



**RFP #012320
REQUEST FOR PROPOSALS
for
Office Supply Catalog Solutions**

Proposal Due Date: January 23, 2020, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	December 5, 2019
Pre-proposal Conference:	January 7, 2020, 10:00 a.m., Central Time
Question Submission Deadline:	January 15, 2020, 4:30 p.m., Central Time
Proposal Due Date:	January 23, 2020, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	January 23, 2020, 6:30 p.m., Central Time **

** SEE RFP SUB-SECTION V. G. "OPENING"

I. ABOUT SOURCEWELL AND MEMBERS

A. SOURCEWELL

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ members across the United States and Canada. Sourcewell's solicitation process complies with Minnesota law and policies, and results in cooperative contracting solutions from which Sourcewell's members procure equipment, products, and services.

Cooperative contracting provides members and vendors increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted vendors potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. MEMBERS AND USE OF RESULTING CONTRACTS

Membership in Sourcewell is open to government and non-profit entities across the United States and Canada; such as municipal, state/province, K-12 and higher education, tribal government, and other public entities. Access to contracted equipment, products, or services by Members is typically through a purchase order issued directly to the applicable vendor. A Member may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Members retain the right to obtain similar equipment, products, or services from other sources.

To meet Members' needs, public notice of this RFP has been broadly published, including notification to each state-level procurement department for possible re-posting. As required by certain states, an Appendix of Members is included in this RFP and can be found in the Sourcewell Procurement Portal. Proof of publication will be available at the conclusion of the solicitation process.

For Canadian entities: This RFP is intended to include municipalities and publicly-funded academic institutions, school boards, health authorities, and social services (MASH sectors); including members of the Rural Municipalities of Alberta (RMA), and their represented Associations: Saskatchewan Association of Rural Municipalities (SARM), Saskatchewan Urban Municipalities Association (SUMA), and Association of Manitoba Municipalities (AMM).

II. EQUIPMENT, PRODUCTS, AND SERVICES

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that Proposers offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for Office Supply Catalog Solutions, to include a complete electronic catalog system permitting Sourcewell and Sourcewell Members to make web-based purchases, and receive delivery of:
 - a. Office supplies and equipment, including, but not limited to, paper or writing products, refills and consumables, boxes and storage supplies, packaging and shipping products, cleaning and facility supplies, organizers and boards, books and forms, measurement and calculation tools or devices, fasteners, tapes and adhesives, mats, and similar or related products;
 - b. Breakroom supplies, including paper or tissue products and cleaners;
 - c. School and classroom supplies;
 - d. Warehouse and materials handling supplies;
 - e. First aid and safety supplies;
 - f. Office food service ware and supplies;
 - g. Promotional products and supplies;
 - h. Technology-related supplies, equipment, or accessories, including toner and ink, memory media, batteries or power supplies, laptops, Chromebooks, MFPs, printers, cords, headsets, keyboards and mice, and similar or related products; and,
 - i. Customer support or assessment services related to the purchase of the supplies or products described in subparts a – h above.
2. Proposers may also include furniture, seating, and storage equipment solutions complementary to the office supplies described in Sections 1. a. – g. above.

The catalog must be designed to populate with the Sourcewell and Sourcewell Member pricing offered by Proposer. To the extent that Proposer includes sales through retail store locations, the system must be capable of providing Sourcewell and Sourcewell Member pricing for purchases at Proposer's retail store locations.

The primary focus of this solicitation is the offering of a web-based office supply catalog, but alternate forms of transaction (e.g., PO and invoice transactions) are a permissible ancillary service method.

This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:

- a. RFP#091719 Event Seating and Staging Solutions with Related Accessories and Services;
- b. RFP#121919 Furniture Solutions with Related Accessories and Services; and,
- c. RFP #010920 Industrial and Workplace Storage Systems with Related Accessories

Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed.

Generally, the solutions for Sourcewell Members are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Sourcewell Members possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation those equipment/products being proposed.

