 ¾; Brown; 4000 CT	NPS 21580	1500	CS	\$ 14.38	\$ 21,570.00
15	Hand Towels; Multi-Fold; 9 ½ x 9 ¾; White; 4000 CT	TORK 540A	1000	CS	\$ 16.61	\$ 16,610.00
16	Hand Towels; roll 8 x 800'; 3 slots; Brown; 6 rolls/CS	NPS N23800-Y	1000	CS	\$ 25.80	\$ 25,800.00
17	Napkins; quarter fold, 13 x 13; 6000 CT	M-PTLNP	50	CS	\$ 38.51	\$ 1,925.50
18	Shop Towels (*PROVIDE SAMPLE*); 12 x 14; lint-free; disposable wiping cloths; 250 CT	Wyoall E-BWKV040QPW	200	CS	\$ 56.16	\$ 11,232.00
19	Tissue (*PROVIDE SAMPLE*); 2-ply sheets; 4.5 x 3.8; 500 sheets/roll; 96 rolls/CS	NPS12375	1500	CS	\$ 34.94	\$ 52,410.00
	Case weight: _____ 39 LBS					
	Sheet size: _____ 4.5 X 3.75					
	Square ft/roll _____ 58.59					
	Length/roll (in) _____ 1875					
	Length/roll (ft) _____ 156.25					
20	Tissue (*PROVIDE SAMPLE*); 2-ply sheets; 3.7x1000'; 12 rolls/CS	NPS19920	150	CS	\$ 22.89	\$ 3,433.50
21	Paper Towels, Roll, Brown; Wausau 31300 - Green Seal, Natural; 6 Rolls/CS	BAY 31300	200	CS	\$ 32.76	\$ 6,552.00
22	Toilet Seat Covers, 15"x18", Hosp DS 5000 1/2 fold 20/250 (50RA)	HS-DS5000	100	CS	\$ 49.12	\$ 4,912.00
IV. SOAPS / DISPENSERS						
23	Soap, Foam Luxury Hand Soap - Kutol 69041EZ, Pink Tropic, Green Seal, 6/100 ml	KUTOL-69041EZ	200	CS	\$ 33.86	\$ 6,772.00
24	Tork Electronic Hand EA Towel Roll Dispenser	771828	200	EA	\$ 20.00	\$ 4,000.00
25	Black Designer Series No Touch Soap Dispenser	MS016BK31	200	EA	\$ 33.75	\$ 6,750.00
26	Touch Free Wall Dispenser For Hand Antiseptic 10x6x4	700016643	200	EA	\$ 33.75	\$ 6,750.00
27	Touch Free Stand With Drip Tray Hand Antiseptic 6.5 x 4.5 x 4	170009495	200	EA	\$ 70.00	\$ 14,000.00
28	FIT X2 Foam Hand Sanitizer	1700016786	200	CS	\$ 59.50	\$ 11,900.00
29	Disinfectant Wipes, Clorox or Lysol 35 CT Canister 12/pk 7x8	CLO15549CT	200	CS	\$ 34.90	\$ 6,980.00
Company Name: Columbus Paper Company dba COPACO						

EXHIBIT A

*Columbus Consolidated Government
Paper & Plastic Products (Annual Contract)*

RFB No. 21-0016

Columbus Paper Company dba Copaco

Business Requirements

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

COLUMBUS PAPER COMPNAV

2 Business name/disregarded entity name, if different from above

COPACO

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see Instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) n/a

Exemption from FATCA reporting code (if any) n/a

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

807 JOY RD

6 City, state, and ZIP code

COLUMBUS, GA 31906

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Dina Holmes

Date ►

6/18/20

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Check for imported payees with non-matching TIN data and verify new payees

TIN Matching allows you to verify your Payee data against the IRS TIN Matching database to verify if you have the cor

Sovos can take care of your mismatched TINs & B-Notices

Sovos offers the ability to automatically mail the appropriate forms to your mismatched payees and request corrected information. The responses come directly to you, and the W-9/B-Notice solicitations are saved for your reference in File Manager. Depending on your subscription, additional fees may apply.

[Print & Mail W-9 Solicitations](#)[Print & Mail B-Notices](#)

The W9 Solicitation button has been disabled as you have already sent your solicitations.

Mismatched Records

TIN	Name
-----	------

[Download](#)**Individual TIN Lookup**

Verify individual Payee Social Security and Employer ID numbers.

Name: TIN: [Verify Payee](#)**TIN Status: PASS****OFAC Check: PASS****DMF Check: PASS**[Back to Home](#)

Occupation Tax

City of Columbus, Georgia

THIS RECEIPT NOT OFFICIAL UNLESS VALIDATED

PAID

APR 27 2020

Occupation Tax
Columbus Consolidated Government

Fee Type	Revenue Code	Fee Amount
Administrative Fee	4140	\$75.00

Date Issued: April 27, 2020
Expires: December 31, 2020
Renew by: April 1, 2021

License #: 182118

Business Address:

COLUMBUS PAPER CO.
TAYLOR, DINA
807 JOY ROAD
COLUMBUS, GA 31906

C.O. #:

Account #: 00135401

Mailing Address:

COLUMBUS PAPER CO.
ATTN: DINA HOLMES
PO BOX 6369
COLUMBUS, GA 31917-

Business Name:

COLUMBUS PAPER CO.

Type of Occupation:

INDUSTRIAL & PERSONAL SERVICE PAPER WHOLESALE

Allowed Activities:

042213 DOM INDUSTRIAL & PERSONAL SERVICE PAPER WHOLESALE
042213 INDUSTRIAL & PERSONAL SERVICE PAPER WHOLESALE
042199 OTHER MISC DURABLE GOODS WHOLESALERS
000001 ADMINISTRATIVE FEE



Angelica Alexander

FINANCE DIRECTOR

The above named having in accordance with the ordinance of Columbus, Georgia paid to the treasurer of said city the amounts shown above on this license, is hereby authorized to conduct the business stated above at the address outlined above in said city, provided however, that this license is granted subject to all provisions of the general tax ordinance of said city.

EXHIBIT C

*Columbus Consolidated Government
Paper & Plastic Products (Annual Contract)*

RFB No. 21-0016

Columbus Paper Company dba Copaco

Bid Submission

FORM 1

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

.....

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: COPACO, INC

Print Name of Authorized Agent: DONALD L STENSON

Signature of Authorized Agent: 

FORM 2

BID FORM

Paper & Plastic Products (Annual Contract)

RFB NO. 21-0016

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE (1) ELECTRONIC BID RESPONSE VIA DEMANDSTAR

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, with the exception of the "Communication Concerning This Solicitation" (Form 1), WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following checklist to verify the items are included in sealed bid:

- ☒ Communication Concerning This Solicitation (Form 1) ☒ Samples
- ☒ Minimum Award Disclosure (Page 16) ☒ Minimum Delivery Disclosure (Page 17)
- ☒ Bid Form (Form 2) ☒ Pricing Pages (Pages 19-21) ☒ Contract Signature Page (Form 3)
- ☒ Business License ☒ Insurance Checklist (Form 4) ☒ W-9 Rev 2018 (Form 5)

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 DLS Addendum No. 2 _____ Addendum No. 3 _____

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all services and terms of the Columbus Consolidated Government.

*All shipping, delivery, and/or freight charges must be included in unit price. Columbus Consolidated Government will pay no additional shipping, delivery and/or freight charges or any other additional fees. Inability to make delivery within specified time will authorize the City to purchase from other sources.

COPACO, INC

dstenson@copacoinc.com

Vendor Business Name

Email Address



DONALD L. STENSON

NOVEMBER 12, 2020

Authorized Signature

Print Name

Date

Please circle and initial if Business is {Minority} or {Woman} Owned: _____

If certified as a DBE or WBE, list the certifying agency: _____

Not Minority, Woman or DBE owned (please initial) DLS

COMPLETE ALL PAGES AND RETURN WITH BID

PRICING PAGE 1 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Vendor Name: COPACO,INC					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Price	Extended Price
<u>I. CUPS</u>					
1. Styro cups; 6 OZ.; 1000 CT	DART 6J6	CS	100	\$ 22.46	\$ 2,246.00
2. Styro cups; 8 OZ; 1000 CT	CONV 8B8	CS	75	\$ 21.28	\$ 1,596.00
3. Styro cups; 12 OZ; 1000 CT	CONV 12B12	CS	25	\$ 32.53	\$ 813.25
4. Styro cups; 16 OZ; 1000 CT PACKED 500	CONV 16B16	CS	50	\$ 22.13	\$ 1,106.50
5. Paper cups; 4 OZ; conical rolled rim; 5000 CT	GEN 4F	CS	50	\$ 52.50	\$ 2,625.00
I. SUBTOTAL			\$ 8,386.75		
<u>II. PLATES / DINING UTENSILS</u>					
6. 10" Styro Compartment plates; 500 CT	GENPAK 813	CS	20	\$ 32.95	\$ 659.00
7. 10" Styro Non- Compartment plates; 500 CT	GENPAK 810	CS	15	\$ 32.95	\$ 494.25
8. 6" Styro Non- Compartment plates; 500 CT	GENPAK 806	CS	10	\$15.86	\$ 158.60
9. 3-Compartment To-Go/Carry Out Trays; 500 CT	GENPAK 203VW	CS	10	\$ 16.74	\$ 167.40
10. Cutlery kit; heavy-duty weight; Fork, Knife, Spoon, Napkin, Salt and Pepper; 250 CT	METRO 6 PIECEKIT	CS	10	\$25.75	\$ 257.50
11. Knives; heavy-duty weight plastic; 1000 CT;*	METRO BULK	CS	10	\$ 17.41	\$ 174.10
12. Forks; heavy-duty weight plastic; 1000 CT;*	METRO BULK	CS	10	\$17.41	\$ 174.10
13. Spoons; heavy-duty weight plastic; 1000 CT;*	METRO BULK	CS	10	\$ 17.41	\$ 174.10
II. SUBTOTAL			\$ 2,259.05		
<u>III. NAPKINS / TISSUE / TOWELS</u>					
14. Hand towels; multi-fold; 9 ½ x 9 ½; Brown; 4000 ct	NPS 21580	CS	1500	\$14.38	\$ 21,570.00
15. Hand towels; multi-fold; 9 ½ x 9 ½; White; 4000 ct	TORK 540A	CS	1000	\$ 16.61	\$ 16,610.00
16. Hand towels; roll 8 x 800' ; 3 slots; Brown; 6 rolls/cs	NPS N23800-Y	CS	1000	\$ 25.80	\$25,800.00
17. Napkins; quarter fold ; 13 x 13; 6000 ct	M-PTLNP	CS		\$ 38.51	\$ 38.51