Sourcewell prefers vendors that provide a sole source of responsibility for the products and services provided under a resulting contract. If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Members and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Sourcewell Members under a resulting contract.

Sourcewell desires the broadest possible selection of products/equipment and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and potential Members.

C. REQUIREMENTS

It is expected that Proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Members.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.

2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, Proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the Proposal, equipment and products must be delivered to the Member as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four (4) years. An extension may be offered based on the best interests of Sourcewell and its members.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$500 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Members. The Proposer's Marketing Plan should demonstrate Proposer's ability to deploy a sales force or dealer network to Members, as well as Proposer's sales and service capabilities. It is expected that Proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to Proposers able to best meet the need of Members. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal. Sourcewell cannot consider information that is not provided in the Proposal. Sourcewell reserves the right to verify Proposer's information and may request clarification from a Proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the

requested equipment, products, or services to Members. Awards may be based on a subcategory.

4. A Proposer's documented negative past performance with Sourcwell or its Members occurring under a previously awarded Sourcwell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the Vendor's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcwell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
2. The Proposer's ceiling price (Ceiling price means that the proposed pricing will be considered as the highest price for which equipment, products, or services may be billed to a Member). However, it is permissible for vendors to sell at a price that is lower than the contracted price;
3. Stated in U.S., and Canadian dollars for Proposers intending to sell in Canada (as applicable); and
4. Clearly understood, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Member's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the Proposer. Additionally, Proposers should clearly describe any unique distribution and/or delivery methods or options offered in the Proposal.

B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcwell an administrative fee in exchange for Sourcwell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage

of the total sales to Members for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell. Only those modifications the Proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in a proposal being disqualified from further review and evaluation.

To request a modification to the Contract terms, conditions, or specifications, a Proposer must complete and submit an Exceptions to Terms, Conditions, or Specifications Form, with all requested modifications, through the Sourcewell Procurement Portal at the time of submitting the Proposer's response.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted on page one of this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential Proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that requested a copy of this RFP through the Sourcewell Procurement Portal. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

Questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a Proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the Proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential Proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the Proposer by checking the box for each addendum. It is the responsibility of the Proposer to check for any addenda that may have been issued up to the time for solicitation closing.

If an addendum is issued after a Proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the Proposer's proposal status to INCOMPLETE. The Proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The Proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) Ensure the re-submitted proposal is RECEIVED through the Sourcewell Procurement Portal no later than the closing time and date shown in the Solicitation Schedule.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Only complete proposals that are timely submitted through the Sourcewell Procurement Portal will be considered. Late proposals will not be considered.** It is the Proposer's sole responsibility to ensure that the proposal is received on time.

All proposals must be received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time noted in the Solicitation Schedule above. It is recommended that Proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The closing time and date is determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to twenty-four (24) hours to respond to certain issues.

Upon successful submission of a proposal, the Portal will automatically generate a confirmation email to the Proposer. If the Proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the Proposer has obtained this solicitation document from a third party, the onus is on the

Proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

All proposals must be acknowledged digitally by an authorized representative of the Proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, Proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the Proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for ninety (90) days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the Proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a Proposer may withdraw its proposal.

G. OPENING

The Opening of Proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all Proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of Proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible Proposer(s) offering the best overall quality, selection of equipment, products, and services,

and price that meet the commonly requested specifications of Sourcewell and its Members. The award(s) will be limited to the number of offerors that Sourcewell determines is necessary to meet the needs of Sourcewell members. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
 - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Members’ use.
 - A Proposer’s sales and service network to assure availability of product supply and coverage to meet Members’ anticipated needs.
- Total evaluation scores.
- The attributes of Proposers, and their equipment, products, or services, to assist Members achieve environmental and social requirements, preferences, and goals. Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell’s knowledge about a specific vendor or product.