PRICING PAGE 2 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Vendor Name: COPACO, INC					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Price	Extended Price
PROVIDE SAMPLE 18. Shop towels; 12 x 14; lint-free; disposable wiping cloths; 250 ct; 1008CT	Wyoall E-BWKV040QPW	CS	200	\$ 56.16	\$ 11,232.00 \$ 11,232.00
PROVIDE SAMPLE 19. Tissue; 2-ply sheets; 4.5 x 3.8; 500 sheets/roll; 96 rolls/case Case weight: 39LBS Sheet size: 4.5 X 3.75 Square ft/roll 58.59 Length/roll (in) 1875 Length/roll (ft) 156.25	NPS12375	CS	1500	\$ 34.94	\$ 52,410.00
PROVIDE SAMPLE 20. Tissue; 2-ply sheets; 3.7x1000'; 12 rolls per case	NPS19920	CS	150	\$22.89	\$ 3,433.50
21. Paper Towels, Roll, Brown; Wausau 31300 - Green Seal, Natural; 6 Rolls/cs	BAY 31300	CS	200	\$ 32.76	\$ 6,552.00
22. Toilet Seat Covers, 15"x18", Hosp DS 5000 1/2 fold 20/250 (50RA) IMPACT 25177673	HS-DS5000	CS	100	\$ 49.12	\$ 4,912.00
III. SUBTOTAL			\$ 78,539.50		
IV. SOAPS / DISPENSERS					
23. Soap, Foam Luxury Hand Soap - Kutol 69041EZ, Pink Tropic, Green Seal, 6/100 ml	KUTOL-69041EZ	CS	200	\$ 33.86	\$ 6772.0
24. Tork Electronic Hand EA Towel Roll Dispenser	771828	EA	200	\$ 20.00	\$ 4000.00
25. Black Designer Series No Touch Soap Dispenser	MS016BK31	EA	200	\$ 33.75	\$ 6750.00
26. Touch Free Wall Dispenser For Hand Antiseptic 10x6x4 KUTOL MS016BK31	700016643	EA	200	\$ 33.75	\$ 6750.00
27. Touch Free Stand With Drip Tray Hand Antiseptic 6.5 x 4.5 x 4	170009495	EA	200	\$ 70.00	\$ 14000.00
28. FIT X2 Foam Hand Sanitizer Kutol68841	1700016786	CS	200	\$ 59.50	\$ 11,900.00
29. Disinfectant Wipes, Clorox or Lysol 35 CT Canister 12/pk 7x8 6/75	CLO15549CT	CS	200	\$ 34.90	\$ 6980.00
IV. SUBTOTAL			\$ 57,152.00		

PRICING PAGE 3 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Vendor Name:					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Cost	Extended Cost
V. BAGS / TRASH CAN LINERS					
PROVIDE SAMPLE					
30. Plastic sandwich bags; 6x3x15; 1000 CT Clear, 5 mil .6MIL	EPG603015	CS	50	\$ 14.95	\$ 747.50
PROVIDE SAMPLE					
31. Liners; 38 x 58; <u>extra-heavy weight; 1.5 mil; low density; 100 CT; Black</u>	R-BCH60	CS	2000	\$ 21.08	\$42,160.00
PROVIDE SAMPLE					
32. Liners; 38x58; 1.3 mil, low density; 100 per case; Black	R-BC60	CS	500	\$ 18.41	\$ 9,205.00
PROVIDE SAMPLE					
33. Liners; 40x46; low density; 1.0 mil; 200 per case Black PACK 100 PERCASE	RK48BK	CS	25	\$ 11.04	\$ 276.00
PROVIDE SAMPLE					
34. Liners; 33x40; low density; 1.25 mil; 200 per case (on roll); Clear 150 PER CASE	R-CR4015C	CS	200	\$ 18.52	\$ 3,704.00
PROVIDE SAMPLE					
35. Liners; 24x24; high density; 8 mic; 1000 CT Clear	R-N242408CR	CS	200	\$ 13.29	\$ 2,658.00
PROVIDE SAMPLE					
36. Liners; 40x46; black recycled bio-degrade, 1.3 mil; 100 per case	R-S415100B	CS	200	\$ 15.38	\$ 3,076.00
V. SUBTOTAL			\$ 61,826.50		
(I, II, III, IV, V) TOTAL ESTIMATED ANNUAL COST				\$ 208,163.80	

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



**FINANCE DEPARTMENT
PURCHASING DIVISION**

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

November 4, 2020

Addendum No. 1

**Paper & Plastic Products (Annual Contract)
RFB No. 21-0016**

Acknowledgment of receipt of Addenda must be included with sealed bid. Failure to acknowledge receipt of this addendum may render your bid "incomplete".

Initials: DIS Company: COPACO, INC

Vendors are informed that the above subject Bid is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

- Question:** "Please provide us with the award pricing per item for each of liners listed in Category V: Bags/Trash Can Liners, as the bid tabulation from 2015 does not have this information."
Response: See the detailed bid tabulation for this category below.

Vendor Name: Interboro Packaging Corp					
Item Description	Brand Name	Unit Size	Estimated Usage	Unit Price	Extended Price
IV. BAGS/ TRASH CAN LINERS					
PROVIDE SAMPLE					
A. Plastic sandwich bags; 6x3x15; 1000 CT Clear, 5 mil	Aluf/ IBS	CASE	50	\$9.34	\$467.00
PROVIDE SAMPLE					
B. Liners; 38 x 58; extra-heavy weight; 1.5 mil; low density; 100 CT; Black	Aluf/ IBS	CASE	2000	\$17.82	\$35,640.00
PROVIDE SAMPLE					
C. Liners; 38x58; 1.3 mil, low density; 100 per case; Black	Aluf/ IBS	CASE	500	\$15.32	\$7,660.00
PROVIDE SAMPLE					
D. Liners; 40x46; low density; 1.0 mil; 200 per case Black	Aluf/ IBS	CASE	25	\$22.32	\$558.00
PROVIDE SAMPLE					
E. Liners; 33x40; low density; 1.25 mil; 200 per case (on roll); Clear	Aluf/ IBS	CASE	200	\$21.82	\$4,364.00
PROVIDE SAMPLE					
F. Liners; 24x24; high density; 8 mic; 1000 CT Clear	Aluf/ IBS	CASE	200	\$9.82	\$1,964.00
PROVIDE SAMPLE					
G. Liners; 40x46; black recycled bio-degrade, 1.3 mil; 100 per case	Aluf/ IBS	CASE	200	\$13.34	\$2,668.00
SUBTOTAL					\$53,321.00

MINIMUM AWARD DISCLOSURE

PAPER & PLASTIC PRODUCTS (Annual Contract) RFB NO. 21-0016

**VENDORS ARE REQUIRED TO COMPLETE AND RETURN THIS PAGE WITH BID.
FAILURE TO INCLUDE THIS PAGE WITH BID WILL RENDER BID INCOMPLETE.**

**EACH BIDDER MUST PROVIDE THE MINIMUM AWARD THEY ARE WILLING TO HONOR;
EITHER MINIMUM QUANTITY OR MINIMUM DOLLAR VALUE.**

Bidders are required to provide this information to save time and delivery lags. If it is not beneficial for a vendor to accept an award under a certain quantity or dollar value, advance notice is required.

Vendors will receive written notification of line-item award(s). Consequently, the Purchasing Division will not call to verify your acceptance of an award. A great deal of time and effort is utilized conferring with vendors to confirm if they will supply the goods that they bid. As a result, we have found that bidders who do not receive a substantial portion of a bid decline to supply their awarded items. We must assume, by submitting a bid for a particular item(s), a vendor is responsible and responsive to supply said item(s). If with all good intentions, bidder cannot supply the item(s) awarded, it is the responsibility of the bidder to submit written notification to the City.

In addition, the City will not call to verify unit sizes and brand names. The bid specifications require complete information, to include brand names, unit sizes, etc...

COPACO, INC

(NAME OF COMPANY)

WILL COMMIT TO HONOR A MINIMUM NUMBER OF 1 LINE ITEMS

OR

A TOTAL DOLLAR VALUE OF NOT LESS THAN \$ 50.00.

By signing below, the authorized representative understands and agrees that if our company is the apparent low bidder for a total of line items less than the number of line items listed above, or if our company is the apparent low bidder for a total amount less than the dollar value listed above, the line items will be awarded to the next low responsive, responsive bidder:



Signature of Authorized Representative

NOVEMBER 12, 2020

Date of Signature

DONALD L STENSON

Print Name and Title of Authorized Representative

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Page 17 of 37

COLUMBUS CONSOLIDATED GOVERNMENT ANNUAL CONTRACT ROUTING MEMORANDUM

DATE: December 23, 2020


SUBJECT: Paper & Plastic Products (Annual Contract); RFB No. 21-0016

FROM: Patti Postorino, Purchasing Division

Please route for appropriate signatures, copies of the attached contract with Southeastern Paper Group, Inc. (College Park, GA), Columbus Paper Company dba Copaco (Columbus, GA) and Interboro Packing Corporation (Montgomery, NY) (Contractor(s)). The firms will provide paper and plastic products, of various types and quantities, to the Public Works Department on an "as needed" basis. The term of this contract shall be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor. Funds are budgeted each fiscal year for this on-going expense:

Public Works: Various Departments – Operating Materials - 6728.

Council authorized this contract per Resolution No. 411-20, dated December 15, 2020 (copy is attached).

Signatories	Signatures Required (<i>No initials please</i>)	Date
Purchasing Division Manager Signature of Approval		12/23/2020
City Attorney: Signature required on Contracts	Form Approved: CEF, City Attorney	12/28/20
City Manager: Signature required on Contracts		12/30/20
Clerk of Council: Signature Required on Contracts & Attest/Seal		12-31-2020
Buyer: Process / Distribute		12/31/2020

After all signatures have been applied, please contact Purchasing Division (ext - 3070) for distribution.

CONTRACT

THIS CONTRACT, executed this 31st day of December 2020, by and between the **Consolidated Government of Columbus, Georgia**, hereinafter called the "City", and **Interboro Packaging Corporation (Montgomery, NY)**, hereinafter called the "Contractor".

WITNESSETH:

That in consideration of the mutual covenants, obligations, and terms set-forth in the attached proposal and specifications, the parties hereby agree as follows:

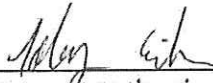
1. That the Contractor met all proposal requirements and was evaluated most responsive for providing **Paper & Plastic Products (Annual Contract)**, per **RFB No. 21-0016**, and was awarded the Contract by Columbus City Council on Tuesday, December 15, 2020, Resolution No. 411-20, for the contract term of two years, beginning December 16, 2020 through December 15, 2022, for furnishing the same in accordance with the specifications prepared by the City and the proposal of the Contractor.

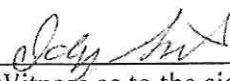
2. The Contractor will, at its own cost and expense, furnish all tools, materials and labor required to be furnished, provide all related services required, and meet all other requirements or conditions imposed, all strictly in accordance with the City's Business Requirements, the City's Request for Proposals, dated October 16, 2020 (and all addenda thereto), the Contractor's bid dated November 13, 2020 and the proposal clarification documents which are attached hereto as exhibits "A", "B" and "C" respectively, and which are by reference made a part hereof to the same extent as if fully set out herein.

3. On the faithful performance of this Contract by the Contractor, the City will pay the Contractor in accordance with the terms and on the conditions stated in this Contract and the exhibits attached to and by reference made a part hereof.

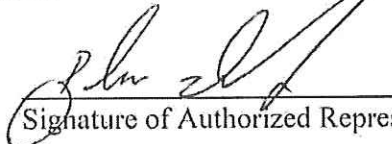
FORM 3**CONTRACT SIGNATURE PAGE****Paper & Plastic Products (Annual Contract)
RFB No. 21-0016**

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.


Witness as to the signing of the contract


Witness as to the signing of the contract

(Corporate seal, if applicable)


Signature of Authorized Representative Date

Blimie Itzkowitz, Secretary
Print Name and Title of Signatory

Interboro Packaging
Company Name

Company Ordering Address

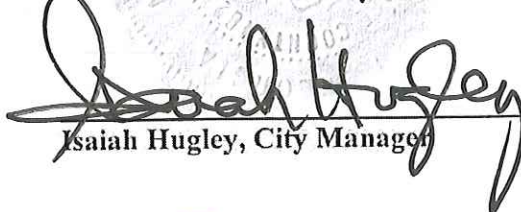
114 Bracken Rd.
Montgomery, NY 12549
Contact Abraham Jeremias
Email abraham@interboropackaging.com
Telephone 845-782-6800
Fax 845-781-2450

Company Payment Address

114 Bracken Rd.
Montgomery, NY 12549
Contact Abraham Jeremias
Email abraham@interboropackaging.com
Telephone 845-782-6800
Fax 845-781-2450

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

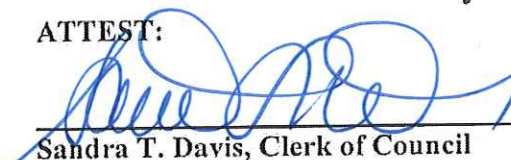
Accepted this 30th day of December 2020


Isaiah Hugley, City Manager

APPROVED AS TO LEGAL FORM:


Clifton C. Fay, City Attorney

ATTEST:


Sandra T. Davis, Clerk of Council

EXECUTION AUTHORIZED

By Resolution No. 411-20

Clerk of Council

RESOLUTION

NO. 411-20

A RESOLUTION AUTHORIZING THE PURCHASE OF PAPER AND PLASTIC PRODUCTS FROM SOUTHEASTERN PAPER GROUP (COLLEGE PARK, GA), COPACO, INC. (COLUMBUS, GA) AND INTERBORO PACKING CORPORATION (MONTGOMERY, NY) FOR THE ANNUAL ESTIMATED CONTRACT VALUE OF \$195,918.45.

WHEREAS, the products will be purchased by various departments on an "as needed" basis; and,

WHEREAS, the contract period will be for two years with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to enter into an annual contract to purchase paper and plastic products, on an "as needed" basis, from Southeastern Paper Group (College Park, GA), COPACO, Inc. (Columbus, GA) and Interboro Packing Corporation (Montgomery, NY) for the estimated contract value of \$195,918.45. Funds are budgeted each fiscal year for this on-going expense: Various Departments - Operating Materials; 6728.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the 15th day of December, 2020 and adopted at said meeting by the affirmative vote of ten members of said Council.

Councilor Allen	voting <u>YES</u>
Councilor Barnes	voting <u>YES</u>
Councilor Crabb	voting <u>YES</u>
Councilor Davis	voting <u>YES</u>
Councilor Garrett	voting <u>YES</u>
Councilor House	voting <u>YES</u>
Councilor Huff	voting <u>YES</u>
Councilor Thomas	voting <u>YES</u>
Councilor Tucker	voting <u>YES</u>
Councilor Woodson	voting <u>YES</u>



Sandra T. Davis
Clerk of Council



B.H. "Skip" Henderson, III
Mayor

PRICING PAGE 3 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Vendor Name: Interboro Packaging					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Cost	Extended Cost
V. BAGS / TRASH CAN LINERS					
PROVIDE SAMPLE					
30. Plastic sandwich bags; 6x3x15; 1000 CT Clear, 5 mil	INT-6315-X-Hvy As per sample #V.30 Mfr: IBS/Capital/Glopak	CS	50	\$ 9.14/1,000	\$ 457.00
PROVIDE SAMPLE					
31. Liners; 38 x 58; <u>extra-heavy weight; 1.5 mil; low density</u> ; 100 CT; Black	INT-3858-Super Exh As per sample #V.31 Mfr: IBS/Capital/Glopak	CS	2000	\$ 16.48/100	\$ 32,960.00
PROVIDE SAMPLE					
32. Liners; 38x58; 1.3 mil, low density; 100 per case; Black	INT-3858-Exh As per sample #V.32 Mfr: IBS/Capital/Glopak	CS	500	\$ 14.48/100	\$ 7,240.00
PROVIDE SAMPLE					
33. Liners; 40x46; low density; 1.0 mil; 200 per case Black	INT-4046-XXH As per sample #V.33 Mfr: IBS/Capital/Glopak	CS	25	\$ 21.72/200	\$ 543.00
PROVIDE SAMPLE					
34. Liners; 33x40; low density; 1.25 mil; 200 per case <u>(on roll); Clear</u>	INT-3340-Exh As per sample #V.34 Mfr: IBS/Capital/Glopak	CS	200	\$ 21.48/200	\$ 4,296.00
PROVIDE SAMPLE					
35. Liners; 24x24; high density; 8 mic; 1000 CT Clear	INT-2424-L As per sample #V.35 Mfr: IBS/Capital	CS	200	\$ 9.14/1,000	\$ 1,828.00
PROVIDE SAMPLE					
36. Liners; 40x46; black recycled bio-degrade, 1.3 mil; 100 per case	INT-4046-Exh As per sample #V.36 Mfr: IBS/Capital/Glopak	CS	200	\$ 12.72/100	\$ 2,544.00
V. SUBTOTAL			\$	\$105.16	\$49,868.00
(I, II, III, IV, V) TOTAL ESTIMATED ANNUAL COST				\$	49,868.00

EXHIBIT A

*Columbus Consolidated Government
Paper & Plastic Products (Annual Contract)*

RFB No. 21-0016

Interboro Packaging Corporation

Business Requirements

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Interboro Packaging Corp.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
114 Bracken Road

6 City, state, and ZIP code
Montgomery, NY 12549

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *[Signature]* Date ▶ *10-29-20*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Check for imported payees with non-matching TIN data and verify new payees

TIN Matching allows you to verify your Payee data against the IRS TIN Matching database to verify if you have the cor

Sovos can take care of your mismatched TINs & B-Notices

Sovos offers the ability to automatically mail the appropriate forms to your mismatched payees and request corrected information. The responses come directly to you, and the W-9/B-Notice solicitations are saved for your reference in File Manager. Depending on your subscription, additional fees may apply.

[Print & Mail W-9 Solicitations](#)[Print & Mail B-Notices](#)

The W9 Solicitation button has been disabled as you have already sent your solicitations.

Mismatched Records

TIN	Name
-----	------

[Download](#)**Individual TIN Lookup**

Verify individual Payee Social Security and Employer ID numbers.

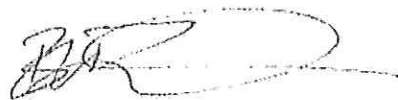
Name: TIN: [Verify Payee](#)

TIN Status: PASS**OFAC Check: PASS****DMF Check: PASS**[Back to Home](#)

State of New York
Department of State } ss:

I hereby certify, that the Certificate of Incorporation of INTERBORO PACKAGING CORP. was filed on 08/31/1982, with perpetual duration, and that a diligent examination has been made of the Corporate index for documents filed with this Department for a certificate, order, or record of a dissolution, and upon such examination, no such certificate, order or record has been found, and that so far as indicated by the records of this Department, such corporation is an existing corporation.

WITNESS my hand and the official seal
of the Department of State at the City of
Albany, this 01st day of June two
thousand and eighteen.



Brendan W. Fitzgerald
Executive Deputy Secretary of State

EXHIBIT C

*Columbus Consolidated Government
Paper & Plastic Products (Annual Contract)*

RFB No. 21-0016

Interboro Packaging Corporation

Bid Submission

FORM 1

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

.....
ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

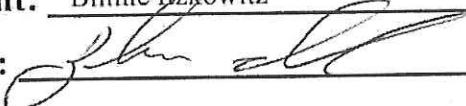
BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: Interboro Packaging

Print Name of Authorized Agent: Blimie Izkowitz

Signature of Authorized Agent: 

FORM 2**BID FORM****Paper & Plastic Products (Annual Contract)
RFB NO. 21-0016****IMPORTANT INFORMATION:****PLEASE SUBMIT ONE (1) ELECTRONIC BID RESPONSE VIA DEMANDSTAR**

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, *with the exception of the "Communication Concerning This Solicitation" (Form 1), WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE.* Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following checklist to verify the items are included in sealed bid:

- ☒ Communication Concerning This Solicitation (Form 1) ☒ Samples
☒ Minimum Award Disclosure (Page 16) ☒ Minimum Delivery Disclosure (Page 17)
☒ Bid Form (Form 2) ☒ Pricing Pages (Pages 19-21) ☒ Contract Signature Page (Form 3)
☒ Business License ☒ Insurance Checklist (Form 4) ☒ W-9 Rev 2018 (Form 5)

Initial below to acknowledge receipt of the following addenda (if any):

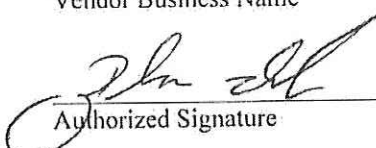
Addendum No. 1 ✓ Addendum No. 2 _____ Addendum No. 3 _____

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all services and terms of the Columbus Consolidated Government.

*All shipping, delivery, and/or freight charges must be included in unit price. Columbus Consolidated Government will pay no additional shipping, delivery and/or freight charges or any other additional fees. Inability to make delivery within specified time will authorize the City to purchase from other sources.

Interboro Packaging
Vendor Business Name

abraham@interboropackaging.com
Email Address


Authorized Signature

Blimie Itzkowitz
Print Name

Oct. 29, 2020
Date

Please circle and initial if Business is Minority or Woman Owned: BI

If certified as a DBE or WBE, list the certifying agency: See attached

Not Minority, Woman or DBE owned (please initial) _____

*****COMPLETE ALL PAGES AND RETURN WITH BID*****

PRICING PAGE 3 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Vendor Name: Interboro Packaging					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Cost	Extended Cost
V. BAGS / TRASH CAN LINERS					
30. Plastic sandwich bags; 6x3x15; 1000 CT Clear, 5 mil *PROVIDE SAMPLE*	INT-6315-X-Hvy As per sample #V.30 Mfr: IBS/Capital/Glopak	CS	50	\$ 9.14/1,000	\$ 457.00
31. Liners; 38 x 58; extra-heavy weight; 1.5 mil; low density; 100 CT; Black *PROVIDE SAMPLE*	INT-3858-Super Exh As per sample #V.31 Mfr: IBS/Capital/Glopak	CS	2000	\$ 16.48/100	\$ 32,960.00
32. Liners; 38x58; 1.3 mil, low density; 100 per case; Black *PROVIDE SAMPLE*	INT-3858-Exh As per sample #V.32 Mfr: IBS/Capital/Glopak	CS	500	\$ 14.48/100	\$ 7,240.00
33. Liners; 40x46; low density; 1.0 mil; 200 per case Black *PROVIDE SAMPLE*	INT-4046-XXH As per sample #V.33 Mfr: IBS/Capital/Glopak	CS	25	\$ 21.72/200	\$ 543.00
34. Liners; 33x40; low density; 1.25 mil; 200 per case (on roll); Clear *PROVIDE SAMPLE*	INT-3340-Exh As per sample #V.34 Mfr: IBS/Capital/Glopak	CS	200	\$ 21.48/200	\$ 4,296.00
35. Liners; 24x24; high density; 8 mic; 1000 CT Clear *PROVIDE SAMPLE*	INT-2424-L As per sample #V.35 Mfr: IBS/Capital	CS	200	\$ 9.14/1,000	\$ 1,828.00
36. Liners; 40x46; black recycled bio-degrade, 1.3 mil; 100 per case *PROVIDE SAMPLE*	INT-4046-Exh As per sample #V.36 Mfr: IBS/Capital/Glopak	CS	200	\$ 12.72/100	\$ 2,544.00
V. SUBTOTAL			\$	\$105.16	\$49,868.00
(I, II, III, IV, V) TOTAL ESTIMATED ANNUAL COST				\$	49,868.00

MINIMUM AWARD DISCLOSURE

PAPER & PLASTIC PRODUCTS (Annual Contract) RFB NO. 21-0016

**VENDORS ARE REQUIRED TO COMPLETE AND RETURN THIS PAGE WITH BID.
FAILURE TO INCLUDE THIS PAGE WITH BID WILL RENDER BID INCOMPLETE.**

**EACH BIDDER MUST PROVIDE THE MINIMUM AWARD THEY ARE WILLING TO HONOR;
EITHER MINIMUM QUANTITY OR MINIMUM DOLLAR VALUE.**

Bidders are required to provide this information to save time and delivery lags. If it is not beneficial for a vendor to accept an award under a certain quantity or dollar value, advance notice is required.

Vendors will receive written notification of line-item award(s). Consequently, the Purchasing Division will not call to verify your acceptance of an award. A great deal of time and effort is utilized conferring with vendors to confirm if they will supply the goods that they bid. As a result, we have found that bidders who do not receive a substantial portion of a bid decline to supply their awarded items. We must assume, by submitting a bid for a particular item(s), a vendor is responsible and responsive to supply said item(s). If with all good intentions, bidder cannot supply the item(s) awarded, it is the responsibility of the bidder to submit written notification to the City.