B. AWARD(S)

Award(s) will be made to the Proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a Proposer must be in writing, addressed to Sourcewell’s Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. The protest must be received no later than ten (10) calendar days’

following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- The original signature of the protester or its representative;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the issues to be resolved;
- Identification of the legal or factual basis;
- Any additional supporting documentation; and
- Protest bond in the amount of \$20,000.

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the Proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Discuss any aspect of the proposal with any Proposer and negotiate with more than one Proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Members; and
- Award a contract to one or more Proposers if it is in the best interest of Members.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell determines that negotiations are complete upon execution of the resulting contract. If the Proposer submits information in response to this RFP that it believes to

be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.37, the Proposer must:

- Clearly mark all trade secret materials in its proposal at the time the proposal is submitted;
- Include a statement with its proposal justifying the trade secret designation for each item; and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless Sourcewell, its agents and employees, from any judgments or damages awarded against Sourcewell in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives Sourcewell's award of a contract. In submitting a proposal to this RFP, the Proposer agrees that this indemnification survives as long as the trade secret materials are in possession of Sourcewell.

Sourcewell will not consider the prices submitted by the Proposer to be proprietary or trade secret materials. Financial information provided by a Proposer is not considered trade secret under the statutory definition.



12/9/2019

Addendum No. 1

Solicitation Number: RFP 012320

Solicitation Name: Office Supply Catalog Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

How do I retrieve the item list for the Office Supply RFP?

Answer 1:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities for our cooperative contract awards. A respondent is allowed to propose the entire line of products and services falling within the scope of the RFP. Section II. B. of the RFP addresses the requested equipment, products or services for this solicitation.

End of Addendum

Acknowledgement of this Addendum to RFP 012320 posted to the Sourcewell Procurement Portal on 12/9/2019, is required at the time of proposal submittal.



12/18/2019

Addendum No. 2

Solicitation Number: RFP 012320

Solicitation Name: Office Supply Catalog Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

As this will be a web-based system, why are you indicating that retail stores are required?

Answer 1:

Retail stores are not required. Please refer to RFP section II., B., 2. "To the extent that Proposer includes sales through retail store locations, the system must be capable of providing Sourcewell and Sourcewell Member pricing for purchases at Proposer's retail store locations."

Question 2:

Will there be a winner announced after the submissions, or are you just collecting bids and publishing the collected pricelists on your website, and clients will choose from these pricelists?

Answer 2:

The solicitation is a competitive process and proposals are evaluated on the content submitted. Award and non-award decisions will be communicated to all proposers when the evaluation process is complete. Refer to RFP Section VI. EVALUATION AND AWARD, subsections A. and B., for information regarding Sourcewell's intent with respect to awards.

Question 3:

Under F. Marketing Plan, it says, "It is expected that Proposer will promote and market any contract award." Could you please elaborate on this?

Answer 3:

It is left to the discretion of each proposer to articulate and propose the marketing plan that aligns with their business methods and satisfies all the requirements of RFP Article II – Requested Equipment, Products and Services, subsection F. Marketing Plan. The solicitation is a competitive process and proposals are evaluated on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 012320 posted to the Sourcewell Procurement Portal on 12/18/2019, is required at the time of proposal submittal.



12/19/2019

Addendum No. 3

Solicitation Number: RFP 012320

Solicitation Name: Office Supply Catalog Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can we only bid for Canada but not USA?

Answer 1:

Each proposer is expected to complete the tables in Step 1, entitled "Ability to Sell and Service" and "Value-Added Attributes", describing their ability to serve Sourcewell members in the United States and Canada. Proposals are evaluated based on the criteria stated in the RFP.

Question 2:

We are a manufacturer and reseller of certain products. Can we just bid on these products, is partial bidding allowed?

Answer 2:

Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in RFP Section II. B (Requested Equipment, Products and Services). Sourcewell is seeking "... the broadest possible selection of products/equipment and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and potential Members." Proposals are evaluated based on the criteria as stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 012320 posted to the Sourcewell Procurement Portal on 12/19/2019, is required at the time of proposal submittal.