In addition, the City will not call to verify unit sizes and brand names. The bid specifications require complete information, to include brand names, unit sizes, etc...

Interboro Packaging

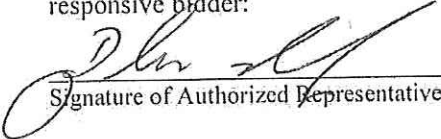
(NAME OF COMPANY)

WILL COMMIT TO HONOR A MINIMUM NUMBER OF 1 LINE ITEMS

OR

A TOTAL DOLLAR VALUE OF NOT LESS THAN \$ 0.00.

By signing below, the authorized representative understands and agrees that if our company is the apparent low bidder for a total of line items less than the number of line items listed above, or if our company is the apparent low bidder for a total amount less than the dollar value listed above, the line items will be awarded to the next low responsive, responsive bidder:



Signature of Authorized Representative

October 29, 2020

Date of Signature

Blimie Itzkowitz

Print Name and Title of Authorized Representative

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

MINIMUM DELIVERY DISCLOSURE


**PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016**

VENDORS ARE REQUIRED TO COMPLETE AND RETURN THIS PAGE WITH BID. FAILURE TO INCLUDE THIS PAGE WITH BID WILL RENDER BID INCOMPLETE.

**BIDDER SHALL STATE BELOW THE MINIMUM DELIVERY ORDER
(THE SMALLEST ORDER AMOUNT ACCEPTABLE FOR DELIVERY)**

\$ N/A

Interboro Packaging
COMPANY NAME



Signature of Authorized Representative

October 29, 2020

Date of Signature

Blimie Itzkowitz

Print Name and Title of Authorized Representative

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

November 4, 2020

Addendum No. 1

Paper & Plastic Products (Annual Contract)
RFB No. 21-0016

Acknowledgment of receipt of Addenda must be included with sealed bid. Failure to acknowledge receipt of this addendum may render your bid "incomplete".

Initials: BI Company: Interboro Packaging

Vendors are informed that the above subject Bid is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

1. **Question:** "Please provide us with the award pricing per item for each of liners listed in Category V: Bags/Trash Can Liners, as the bid tabulation from 2015 does not have this information."

Response: See the detailed bid tabulation for this category below.

Vendor Name: Interboro Packaging Corp					
Item Description	Brand Name	Unit Size	Estimated Usage	Unit Price	Extended Price
IV. BAGS/TRASH CAN LINERS					
PROVIDE SAMPLE					
A. Plastic sandwich bags; 6x3x15; 1000 CT Clear, 5 mil	Aluf/IBS	CASE	50	\$9.34	\$467.00
PROVIDE SAMPLE					
B. Liners; 38 x 58; <u>extra-heavy weight; 1.5 mil; low density</u> ; 100 CT; Black	Aluf/IBS	CASE	2000	\$17.82	\$35,640.00
PROVIDE SAMPLE					
C. Liners; 38x58; 1.3 mil, low density; 100 per case; Black	Aluf/IBS	CASE	500	\$15.32	\$7,660.00
PROVIDE SAMPLE					
D. Liners; 40x46; low density; 1.0 mil; 200 per case Black	Aluf/IBS	CASE	25	\$22.32	\$558.00
PROVIDE SAMPLE					
E. Liners; 33x40; low density; 1.25 mil; 200 per case <u>(on roll)</u> ; Clear	Aluf/IBS	CASE	200	\$21.82	\$4,364.00
PROVIDE SAMPLE					
F. Liners; 24x24; high density; 8 mic; 1000 CT Clear	Aluf/IBS	CASE	200	\$9.82	\$1,964.00
PROVIDE SAMPLE					
G. Liners; 40x46; black recycled bio-degrade, 1.3 mil; 100 per case	Aluf/IBS	CASE	200	\$13.34	\$2,668.00
SUBTOTAL					\$53,321.00

Empire State Development

May 7, 2014

File ID: 46266

Mrs. Edith Jeremias
Interboro Packaging Corporation
114 Bracken Road
Montgomery, NY 12549

Dear Mrs. Edith Jeremias:

The New York State Department of Economic Development, Division of Minority and Women's Business Development (DMWBD) has determined that your firm, Interboro Packaging Corporation, continues to meet eligibility requirements for re-certification, pursuant to Executive Law, Article 15-A and 5NYCRR Section 140 through 145 of the Regulations.

Therefore, we are pleased to inform you that your firm, has once again, been granted status as a **Women Business Enterprise (WBE)**. Your business will continue to be listed in the State's Directory of Certified Businesses with codes listed on the following page.

This Certification remains in effect for a period of generally three (3) years from the date of this letter or until such time as you are selected again, by this office for re-certification. Any changes in your company that affect ownership, managerial and/or operational control, must be reported to this Office within thirty (30) days of such changes; including changes to company name, business address, telephone numbers, principal products/services and bonding capacity.

The Certification status is not intended to imply that New York State guarantees your company's capability to perform on contracts, nor does it imply that your company is guaranteed any State business.

Thank you for your cooperation. On behalf of the State of New York, I wish you luck in your business endeavors, particularly those involving State agencies.

Yours sincerely,



Scott Munson
Director of Certification

**Department of Purchasing & Contract Compliance**

Mario Avery, MBA, MCA
Contract Compliance Administrator

Suite 1168
130 Peachtree Street, S.W.
Atlanta, GA 30303
www.fultoncountygga.gov

Main: (404) 612-6300

September 17, 2020

Mrs. Edith Jeremias
Interboro Packaging Corp.
114 Bracken Road
Montgomery, NY 12549-2600

Dear Mrs. Jeremias:

The Fulton County Office of Contract Compliance has reviewed your application for Minority/Female Business Enterprise ("MFBE") recertification. Based on our evaluation of the information submitted, your firm has met the requirements for certification renewal.

Your firm's certification will last for a period of two (2) years beginning with the effective date of this letter. You may apply for recertification as a MFBE three months prior to the certification expiration date. Failure to recertify your company within six (6) months after certification has expired will require your company to repeat the certification process in its entirety. If at any time during your certification period there is a change in management, ownership or control of your firm, you are required to update your firm's profile. If your firm relocates during the certification period please update your profile as well. Failure to maintain accurate information on your firm may result in removal of your firm from the Minority/Female Business Enterprise (MFBE) Directory.

If you have any questions or require further assistance, please feel free to contact our office at (404) 612-6300. We wish you continued success in your business endeavors.

Sincerely,

Mario Avery
Contract Compliance Administrator



South Central Texas Regional Certification Agency

"Increasing economic prosperity by creating opportunities and
eliminating barriers"

www.sctrca.org

March 18, 2019

Edith Jeremias
Interboro Packaging Corp.
114 Bracken Road
Montgomery, NY 12549-2600

Dear Edith Jeremias:

We are pleased to inform you that your application for certification in our Small, Minority, Woman and Veteran Business Enterprise (S/M/W/V) Program has been approved. Your firm met the requirements of the SCTRCA Policy and Procedure Manual and is currently certified as a:

*ESBE SBE WBE

Certification Number: 219039500
Certification Expiration: March 31, 2021

Providing the following products or services:

NAICS 423450: MEDICAL, DENTAL, AND HOSPITAL EQUIPMENT AND SUPPLIES MERCHANT WHOLESALERS

NAICS 423850: SERVICE ESTABLISHMENT EQUIPMENT AND SUPPLIES MERCHANT WHOLESALERS

On the two year anniversary date of your certification, you are required to provide a renewal application affirming that no changes have occurred affecting your certification status. The SCTRCA will send you a Certification Renewal reminder sixty (60) days prior to your expiration date. The SCTRCA will no longer include a certificate upon certification renewals. Your expiration date is March 31, 2021.

Please notify this office within thirty (30) days of any changes affecting the size, ownership, control requirements, or any material change in the information provided in the submission of the certification application. Thank you in advance.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Johnson", written over a horizontal line.

Charles Johnson,
Executive Director

THIS CERTIFIES THAT

Glopak Corporation

• Nationally certified by the: NY & NJ MSDC, INC.

• NAICS Code(s): 326111

• Description of their product/services as defined by the North American Industry Classification System (NAICS)



02/16/2018

Issued Date

NY03736

Certificate Number

Louis Green

Louis Green

Terrence Clark

Expiration Date

Terrence Clark, President

By using your password (NAISDC issued only), authorized users may log into NAISDC Central to view the entire profile: <http://naissdc.org>

Curry, Develop, Connect, Advance

• This MBE is certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

EXHIBIT B

Columbus Consolidated Government

Paper & Plastic Products (Annual Contract)

RFB No. 21-0016

Request for Bids

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

November 4, 2020

Addendum No. 1

Paper & Plastic Products (Annual Contract)
RFB No. 21-0016

Acknowledgment of receipt of Addenda must be included with sealed bid. Failure to acknowledge receipt of this addendum may render your bid "incomplete".

Initials: _____ Company: _____

Vendors are informed that the above subject Bid is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

1. **Question:** "Please provide us with the award pricing per item for each of liners listed in Category V: Bags/Trash Can Liners, as the bid tabulation from 2015 does not have this information."
Response: See the detailed bid tabulation for this category below.

Vendor Name: Interboro Packaging Corp					
Item Description	Brand Name	Unit Size	Estimated Usage	Unit Price	Extended Price
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PROVIDE SAMPLE					
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PROVIDE SAMPLE					
B. Liners; 38 x 58; <u>extra-heavy weight; 1.5 mil; low density</u> ; 100 CT; Black	Aluf / IBS	CASE	2000	\$17.82	\$35,640.00
PROVIDE SAMPLE					
C. Liners; 38x58; 1.3 mil, low density; 100 per case; Black	Aluf / IBS	CASE	500	\$15.32	\$7,660.00
PROVIDE SAMPLE					
D. Liners; 40x46; low density; 1.0 mil; 200 per case Black	Aluf / IBS	CASE	25	\$22.32	\$558.00
PROVIDE SAMPLE					
E. Liners; 33x40; low density; 1.25 mil; 200 per case <u>(on roll); Clear</u>	Aluf / IBS	CASE	200	\$21.82	\$4,364.00
PROVIDE SAMPLE					
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PROVIDE SAMPLE					
G. Liners; 40x46; black recycled bio-degrade, 1.3 mil; 100 per case	Aluf / IBS	CASE	200	\$13.34	\$2,668.00
SUBTOTAL					\$53,321.00

2. Question: "Who was the awarded vendor for Category V: Bags/Trash Can Liners?"
Response: **Interboro Packaging Corp.**
3. Question: "Were there any price increases for the trash can liners from the original award? If there were, can you please provide us with this information."
Response: **There were no price increases on Bags/Trash Can Liners from the original award.**
4. Question: "Can you provide us with the case weight (lbs. per case) currently being purchased for each of the liners?"
Response: **The weight is not on the case.**
5. Question: "Based on previous ordering history, how many delivery locations are there, how often are orders placed (monthly, quarterly or other?) and what is an approximate case order?"
Response: **Usually deliveries are to only one location. However, please refer to the specifications Page 13, Section C. Delivery for the five delivery locations. Orders are placed weekly and consist of up to 100 cases.**
6. Question: "Can you provide us with a bill of lading from the previous delivery of liners?"
Response: **See attached.**
7. Question: "Can we call FedEx and pick up a sample of each liner? If yes, can you provide us with the address where FedEx should go, a contact name, phone number & email address & times that FedEx can come?"
Response: **The City will not supply samples to vendors.**
8. Question: "Please advise where to send the samples for this bid."
Response: **Samples and literature must be sent to:**
Columbus Consolidated Government
Purchasing Division, 5th Floor
100 10th Street
Columbus, GA 31901
9. Question: "Regarding page 5, #19-H – "Failure to properly sign forms in ink." Staples considers electronic signatures to be legally binding and requests your approval to use in the uploaded and hard copy proposals we submit to you. We reference the ESIGN Act is a federal law passed in 2000."
Response: **Electronic Signatures are acceptable and approved.**
10. Question: "As we are all working remotely, can the Corporate Seal be replaced with our Incorporation Certificate?"
Response: **The Corporate Seal can be replaced with the Incorporation Certificate.**
11. Question: "Manufacturers not holding prices. However, any price increases will be communicated to you 30 days in advance, accompanied by manufacturer documentation, when available, and will not exceed manufacturer increases."
Response: **The City will consider adjustments in pricing during contract renewal with documentation and after review. Also see Specifications Page 10, Section III, Escalation Clause.**
12. Question: "Regarding Termination-Default, Second Paragraph (pg 13, #IX) 'In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.' We would like specific details on what circumstances would require [vendor] to be liable for your purchases."

Answer: If the contracted vendor is unable to provide goods and services per the contract, and the City must pay more to obtain the same goods or services from other sources; then the contracted vendor would be liable for the excess costs incurred by the City.

Andrea J. McCorvey
Purchasing Division Manager

INT3858B4

LABEL WILL READ

38X58 (22X16X58) BLACK

100 / CASE

9801 T3VA198

Packing Slip

Interboro Packaging Corp.

Interboro Packaging Corp.
114 Bracken Road
Montgomery, NY 12549
Phone: (845) 782-6800
Email: interboro@frontiernet.net

Order #	Date
S67762	09/04/2020



Ship To:

Columbus Consolidated Governme
Fleet Management
1011 Cusseta Road
Columbus, GA 31901

PO Number: VHCL09032001

Bill To:

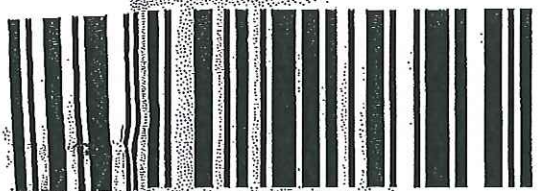
Columbus Consolidated Governme
Attn. Accounts Payable
Fleet Management
1011 Cusseta Road
Columbus, GA 31902

Pack Count	Date Scheduled	FOB Point	Shipping Terms	Carrier	Order Num
1	09/04/2020	Origin	Prepaid & Billed	FedEx Freight	67762

Pack Info

Pack #	Weight	Tracking #
1	8086.0 lbs	
Total Weight: 8086.0 lbs		Pack Count: 1

Line #	Description	Qty Ordered	Qty Shipped	Unit Price	Total Price
1	38"X58" Super Extra Heavy Black 100/Case Item IV.B INT-3858-Super Exh	400 CsPk	400 CsPk	\$ 17.82	\$ 7,128.00
2	40"X46" Extra Heavy Black 100/Case Item #IV.G INT-4046-Exh	50 CsPk	50 CsPk	\$ 13.34	\$ 667.00



QTY:

60

Product: **INT3858B4**

38X58 BLACK CAN LINER

TRINIT

Order #: **PI**

CONSIGNEE DELIVERY RECEIPT

Consignee COLUMBUS CONSOLIDATED GOV'T 1011 CUSSETA RD COLUMBUS GA 31901-3301 US		Trailer # X8011 Shipper INTERBORO PKG 114 BRACKEN RD MONTGOMERY NY 12549 US	
Freight Bill Number: 5240465090 ROTINER Number:		DATE: 07/05/2020	
FedEx Freight Economy			
PIECES 600	WTG (LBS) 9383	UNIT 050	DATE 07/05/2020
DESCRIPTION SUPER HEAVY BLACK 394557369749, 394557369750 394557369760, 394557369771 394557369782, 394557369793 FUEL, SURCHG LTL SHPT21 30% 0000617 DEFICIT WT-LOWER CHARGES RATED AS 216152-9000-FXE-219 *FXE 10000L/06/20 LS 28190			
600	7	PREPAID - WILL INVOICE SHIPPER	9383
Deliv. Driver & #:		Bill of Lading Number	0.00
Date:	Arrive:	Depart:	P.O. Number
# of Skids:	# of Pcs:	OS&D #:	Page 1 of 1

BY ACCEPTING THE SHIPMENT YOU AGREE TO BE FULLY RESPONSIBLE FOR ANY ADDITIONAL CHARGES SHIPPED TO CHANGE. SERVICES RENDERED INCLUDING BUT NOT LIMITED TO DETENTION.

Shipment received in apparent good order with wrap intact unless otherwise noted.

Received by: *[Signature]*

☐ Over ☐ Damage ☐ Short ☐ Wrap Broken

Exceptions:

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, COLUMBUS, GEORGIA 31901
P. O. BOX 1340, COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
www.columbusga.org

Date: October 16, 2020

REQUEST FOR BIDS RFB No: 21-0016	Qualified vendors are invited to submit sealed bids, subject to conditions and instructions as specified for the furnishing of: PAPER & PLASTIC PRODUCTS (Annual Contract)
GENERAL SCOPE	Provide paper and plastic products, of various types and quantities, to the Public Works Department on an "as needed" basis. The contract period will be for two (2) years with the option to renew for three (3) additional twelve-month periods.
BID SUBMISSION REQUIREMENTS	Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. Effective Immediately, responses must be submitted via DemandStar. See Appendix A for <i>Submission Requirements, Submission Requirements Checklist, and DemandStar Registration and Submission Instructions.</i>
DUE DATE	NOVEMBER 13, 2020 – 2:30 PM (Eastern)
ADDENDA	<u>IMPORTANT INFORMATION</u> Any and all addenda will be posted on the Purchasing Division's web page, at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm . It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.
"NO BID" RESPONSE	Refer to the form on page 3 if you are not interested in this invitation.

Andrea J. McCorvey
Purchasing Division Manager



IMPORTANT INFORMATION

e-Notification

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Marketplace/Georgia Procurement Registry to receive future procurement notifications via <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000

Fax: 404-657-8444

Email: procurementhelp@doas.ga.gov

STATEMENT OF "NO BID"

Notify the Purchasing Division if you do not intend to submit a bid:

Email: BidOpportunities@ColumbusGA.org
Fax: 706-225-3033
Attn: Patti Postorino
Buyer

We, the undersigned decline to bid on your **RFB NO. 21-0016** for **PAPER & PLASTIC PRODUCTS (Annual Contract)** for the following reason(s):

- ☐ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below)
- ☐ There is insufficient time to respond to the Invitation for Bids.
- ☐ We do not offer this product or service.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet insurance requirements.
- ☐ Other (specify below)

Comments: _____

COMPANY NAME: _____

AGENT: _____

DATE: _____

EMAIL: _____

GENERAL PROVISIONS

THESE GENERAL PROVISIONS SHALL BE DEEMED AS PART OF THE BID SPECIFICATIONS.

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations for bids and award of all contracts and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

1. TERM "CITY". The term "City" as used throughout these documents will mean Consolidated Government of Columbus, Georgia.

2. PREPARATION OF FORM. Bid proposals shall be submitted on the forms provided by the City. All figures must be written in ink or typewritten. Figures written in pencil or erasures are not acceptable. However, mistakes may be crossed out, corrections inserted adjacent thereto, initialed in ink by the person signing the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Failure to properly sign forms, in ink, will render bid incomplete.

3. EXECUTION OF THE BID PROPOSAL. Execution of the bid proposal will indicate the bidder is familiar and in compliance with all local laws, regulations, ordinances, site inspections, licenses, dray tags, etc.

4. BID SUBMISSION. Bids must be submitted in a sealed envelope or package. The exterior of the envelope or package must reference the bidder's name and address, the bid number, bid title, and must indicate the contents represent a "bid" or "no bid" submission. Failure to properly identify the bid submission may result in rejection of the bid.

5. BID DUE DATE. The bid submission must arrive in the Purchasing Division on or before the stated due date and time. Upon receipt, bids will be time and date stamped. Bids will remain sealed and secured until the stated due date and time for the bid opening.

6. BID OPENING. The Purchasing Division Manager or Purchasing staff appointee will open bids. The bid amount and other pertinent information as determined by the Purchasing Division Manager will be read and recorded. The bids as recorded at the bid opening represent a draft tabulation and may include incorrect price extensions or transcription errors, and are subject to change if conflicting information is discovered during analysis of the bid responses. A bid tabulation will be made available to bidders after extensions have been checked and all other specification compliance has been determined. **In the essence of time, bidders may not be allowed to review bids at the bid opening. However, bidders will be allowed to make appointments to review the bids at a later date.**

7. LATE BIDS. It is the responsibility of the bidder to ensure bids are submitted by the specified due date and time. Bids received after the stated date and time will be returned, unopened, to the bidder. The official clock to determine the date and time will be the time/date stamp located in the Finance Department. All bids received will be time and date stamped by the official clock. The City will not be held responsible for the late delivery of bids due to the U.S. Mail Service, or any other courier service.

8. RECEIPT OF ONE SEALED BID. In the event only one sealed bid is received, no formal bid opening shall take place. First, the Purchasing Division shall conduct a survey of vendors to inquire of "no bid" responses and non-responsive vendors. If, from the survey, it is determined by the Purchasing Division that specifications need revision, the one bid received will be returned, unopened, to the responding vendor, with a letter of explanation and a new bid solicitation prepared. If it is determined that other vendors need to be contacted, the bid due date will be extended, and the one bid received will remain sealed until the new bid opening date. The vendor submitting the single bid will receive a letter of explanation. **If it is determined the one bid received is from the only responsive, responsible bidder, then the bid shall be opened by the Purchasing Division Manager or designee, in the presence of at least one other witness. The single bid will be evaluated by the using agency for award recommendation.**

9. RECEIPT OF TIE BIDS. In the event multiple responsive, responsible bidders are tied for the lowest price and all other terms and requirements are met by the all tied bidders, the award recommendation shall be as follows:

- a. Award to the local bidder, if one of the bidders has its principal place of business in Columbus, Georgia.
- b. If all or none of the bidders has its principal place of business in Columbus, Georgia, then award the bid to the bidder who has received the award previously.
- c. If neither bidder received the award previously, and neither of the tied bidders has its principal place of business in Columbus, Georgia, then the bid award shall be equally divided between the tied bidders.
- d. If it is not feasible to divide the award, and if all or none of the tied bidders has its principal place of business in Columbus, Georgia, and neither was awarded the bid previously, then all bids will be rejected and the bid will be re-advertised.

10. RECEIPT OF MULTIPLE BIDS. Unless otherwise stated in the bid specifications, the City will accept one and only one bid per vendor. Any unsolicited multiple bid(s) will not be considered. If prior to the bid opening, more than one bid is received from the same vendor, the following will occur: (1) the bidder will be contacted and required to submit written acknowledgment of the bid to be considered; (2) the additional bid(s) will be returned to the bidder unopened. If at the bid opening more than one bid is enclosed in a single bid package, the City will consider the vendor non-responsive and bids will

be returned to the bidder.

11. CONDITIONS AND PACKAGING. Unless otherwise defined in the bid specifications, it is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

12. FREIGHT/SHIPPING/HANDLING CHARGES. All freight, shipping, and handling charges shall be included in the bid price. The City will pay no additional charges.

13. CORRECTIONS OR WITHDRAWAL OF BID/CANCELLATION OF AWARDS. Corrections or withdrawals of inadvertently erroneous bids before or after bid opening, or cancellation of awards of contracts based on such bid mistakes may be permitted where appropriate. Mistakes discovered before bid opening may be modified or bid withdrawn by written notice received in the office of Purchasing prior to the time of the bid opening.