Proposal Opening Record

Date of opening: January 23, 2020

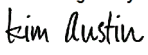
Sourcewell posted Request for Proposal #012320, for the procurement of Office Supply Catalog Solutions, on the Sourcewell Procurement Portal [proportal.sourcewell-mn.gov] on Thursday, December 5, 2019, and the solicitation remained in an open status within the portal until January 23, 2020, at 4:30 pm CT. The RFP required that all proposals be submitted through the Sourcewell Procurement Portal no later than 4:30 pm CT on January 23, 2020, the date and time specified in the Solicitation Schedule.


The undersigned certify that all responses received on Request for Proposal #012320 were submitted through the Sourcewell Procurement Portal, and that each Proposer's response material was digitally sealed upon submission and remained inaccessible until the due date and time specified in the Solicitation Schedule.

Responses were received from the following:

- Beepsmart Communication, Inc. – received 1/23/20 at 4:06:23 PM
- Eloquent Corp – received 1/23/20 at 9:18:11 AM
- Lakeshore Learning Materials – received 1/22/20 at 5:17:19 PM
- Premier & Companies – received 1/23/20 at 2:30:30 PM
- Staples Contract & Commercial LLC – received 1/23/20 at 2:19:24 PM
- Zone Logistics, LLC - received 1/22/20 at 8:55:54 PM

The Proposals were opened electronically, and a list of all Proposers was made publicly available in the Sourcewell Procurement Portal, on January 23, 2020, at 4:31:00 PM CT. All responsive proposals were then submitted for review by the Sourcewell Evaluation Committee.

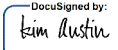
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Kim Austin, CPPB, Procurement Lead Analyst

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Carol Jackson, Procurement Analyst



Proposal Evaluation Office Supply Catalog Solutions RFP #012320

Possible Points		Beepsmart Communications Inc	Eloquent Corp	Lakeshore Learning Materials	Premier & Companies	Staples Contract & Commercial LLC	Zone Logistics, LLC
Conformance to Terms/ Conditions to Include Documentation	50	28	40	42	38	41	36
Pricing	400	299	319	324	317	326	274
Financial, Industry and Marketplace Successes	75	54	52	61	56	64	45
Bidder's Ability to Sell/ Service Contract Nationally	100	71	72	85	76	91	68
Bidder's Marketing Plan	50	32	37	42	39	46	37
Value Added Attributes	75	55	61	63	59	68	52
Warranty Coverages and Information	50	35	41	44	40	45	36
Selection and Variety of Products and Services Offered	200	134	120	151	162	186	123
Total Points	1,000	708	742	812	787	867	671
Rank Order		5	4	2	3	1	6

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 Kim Austin, CPPB, Sourcewell

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 Carol Jackson, Sourcewell

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 Brandon Town, CPSM, CPSD, Sourcewell

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 Stephanie Haataja, CPIM, Sourcewell

COMMENT AND REVIEW
to the
REQUEST FOR PROPOSAL (RFP) 012320
Entitled

Office Supply Catalog Solutions

The following advertisement was placed December 5, 2019 in Utah's *The Salt Lake Tribune*, in *USA Today*, in South Carolina's *The State*, and on the Sourcewell website www.sourcewell-mn.gov, Sourcewell Procurement Portal <https://proportal.sourcewell-mn.gov>, Biddingo, Merx, The New York State Contract Reporter www.nyscr.ny.gov, PublicPurchase.com, and December 6, 2019 in Oregon's *Daily Journal of Commerce*:

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

The solicitation process was conducted through the Sourcewell Procurement Portal. The following parties expressed interest in the solicitation by registering for this opportunity within the portal:

Beaufurn	HP, Inc.
Beepsmart Communication, Inc.	JMJS, Inc.
City of Toronto	Lakeshore Learning Materials
Claridge Products and Equipment, Inc.	Nobelus
Corporate Coffee Systems DBA Office Universe	Pitsco Education
Dynabook Canada, Inc.	Premier & Companies
Eloquent Corp	Quill, LLC
eRepublic, Inc.	Seeley Office Systems
Faison Office Products, Inc.	Spicers Canada ULC
Fomcore, LLC	Staples Contract & Commercial LLC
Freight N Cargo Logistics, Inc.	Sufian Munir, Inc.
Gilead Business Solutions	Talon Industries, Inc.
Grand & Toy Limited	Zone Logistics, LLC

All Proposals remained sealed within the Sourcewell Procurement Portal until the scheduled due date and time. Proposals were electronically opened, and the list of all Proposers was made publicly available on the Sourcewell Procurement Portal, on January 23, 2020 at 4:31 pm CT. Proposals were received from the following:

Beepsmart Communication, Inc.
Eloquent Corp
Lakeshore Learning Materials

Premier & Companies
Staples Contract & Commercial LLC
Zone Logistics, LLC

Proposals were reviewed by the Proposal Evaluation Committee:

Kim Austin, CPPB, Sourcwell Procurement Lead Analyst
Carol Jackson, Sourcwell Procurement Analyst
Brandon Town, CPSM, CPSD, Sourcwell Procurement Analyst
Stephanie Haataja, CPIM, Sourcwell Procurement Analyst

The findings of the Proposal Evaluation Committee are summarized as follows:

The Proposal Evaluation Committee applied the Sourcwell RFP evaluation criteria and determined that all proposal responses met the scope and mandatory submittal requirements and were evaluated.

Staples Contract & Commercial LLC is a national distributor of products and services that range from business essentials to facility supplies, custom print, and furniture. They are ready to assist members in the United States with a large sales and service network and an outstanding customer service program. Staples offers a robust selection of sustainability solutions that assist members in meeting eco-responsible purchasing, recycling, and waste reduction goals. They are offering pricing that is competitive within the industry.

For these reasons, the Sourcwell Proposal Review Committee recommends award of Sourcwell Contract #012320 to:

Staples Contract & Commercial LLC

012320-SCC

The preceding recommendations were approved on April 2, 2020.

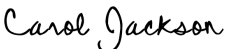
DocuSigned by:



6830643C58384D1...

Kim Austin, CPPB, Sourcwell Procurement Lead Analyst

DocuSigned by:



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Carol Jackson, Sourcwell Procurement Analyst

DocuSigned by:



7BCA08CB6377421...

Brandon Town, CPSM, CPSD Sourcwell Procurement Analyst

DocuSigned by:

Stephanie Haataja

755BA3F37985409...

Stephanie Haataja, CPIM, Sourcwell Procurement Analyst

STATEMENT OF COMPLIANCE

As Chief Procurement Officer for Sourcewell, I have reviewed the recommendation of the Evaluation Committee and the accompanying support materials documenting the process followed for **RFP #012320 for Office Supply Catalog Solutions**.

The committee accepted, deemed responsive, evaluated, and recommended proposals for award. Under authority granted to the Chief Procurement Officer in Sourcewell's bylaws, the recommendations set forth above are approved.

I hereby certify:

1. Sourcewell is a government agency, created and authorized by Minnesota law to provide cooperative procurement contracts.
2. The procurement process and resulting contracts have been awarded in compliance with the laws of the State of Minnesota (Minnesota Statutes Chapter 471 and Minnesota Statutes Section 123A.21), and in conformity to Sourcewell's Procurement Policy.

DocuSigned by:

Jeremy Schwartz

60FD2A139D86480...