After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if the mistake is clearly evident, or if the bidder submits evidence, which clearly and convincingly demonstrates that a mistake was made. All decisions to permit corrections or withdrawals of bids or to cancel awards or contracts based on bid mistakes will be supported by the written determination of the Purchasing Officer.

14. ADDENDA AND INTERPRETATIONS. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. The City is not bound by any oral representations, clarifications, or changes made to the written specifications by City employees, unless such clarification or change is provided to the bidders in written addendum form from the Purchasing Officer. Bidders will be required to acknowledge receipt of the addenda (if applicable) in their sealed bid proposal. The vendor may provide an initialed copy of each addendum or initial the appropriate area on the bid form (pricing page). Failure to acknowledge receipt of the addenda (when applicable) will render bid incomplete. **It is the bidder's responsibility to ensure that they have received all addenda.**

15. BID EVALUATION AND AWARD. During the evaluation of bids, the City reserves the right to request clarification of bid responses and to request the submission of references, if deemed necessary for a complete evaluation of bid responses. Award will be made to the responsive and responsible bidder whose bid is most economical according to criteria designated in the solicitation. The determination of the lowest responsive and responsible bidder may involve all or some of the following factors: prices, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payment, compatibility as required, other cost, and other objective and accountable factors, if any, (which are further described in the specifications). The City shall be the judge of the factors and will make the award in the best interest of the City.

16. TIME FOR CONSIDERATION. Bids must remain in effect for at least sixty (60) days after date of receipt to allow for evaluation.

17. BID SECURITY AND PERFORMANCE BOND. Bid security (Bid Bond) shall be required for all competitive sealed bids for construction contracts when the price is estimated by the Purchasing Officer to exceed \$10,000. Bid security shall be a bond provided by a surety company authorized to do business in the State, or in the form of a certified check. Such bonds may also be required on construction contracts under \$10,000 or other procurement contracts when circumstances warrant. Bid security shall be in an amount equal to at least five percent (5%) of the bid amount. The City will accept a copy of a bid bond at the bid opening. However, if a copy of a bid bond is submitted, the bidder must submit to the Purchasing Division the identical original document within five (5) days after the bid opening. **If the original document is not received within the five (5) days, the bid will not be considered.**

When a construction contract is awarded in excess of \$25,000 the successful bidder will be required to furnish a **Performance Bond** executed by a surety company authorized to do business in the State. The performance bond shall be equal to one hundred percent (100%) of the price specified in the bid.

18. SUBCONTRACTING. Should bidder intend to subcontract all or any part of the work specified, name(s) and address(es) of sub-contractor(s) must be provided in bid proposal (use additional sheet if necessary). The bidder shall be responsible for subcontractor(s) full compliance with the requirements of the bid specifications. **THE COLUMBUS CONSOLIDATED GOVERNMENT WILL NOT BE RESPONSIBLE FOR PAYMENTS TO SUBCONTRACTORS.**

19. DISQUALIFICATION OF BIDDERS AND REJECTION OF BIDS. Bidders may be disqualified and rejection of bid proposals may be recommended by the City for any (but not limited) to the following reasons:

- (A) Receipt after the time limit for receiving bid proposals as stated in the bid invitation.
- (B) Any irregularities contrary to the General Provisions or bid specifications.
- (C) Unbalanced unit price or extensions.
- (D) Unbalanced value of items.
- (E) Failure to use the proper forms furnished by the Consolidated Government.
- (F) Failure to complete the proposal properly
- (G) Omission of warranty, product literature, samples, acknowledgment of addenda or other items required to be included with bid proposal.
- (H) Failure to properly sign forms in ink.

The City reserves the right to waive any minor informality or irregularity. The City reserves the right to reject any and all bids.

20. BRAND NAMES "OR EQUAL". Whenever in this invitation any particular material, process and/or equipment are indicated or specified by patent, proprietary or brand name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description of the material, process and/or equipment desired by the City. It is not meant to eliminate bidders or restrict competition in any bid process. Any manufacturers' names, drawings, trade names, brand names, specifications and/or catalog numbers used herein are for the purpose of description and establishing general quality levels. Bidders may propose equivalent equipment, services or manufacturer. Any proposal that is equivalent to or surpasses stated specifications will be considered. Determination of equivalency shall rest solely with the City. **Please Note: Due to existing equipment, specific manufacturers may be required to facilitate compatibility.**

21. ASSIGNMENT OF CONTRACTUAL RIGHTS. It is agreed that the successful bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

22. DISCOUNTS. Terms of payments offered will be reflected in the space provided on the bid proposal form. Cash discounts will be considered net in the bid evaluation process. All terms of payment (cash discounts) will be taken and computed from the date of delivery of acceptable material or services, or the date of receipt of the invoice, whichever is later.

23. TAXES. The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

24. FEDERAL, STATE AND LOCAL LAWS. All bidders will comply with all Federal, State, and Local laws and ordinances, relative to conducting business in Columbus, Georgia.

25. BID INCLUSIONS. When bid inclusions are required, such as warranty information, product literature/specifications, references, etc. The inclusions should reference all aspects of the specific equipment or service proposed by the bidder. Do not include general descriptive catalogs. References to literature or other required inclusions submitted previously does not satisfy this provision. Bids found to be in non-compliance with these requirements will be subject to rejection.

26. NON-COLLUSION. By signing and submitting this bid, bidder declares that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. In the event, said bidder is found guilty of collusion, the company and agents will be removed from the City's bid list for one full year and any current orders will be canceled.

27. INDEMNITY. The successful bidder agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out of or under this contract.

28. DISADVANTAGED BUSINESS ENTERPRISE. Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

29. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE. The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful bidder will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

30. AWARDS TO LOCAL BUSINESSES. Except for construction contracts, awards will be made to responsive and responsible local businesses proposing a cost not more than two percent (2%) above the low bid or quote for contracts involving an expenditure of \$25,000.00 or less and made to responsive and responsible local businesses proposing a cost not more than one percent (1%) above the low bid or quote for contracts involving an expenditure greater than \$25,000.00. (Ordinance No. 09-0024, Section 3-117). ****STATE OR FEDERALLY FUNDED PROJECTS EXCLUDED****

31. RIGHT TO PROTEST. A protest with respect to an Invitation for bids or Request for Proposals shall be submitted in writing no less than five (5) days prior to the opening of bids or the closing date of proposals to the Purchasing Officer. If the matter is not resolved, then an appeal may be filed with the City Manager or City Council.

32. FAILURE TO QUOTE. Vendors choosing not to submit a bid are requested to return a **Statement of "No Bid"**.

33. PRODUCT/EQUIPMENT DEMONSTRATION - SITE VISIT. During the evaluation of bids, the City reserves the right to request a demonstration or site visit of the product, equipment or service offered by a bidder. The demonstration or site visit shall be at the expense of the bidder. Bidders who fail to provide demonstration or site visit, as requested, will be considered non-responsive.

34. CANCELLATION PROVISIONS. When such action is in the best financial interest of the City, contracts for supplies to be purchased or services to be rendered under an annual (term) contract basis may be canceled and re-advertised at the discretion of the Purchasing Officer and in accordance with contract terms.

After the receipt of a product or piece of equipment, it is found that said item does not perform as specified and required, payment for said product or equipment will be withheld. The successful vendor will be notified of the non-performance in writing. After notification, the successful vendor will have ten (10) calendar days, from the date of notification, to deliver product or equipment which performs satisfactorily. If a satisfactory product is not delivered within 10 calendar days, from the notification date, the City will cancel the contract (purchase order) and award to the next low, responsive, responsible bidder. The vendor will be responsible for the pick-up or shipment of the unsatisfactory equipment or product.

35. QUESTIONS. Questions concerning specifications must be submitted, in writing, at least 5 (five) working days (Monday-Friday) prior to receipt date. Questions received less than five working days prior to receipt date will not be considered.

36. SAMPLES. When samples are required to be included with the proposal response, the bidder will be responsible for the following:

- 1) **Unless otherwise specified**, bidders are required to submit exact samples of item(s) bid. Do not submit sample of "like" item(s).
- 2) Affix an identification label to each individual sample to include bidder's name, bid name and number.
- 3) Make arrangements for the return of sample after the bid award. All shipping costs will be the responsibility of the bidder. If bidder does not make arrangements for return of sample, within 60 days after award, the sample will be discarded.

37. GOVERNING LAW. The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

38. PAYMENT DEDUCTIONS. The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

39. PAYMENT TERMS. The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

40. FINAL CONTRACT DOCUMENTS. If a formal contract is required as a result of the Request for Bid; the final contract shall include the following: 1) The RFB; 2) Addenda; 3) Awarded Vendors(s) Bid response; 4) Awarded Vendor(s) Clarifications; and 6) Awarded Vendor(s) Business Requirements.

NOTICE TO VENDORS

Columbus Council, by Ordinance 92-60 has prohibited any business which is owned by any member of Columbus Council or the Mayor, or any business in which any member of Columbus Council or the Mayor has a substantial pecuniary interest from submitting a bid for goods or services to the Consolidated Government of Columbus, Georgia.

Likewise, by Ordinance 92-61, no business which is owned by any member of any board, authority or commission, subordinate or independent entity, or any business in which any member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a bid to the Consolidated Government if such bid pertains to the board, authority or commission.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

QUESTION/CLARIFICATION FORM

DATE: _____

TO: Patti Postorino, Buyer
Email BidOpportunities@ColumbusGA.org or
Fax 706-225-3033

RE: RFB No. 21-0016; Paper & Plastic Products (Annual Contract)

Questions/clarification requests must be submitted at least five (5) business days before the due date:

From: _____

Company Name	Website		
Representative	Email Address		
Complete Address	City	State	Zip
Telephone Number	Fax Number		

GENERAL SPECIFICATIONS
PAPER & PLASTIC PRODUCTS (Annual Contract)
RFB No. 21-0016

I. SCOPE

Provide paper and plastic products, of various types and quantities, to Columbus Consolidated Government (the City). The products will be purchased by the Public Works department on an "as needed" basis. This contract may also be utilized by any other City agency requiring the goods.

The quantities specified herein are based on the best information obtainable and represent estimated usage on a regular basis by various departments. The City may purchase more, less, none or all of the items listed on the bid forms. ***The City reserves the right to add additional related items during the term of the contract.***

II. TERM OF CONTRACT

A. The term of contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Notice of intent to renew will be given to the contractor in writing by the Purchasing Division Director, normally sixty days before the expiration date of the current contract. This notice shall not be deemed to commit the City to a Contract renewal.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and programs approval has been granted by the Council of the Consolidated Government of Columbus, Georgia. In the event that the necessary funding is not approved, then the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

B. Termination for Convenience

For the protection of both parties, either party giving 30 days prior notice in writing to the other party may cancel this contract.

III. ESCALATION CLAUSE

Contract pricing shall remain fixed for the initial two (2) year term of the contract. After the initial term, Contractor may request a price escalation by submitting a fully documented request (i.e. documentation from manufacturers illustrating the necessity to implement price increases). ***Request for price increases, without documentation, shall not be considered.*** Such escalation shall not exceed a five percent (5%) increase. The using department(s) and the Purchasing Manager will review the request and shall approve or disapprove the increases based on budget constraints and other price comparisons.

If for any reason the contractor has a price increase that exceeds five percent (5%), the price increase will be evaluated on a case-by-case basis. The City and the Contractor will have the option to discuss and make adjustments to the requested increase. If either party declines approval of the adjustments, the contract will be considered cancelled on the scheduled expiration date of the contract.

IV. BID FORMS (PRICING PAGES):

Requested information for each line item must be provided in the spaces and lines indicated on

the bid forms. Failure to provide the following information will render your bid incomplete:

- A. Brand Names:** The "**BRAND NAME**" column must be completed. Any manufacturers' names, trade names, brand names, information and/or catalog numbers used herein are for descriptive purposes and establishment of general quality levels. Such references are not intended to be restrictive, however, there are certain items owned by the City which require a particular brand product to be compatible with the existing equipment. Equivalent products of any manufacturer may be offered; determination of equivalency shall rest solely with the City.
- B. Unit Sizes:** Prices shall be quoted by the "**UNIT SIZE**" as designated on the bid form (pricing page). If the packaging or an item differs from the specifications, the bidder should note the specific packaging information on the bid form adjacent to the item or submit an exceptions page.
- C. Unit Prices:** All shipping, delivery, freight and/or handling charges must be included in unit bid prices. The City will pay no additional shipping, delivery, freight and/or handling charges.
- D. Units of Measurement:** Unit measurements indicated on the bid forms are specified as follows:

<u>Units</u>	<u>Abbreviation</u>
Box	BX
Case	CS
Count	CT
Each	EA
Gallon	GAL
Ounce	OZ
Package	PKG
Pounds	LBS

V. QUESTIONS / ADDENDA

Questions and requests for clarification must be submitted **within five (5) business days of the due date** (see pages 8 & 9). Changes to the specifications (if any) will be provided in the form of an addendum, which will be posted on the web page of the Finance Department/Purchasing Division of Columbus Consolidated Government at

https://www.columbusga.org/finance/purchasing/docs/opportunities/Bid_Opportunities.htm.

It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.

VI. INDEMNITY CLAUSE

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

VII. BID SUBMISSION REQUIREMENTS

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice.

Effective Immediately, responses must be submitted via DemandStar. See Appendix A for Submission Requirements, Submission Requirements Checklist, and DemandStar Registration and Submission Instructions.

Each bidder shall include the following information with bid submission. Bidder shall submit ONE (1) ELECTRONIC BID RESPONSE VIA DEMANDSTAR (see Appendix A). The City reserves the right to request any omitted information, to exclude Communication
--

Concerning This Solicitation (Form 1), WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE.

Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete":

- A. **Communication Concerning This Solicitation:** (Form 1)
- B. **Bid Form and Pricing Pages** (Form 2 and Pages 19-21)
- C. **Samples:** Forward a sample of the items noted on the Pricing Pages (***PROVIDE SAMPLE***). An identification label must be affixed to each individual sample to include bidder's name, the bid name and number. Bidders must make arrangements for the return of the samples after the contract has been awarded. All shipping costs will be the responsibility of the bidder. If bidder does not make arrangements for return of samples, within 60 days after award, the samples will be discarded.
- D. **Minimum Award Disclosure:** Submit page 16, complete in its entirety.
- E. **Minimum Delivery Disclosure:** Submit page 17, complete in its entirety.
- F. **Contract Signature Page:** (Form 3) Provide all information
- G. **Sample Invoice:** Provide an itemized Invoice sample depicting the billing format for the discount for non-listed items.
- H. **Addenda:** Vendors must include acknowledgment of receipt of addenda (**if any**) in their sealed bid. Provide an initialed copy of each addendum or initial the appropriate area on bid form (pricing page). Addenda will be posted at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm
Vendors are responsible for periodically visiting the web page, to check for addenda, prior to the bid due date and before submitting a bid.
- I. **Business License:** Vendors located in Muscogee County shall submit a current copy of their City of Columbus Business License (Occupation License). If the business is not located in Muscogee County and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the vendor will not be required to pay occupation taxes in Columbus, Georgia.
If the business location is not in Georgia, vendor must provide a current copy of their active Articles of Incorporation from the State and/or a current business license from the City/State in which business is located.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Manager: 706-225-3091.
- G. **Insurance Checklist / Certificate of Insurance:** (Form 4)
- H. **W-9 Rev 2018 Request for Taxpayer Identification Number and Certification** (Form 5)

VIII. AWARD/ORDERING/DELIVERY/INVOICE

- A. **Award:** Bid will be awarded by individual total price per category or by total contract value, whichever is in the best interest of the City. The City reserves the right to reject any and all bids if not submitted according to specifications. If after the award of the bid, it is found that an item does not meet the bid specifications or is of an inferior quality, the item will be awarded to the next lowest, responsible bidder.
- B. **Ordering:** The agencies listed below will phone in orders and reference the contract number (PA21-0016) as the purchase order number. An actual payment document will be processed after the agency receives an invoice from your company. Orders will be placed on an "as needed" basis, usually weekly. Some orders may be placed by purchase order.

The City reserves the right to make **emergency purchases** from other sources, should the Contractor(s) be unable to furnish the required item/service within the required time.

C. **Delivery:** Delivery location will be specified at the time of order, to include:

Public Works Storage Fleet Management 1011 Cusseta Road Columbus, Georgia 31901	Muscogee County Jail 700 10 th Street Columbus, Georgia 31901	Muscogee County Prison 7175 Sacerdote Lane Columbus, Georgia 31907
Animal Care and Control Center (ACCC) 4910 Milgen Road Columbus, Georgia 31907		Columbus Consolidated Government Complex 100 10 th Street Columbus, Georgia 31901

All deliveries of orders must be complete. If any order is incomplete, the vendor must make an explanation of delay to the user institution prior to scheduled delivery. Successful bidder(s) will be responsible for return of any damaged or incorrectly shipped items. Arrangements must be made by the vendor to reschedule delivery of remaining items. Continued incomplete orders may result in cancellation of the contract due to non-compliance with specifications.

All deliveries should be made as early as possible on the scheduled day of delivery to insure adequate security during unloading. The user institution will determine the time of delivery.

All shipping, delivery, and/or freight charges must be included in the Unit Price. Columbus Consolidated Government will pay no additional shipping, delivery, freight charges, or any other additional fees. Deliveries shall be made to the applicable address.

D. **Invoices:** Invoice should include items listed in this contract only. All items ordered from other contract(s) for the City must be listed on separate invoices. Failure to adhere to this requirement will delay payment of your invoices and may justify termination of your contract for Paper & Plastic Products. After receipt of good/services and upon satisfactory delivery, the successful vendor shall forward itemized invoice(s) to the following address:

Columbus Consolidated Government
Accounting Division – Accounts Payable
P. O. Box 1340
Columbus, Georgia 31902-1340

The invoice(s) shall reference the bid number RFB No. 21-0016 and/or purchase order number.

IX. **TERMINATION OF CONTRACT**

Default: If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or non-performance and if not cured within ten (10) days or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods

or services.

Compensation: Payment for completed supplies delivered and accepted by the city shall be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.

Excuse for Nonperformance or Delayed Performance: Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms, if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

FORM 1

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

.....

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) *BUSINESS* DAYS BEFORE THE DUE DATE.

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: _____

Print Name of Authorized Agent: _____

Signature of Authorized Agent: _____

MINIMUM AWARD DISCLOSURE

PAPER & PLASTIC PRODUCTS (Annual Contract) RFB NO. 21-0016

**VENDORS ARE REQUIRED TO COMPLETE AND RETURN THIS PAGE WITH BID.
FAILURE TO INCLUDE THIS PAGE WITH BID WILL RENDER BID INCOMPLETE.**

**EACH BIDDER MUST PROVIDE THE MINIMUM AWARD THEY ARE WILLING TO HONOR;
EITHER MINIMUM QUANTITY OR MINIMUM DOLLAR VALUE.**

Bidders are required to provide this information to save time and delivery lags. If it is not beneficial for a vendor to accept an award under a certain quantity or dollar value, advance notice is required.

Vendors will receive written notification of line-item award(s). Consequently, the Purchasing Division will not call to verify your acceptance of an award. A great deal of time and effort is utilized conferring with vendors to confirm if they will supply the goods that they bid. As a result, we have found that bidders who do not receive a substantial portion of a bid decline to supply their awarded items. We must assume, by submitting a bid for a particular item(s), a vendor is responsible and responsive to supply said item(s). If with all good intentions, bidder cannot supply the item(s) awarded, it is the responsibility of the bidder to submit written notification to the City.

In addition, the City will not call to verify unit sizes and brand names. The bid specifications require complete information, to include brand names, unit sizes, etc...

(NAME OF COMPANY)

WILL COMMIT TO HONOR A MINIMUM NUMBER OF _____ LINE ITEMS

OR

A TOTAL DOLLAR VALUE OF NOT LESS THAN \$_____.

By signing below, the authorized representative understands and agrees that if our company is the apparent low bidder for a total of line items less than the number of line items listed above, or if our company is the apparent low bidder for a total amount less than the dollar value listed above, the line items will be awarded to the next low responsible, responsive bidder:

Signature of Authorized Representative

Date of Signature

Print Name and Title of Authorized Representative

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

MINIMUM DELIVERY DISCLOSURE

**PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016**

VENDORS ARE REQUIRED TO COMPLETE AND RETURN THIS PAGE WITH BID. FAILURE TO INCLUDE THIS PAGE WITH BID WILL RENDER BID INCOMPLETE.

**BIDDER SHALL STATE BELOW THE MINIMUM DELIVERY ORDER
(THE SMALLEST ORDER AMOUNT ACCEPTABLE FOR DELIVERY)**

\$ _____

COMPANY NAME

Signature of Authorized Representative

Date of Signature

Print Name and Title of Authorized Representative

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

FORM 2

BID FORM

Paper & Plastic Products (Annual Contract) RFB NO. 21-0016

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE (1) ELECTRONIC BID RESPONSE VIA DEMANDSTAR

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, with the exception of the "Communication Concerning This Solicitation" (Form 1), WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following checklist to verify the items are included in sealed bid:

- ☐ Communication Concerning This Solicitation (Form 1) ☐ Samples
- ☐ Minimum Award Disclosure (Page 16) ☐ Minimum Delivery Disclosure (Page 17)
- ☐ Bid Form (Form 2) ☐ Pricing Pages (Pages 19-21) ☐ Contract Signature Page (Form 3)
- ☐ Business License ☐ Insurance Checklist (Form 4) ☐ W-9 Rev 2018 (Form 5)

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all services and terms of the Columbus Consolidated Government.

*All shipping, delivery, and/or freight charges must be included in unit price. Columbus Consolidated Government will pay no additional shipping, delivery and/or freight charges or any other additional fees. Inability to make delivery within specified time will authorize the City to purchase from other sources.

Vendor Business Name

Email Address

Authorized Signature

Print Name

Date

Please circle and initial if Business is {Minority} or {Woman} Owned: _____

If certified as a DBE or WBE, list the certifying agency: _____

Not Minority, Woman or DBE owned (please initial) _____

COMPLETE ALL PAGES AND RETURN WITH BID

PRICING PAGE 1 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Vendor Name:

Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Price	Extended Price
<u>I. CUPS</u>					
1. Styro cups; 6 OZ.; 1000 CT		CS	100	\$	\$
2. Styro cups; 8 OZ; 1000 CT		CS	75	\$	\$
3. Styro cups; 12 OZ; 1000 CT		CS	25	\$	\$
4. Styro cups; 16 OZ; 1000 CT		CS	50	\$	\$
5. Paper cups; 4 OZ; conical rolled rim; 5000 CT		CS	50	\$	\$
I. SUBTOTAL			\$		
<u>II. PLATES / DINING UTENSILS</u>					
6. 10" Styro Compartment plates; 500 CT		CS	20	\$	\$
7. 10" Styro Non- Compartment plates; 500 CT		CS	15	\$	\$
8. 6" Styro Non- Compartment plates; 500 CT		CS	10	\$	\$
9. 3-Compartment To-Go/Carry Out Trays; 500 CT		CS	10	\$	\$
10. *PROVIDE SAMPLE* Cutlery kit; heavy-duty weight; Fork, Knife, Spoon, Napkin, Salt and Pepper; 250 CT		CS	10	\$	\$
11. *PROVIDE SAMPLE* Knives; heavy-duty weight plastic; 1000 CT;*		CS	10	\$	\$
12. *PROVIDE SAMPLE* Forks; heavy-duty weight plastic; 1000 CT;*		CS	10	\$	\$
13. *PROVIDE SAMPLE* Spoons; heavy-duty weight plastic; 1000 CT;*		CS	10	\$	\$
II. SUBTOTAL			\$		
<u>III. NAPKINS / TISSUE / TOWELS</u>					
14. *PROVIDE SAMPLE* Hand towels; multi-fold; 9 ½ x 9 ½; Brown; 4000 ct		CS	1500	\$	\$
15. Hand towels; multi-fold; 9 ½ x 9 ½; White; 4000 ct		CS	1000	\$	\$
16. Hand towels; roll 8 x 800'; 3 slots; Brown; 6 rolls/cs		CS	1000	\$	\$
17. Napkins; quarter fold ; 13 x 13; 6000 ct		CS	50	\$	\$