Jeremy Schwartz, CSSBB, CPPO
Chief Procurement Officer

 Pending biddingo Approval

Type 1 Bid Notice Only

Publish /Verify Contents

Save as Template 

Solicitation Setting 



- Invite Bidders No
- Evaluate Response online No
- Internal Approval No
- Enable Collaboration with other Users No

Solicitation Details 

Mandatory Information

Solicitation Type	RFP	Solicitation Number	012320
Solicitation Name	Office Supply Catalog Solutions	Procurement Type	Goods
Country & Province/State	Canada / Ontario	Published By	Sourcewell
Accept Questions	Not Applicable		

Internal Information (For Internal Use Only)

Procurement Title/Project Name	012320 Office Supply Catalog Solutions
--------------------------------	--

Advertisement 

[Home \(/dashboard\)](#) > [List of Bidding \(/bidding/list\)](#) > [Solicitation Details](#)

Basic Settings

Solicitation Type	Open to all suppliers	Estimated Contract Amount	
Publish Date	12/05/2019	Closing Date & Time	01/23/2020 16:30:00 CT
Publish Option		Value Range for this Solicitation	10,000,001 over



Selected Categories

Office Supplies	
General Supplies	Staplers, Hanging Folders, File Folders, Tape, Pencils, Pens, White Out, Dry Erase Markers, Toner Cartridge, Ink Whiteboards, corkboards, etc
Office Equipment/ Services (excluding computers!)	Photocopiers, Scanners, Printers, Fax Machines, Parts/Services (Not Computers!!), Interactive White Boards, Barcode Scanners, Microfilm Scanners etc.
Paper/ Stationery	Paper Products (Fax, Printer And Photocopier Paper), Envelopes, Notepads, Message Pads, Etc



Solicitation Overview

Solicitation Overview

[Home \(/dashboard\)](#) > [List of Bidding \(/bidding/list\)](#) > [Solicitation Details](#)



Office Supply Catalog Solutions

012320

Closing Date: 01/23/2020 04:30:00 PM CT

Detail:

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov> (<https://proportal.sourcewell-mn.gov/>)]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Additional Recipients

Once the posting is approved, an e-mail will be sent to the following recipient(s).

Email Address

carol.jackson@sourcewell-mn.gov

AFFIDAVIT OF PUBLICATION

DJC



921 S.W. Washington St. Suite 210 / Portland, OR 97205-2810
(503) 226-1311

STATE OF OREGON, COUNTY OF MULTNOMAH--ss.

I, **Michelle Ropp**, being first duly sworn, depose and say that I am a **Principal Clerk** of the **Daily Journal of Commerce**, a newspaper of general circulation in the counties of CLACKAMAS, MULTNOMAH, and WASHINGTON as defined by ORS 193.010 and 193.020; published at Portland in the aforesaid County and State; that I know from my personal knowledge that the Goods and Services notice described as

Case Number: NOT PROVIDED
OFFICE SUPPLY CATALOG SOLUTIONS
Sourcewell; Bid Location Staples, MN, Todd County; Due 01/23/2020 at 04:30 PM

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time(s) in the following issues:

12/6/2019

RECEIVED DEC 09 2019

State of Oregon
County of Multnomah

SIGNED OR ATTESTED BEFORE ME
ON THE 6th DAY OF December, 2019

Michelle Ropp

Notary Public-State of Oregon

SOURCEWELL
OFFICE SUPPLY CATALOG SOLUTIONS
Proposals Due 4:30 pm,
January 23, 2020
REQUEST FOR PROPOSALS
Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.
Published Dec. 6, 2019. 11823059



Carol Jackson
Sourcewell
202 12th St NE
Staples, MN 56479-2438

Order No.: 11823059
Client Reference No:

Notice

Basic Information

Estimated Contract Value (CAD) \$500,000,000.00 (Not shown to suppliers)
Reference Number 0000166097
Issuing Organization Sourcewell
Owner Organization
Solicitation Type RFP - Request for Proposal (Formal)
Solicitation Number 012320
Title Office Supply Catalog Solutions
Source ID PP.CO.USA.868485.C88455

Details

Location All of Canada, All of Canada
Purchase Type Term: 2020/03/20 01:00:00 AM EDT - 2024/03/19 01:00:00 AM EDT
Description Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Dates

Publication 2019/12/05 09:21:29 AM EST
Question Acceptance Deadline 2020/01/15 05:30:00 PM EST
Questions are submitted online No
Bid Intent Not Available
Closing Date 2020/01/23 05:30:00 PM EST