PRICING PAGE 2 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

Vendor Name:					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Price	Extended Price
PROVIDE SAMPLE 18. Shop towels; 12 x 14; lint-free; disposable wiping cloths; 250 ct;	Wyoall	CS	200	\$	\$
PROVIDE SAMPLE 19. Tissue; 2-ply sheets; 4.5 x 3.8; 500 sheets/roll; 96 rolls/case Case weight: _____ Sheet size: _____ Square ft/roll _____ Length/roll (in) _____ Length/roll (ft) _____		CS	1500	\$	\$
PROVIDE SAMPLE 20. Tissue; 2-ply sheets; 3.7x1000'; 12 rolls per case		CS	150	\$	\$
21. Paper Towels, Roll, Brown; Wausau 31300 - Green Seal, Natural; 6 Rolls/cs	BAY 31300	CS	200	\$	\$
22. Toilet Seat Covers, 15"x18", Hosp DS 5000 1/2 fold 20/250 (50RA)	HS-DS5000	CS	100	\$	\$
III. SUBTOTAL			\$		
IV. SOAPS / DISPENSERS					
23. Soap, Foam Luxury Hand Soap - Kutol 69041EZ, Pink Tropic, Green Seal, 6/100 ml	KUTOL-69041EZ	CS	200	\$	\$
24. Tork Electronic Hand EA Towel Roll Dispenser	771828	EA	200	\$	\$
25. Black Designer Series No Touch Soap Dispenser	MS016BK31	EA	200	\$	\$
26. Touch Free Wall Dispenser For Hand Antiseptic 10x6x4	700016643	EA	200	\$	\$
27. Touch Free Stand With Drip Tray Hand Antiseptic 6.5 x 4.5 x 4	170009495	EA	200	\$	\$
28. FIT X2 Foam Hand Sanitizer	1700016786	CS	200	\$	\$
29. Disinfectant Wipes, Clorox or Lysol 35 CT Canister 12/pk 7x8		CS	200	\$	\$
IV. SUBTOTAL			\$		

PRICING PAGE 3 of 3
PAPER & PLASTIC PRODUCTS
(Annual Contract)
RFB NO. 21-0016

<u>Vendor Name:</u>					
Line Item and Description	Brand Name	Unit Size	Est Usage	Unit Cost	Extended Cost
<u>V. BAGS / TRASH CAN LINERS</u>					
PROVIDE SAMPLE					
30. Plastic sandwich bags; 6x3x15; 1000 CT Clear, 5 mil		CS	50	\$	\$
PROVIDE SAMPLE					
31. Liners; 38 x 58; <u>extra-heavy weight; 1.5 mil; low density</u> ; 100 CT; Black		CS	2000	\$	\$
PROVIDE SAMPLE					
32. Liners; 38x58; 1.3 mil, low density; 100 per case; Black		CS	500	\$	\$
PROVIDE SAMPLE					
33. Liners; 40x46; low density; 1.0 mil; 200 per case Black		CS	25	\$	\$
PROVIDE SAMPLE					
34. Liners; 33x40; low density; 1.25 mil; 200 per case <u>(on roll); Clear</u>		CS	200	\$	\$
PROVIDE SAMPLE					
35. Liners; 24x24; high density; 8 mic; 1000 CT Clear		CS	200	\$	\$
PROVIDE SAMPLE					
36. Liners; 40x46; black recycled bio-degrade, 1.3 mil; 100 per case		CS	200	\$	\$
V. SUBTOTAL			\$		
(I, II, III, IV, V) TOTAL ESTIMATED ANNUAL COST				\$	

FORM 3

CONTRACT SIGNATURE PAGE

Paper & Plastic Products (Annual Contract) RFB No. 21-0016

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Witness as to the signing of the contract

Signature of Authorized Representative Date

Witness as to the signing of the contract

Print Name and Title of Signatory

(Corporate seal, if applicable)

Company Name

Company Ordering Address

Company Payment Address

Contact _____

Contact _____

Email _____

Email _____

Telephone _____

Telephone _____

Fax _____

Fax _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this __ day of _____ 20__

APPROVED AS TO LEGAL FORM:

Isaiah Hugley, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Sandra T. Davis, Clerk of Council

FORM 4**SOLICITATION ID: RFB No. 21-0016****Paper & Plastic Products (Annual Contract)****INSURANCE CHECKLIST****CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND
ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	STATUTORY REQUIREMENTS	
	Comprehensive General Liability:		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	Automobile Liability:		
X	7. Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	Other:		
X	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
X	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		

	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	24. The City shall be named Additional Insured on all policies		
X	25. Certificate of Insurance shall show Bid Number and Bid Title		
	26. Pollution:	\$2 Million per occurrence/claim	

*If offeror's employees will be using their privately-owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required Certificate(s).

BIDDER NAME: _____

AUTH. SIGNATURE: _____

FORM 5

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
--	--	---

Print or type. See Specific Instructions on page 3.	<table style="width: 100%;"> <tr> <td style="width: 70%;"> 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. </td> <td style="width: 30%;"></td> </tr> <tr> <td colspan="2"> 2 Business name/disregarded entity name, if different from above </td> </tr> <tr> <td colspan="2"> 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC </div> <div> <input type="checkbox"/> C Corporation </div> <div> <input type="checkbox"/> S Corporation </div> <div> <input type="checkbox"/> Partnership </div> <div> <input type="checkbox"/> Trust/estate </div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </div> <div style="font-size: small; margin-top: 5px;"> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Other (see instructions) ▶ _____ </div> </td> <td style="width: 30%; vertical-align: top;"> 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> </td> </tr> <tr> <td colspan="2"> 5 Address (number, street, and apt. or suite no.) See instructions. </td> <td rowspan="3" style="vertical-align: top;"> Requester's name and address (optional) </td> </tr> <tr> <td colspan="2"> 6 City, state, and ZIP code </td> </tr> <tr> <td colspan="2"> 7 List account number(s) here (optional) </td> </tr> </table>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		2 Business name/disregarded entity name, if different from above		3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC </div> <div> <input type="checkbox"/> C Corporation </div> <div> <input type="checkbox"/> S Corporation </div> <div> <input type="checkbox"/> Partnership </div> <div> <input type="checkbox"/> Trust/estate </div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </div> <div style="font-size: small; margin-top: 5px;"> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Other (see instructions) ▶ _____ </div>		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)	6 City, state, and ZIP code		7 List account number(s) here (optional)	
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.															
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5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)													
6 City, state, and ZIP code															
7 List account number(s) here (optional)															

Part I Taxpayer Identification Number (TIN)															
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table style="width: 100%;"> <tr> <td colspan="2" style="background-color: #f2f2f2;">Social security number</td> </tr> <tr> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td colspan="2" style="background-color: #f2f2f2;">Employer identification number</td> </tr> <tr> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> </tr> </table>	Social security number						or		Employer identification number					
Social security number															
or															
Employer identification number															

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(ii)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
 - Ensure your employer is protecting your SSN, and
 - Be careful when choosing a tax preparer.
- If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

APPENDIX A

DEMANDSTAR SUBMISSION REQUIREMENTS

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. Effective immediately, responses must be submitted via DemandStar.

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm.

Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals, and will immediately discard any submittal left in the reception area of the Finance Department.

See following pages for an Electronic Proposal Submission Requirements Checklist and information for DemandStar.

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.

ELECTRONIC BID
SUBMISSION CHECKLIST

PAPER & PLASTIC PRODUCTS (Annual Contract)
RFB No. 21-0016

Please submit your electronic response as indicated below:

Vendors shall submit only the required documents listed using the
“**Bidder Response ALL DOCUMENTS**” function.

The City will not consider any information submitted as “Supplemental Documents”.

Due to file size limitations, please do not re-send the City’s full specifications document as this information is already on file.

- ☐ 1. COMMUNICATION CONCERNING THIS SOLICITATION (**FORM 1**)
- ☐ 2. BID FORM AND PRICING PAGES (**FORM 2 and PAGES 19-21**)
- ☐ 3. MINIMUM AWARD DISCLOSURE (**Page 16**)
- ☐ 4. MINIMUM DELIVERY DISCLOSURE (**PAGE 17**)
- ☐ 5. CONTRACT SIGNATURE PAGE (**FORM 3**)
- ☐ 6. ACKNOWLEDGEMENT OF ADDENDA (if any)
- ☐ 7. BUSINESS LICENSE 2020
- ☐ 8. INSURANCE (**FORM 4**)
- ☐ 9. W-9 REV 2018 (**FORM 5**)

Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted bid with original signatures.



Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Your email address here

Company Name

Your company name here

☐ I accept the DemandStar Terms of Use and Privacy Policy

Next



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206.940.0305

2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis

Narrow down your search by selecting a state and county.

State	County
Select State ▼	Select County ▼

- ☐ City of Metropolis – Board of Commissioners
- ☐ City of Metropolis Purchasing
- ☒ Metropolis Technical College

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

You have chosen Metropolis Technical College as your free agency.
Add additional government agencies below for \$25 per County,
Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

Total	(0 subscriptions)	Your Current Rate
		\$0/year

Proceed to Checkout

Skip for Now

SIGN UP

Visit www.demandstar.com



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Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name



Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on "Submit E-Bid Proposal"

[illegible]

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

If there is not a total bid amount in your submission, please put "0"

Example: a request for qualifications opportunity may not require a bid amount so vendors will input "0" under "Bid Amount"

DEMANOSTAR
Dashboard
Profile
Control
Activities
Company News
Messages
Responses
Policy Mallard
Log Out
Cancel

Bid Details

Agency Name: agency25
 Bid Number: EED-123456-Q-2010025
 Bid Due Date: 02/09/2010 09:07
 Bid Opening: 10:00am, 04 March 10
 Location: Washington
 Bid Name: 161790

E-Bid Process

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name Carpen Carden Corporation	
Address 1 P.O. Box 717	
Address 2 [Empty]	
City Pittsburgh	
Country United States of America	State/Province Pennsylvania
County Greene	Postal Code 15220-0717
Phone Number 4123970810	Fax Number [Empty]
Bid Amount 127,000	Alternate Bid Amount Alternative Bid Amount
Notes Epic the full & month contract.	

Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

NOTE: Out of fairness to all vendors, the City will not consider any information submitted using the "Supplemental Documents" function.

Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.

BEST PRACTICE TIP: In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page: https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm.

The screenshot shows the DEMANDSTAR E-Bid Response interface. On the left, there's a sidebar with 'Bid Details' and 'E-Bid Progress'. The main area is titled 'E-Bid Response'. Under 'Required Documents', there's a list of documents to upload. A large arrow labeled 'UPLOAD COMPLETE FILE' points to this section. Below, there's a 'Supplemental Documents' section with a warning box that says 'DO NOT USE SUPPLEMENTAL DOCUMENTS'.

Step 5

Review Your E-Bid Response, and if everything is correct, then press "Submit Response"

You are done! And the government to which you've submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot shows the DEMANDSTAR E-Bid Response review interface. On the left, there's a sidebar with 'Bid Details' and 'E-Bid Progress'. The main area is titled 'Review Your E-Bid Response'. It shows 'Contact Info' and 'Agency Required Documents'. A large arrow points from the 'Submit Response' button to this section.