Contact Information

Procurement Department
 218-894-1930
rfp@sourcewell-mn.gov

Bid Submission Process

Bid Submission Type Electronic Bid Submission
Pricing In attached document
Pricing In attached document
Bid Documents List

Item Name	Description	Mandatory
Bid Documents	Documents defining the proposal	Yes

Documents

Documents

Document	Size	Uploaded Date	Language
How to obtain RFP documents [docx]	140 Kb	2019/12/05 09:19:41 AM EST	English

Categories

Selected Categories

GSIN Categories (96)		
G	Goods Goods	
N75	Office Supplies And Devices Office Supplies And Devices	
N75	Office Supplies Office Supplies	
N7500	OFFICE SUPPLIES AND DEVICES Office supplies and devices	
N7510	OFFICE SUPPLIES Office Supplies Includes Crayons; Erasers; File Holders; Writing Ink; Printing Ink; Paper Fasteners; Pencils; Penholders and Pen Points; Rulers, Office Type; Art Supplies; Tape, Pressure Sensitive Adhesive.	
N7510A	BINDER, OFFICE STATIONERY TYPE BINDER, OFFICE STATIONERY TYPE	
N7510BC	BINDER, LOOSE-LEAF, DUO TANG, TUNG LOCK BINDER, LOOSE-LEAF, DUO TANG, TUNG LOCK	
N7510BL	BINDER, LOOSE-LEAF, RING TYPE, CGSB 53-GP-23 BINDER, LOOSE-LEAF, RING TYPE, CGSB 53-GP-23	
N7510BLA	BINDER, LOOSE-LEAF, RING, VINYL COVER (INCLUDES CGSB 53-GP-23) BINDER, LOOSE-LEAF, RING, VINYL COVER (INCLUDES CGSB 53-GP-23)	
N7510C	TAPE TAPE	
N7510CD	TAPE, MARKING, CHART TAPE, MARKING, CHART	
N7510CE	TAPE, PRESSURE SENSITIVE ADHESIVE TAPE, PRESSURE SENSITIVE ADHESIVE	
N7510J	RIBBON (OFFICE MACHINES) RIBBON (OFFICE MACHINES)	
N7510JDD	RIBBONS, RECYCLED, RE-INKED RIBBONS, RECYCLED, RE-INKED	
N7510JJ	RIBBONS, WORD PROCESSING PRINTERS RIBBONS, WORD PROCESSING PRINTERS	
N7510MA	DUPLICATING FLUID, DIRECT PROCESS, AZAGRAPH DUPLICATING FLUID, DIRECT PROCESS, AZAGRAPH	
N7510PD	ERASER, STEEL, KNIFE BLADE ERASER, STEEL, KNIFE BLADE	
N7510Q	FASTENER, PAPER FASTENER, PAPER	
N7510QA	FASTENER, PAPER, FILE FOLDER FASTENER, PAPER, FILE FOLDER	
N7510QD	FASTENER, PAPER, PRONG TYPE, BRASS FASTENER, PAPER, PRONG TYPE, BRASS	
N7510RL	INK, PRINTING INK, PRINTING	
N7510UAA	POCKET BOOK (PAPER PRODUCTS) POCKET BOOK (PAPER PRODUCTS)	
N7510UD	PROTECTOR, DOCUMENT, ACETATE OR PLASTIC SHEETS PROTECTOR, DOCUMENT, ACETATE OR PLASTIC SHEETS	
N7510UQA	TRANSPARENCY SUPPLIES - OVERHEAD SLIDE (ACETATES, FRAMES, SPECIAL PENS ETC.) TRANSPARENCY SUPPLIES - OVERHEAD SLIDE (ACETATES, FRAMES, SPECIAL PENS ETC.)	

GSIN Categories (96)	
N7510VD	CALENDAR PAD CALENDAR PAD
N7510WD	LETTERING SET, REPRODUCTION, DRY TRANSFER LETTERING SET, REPRODUCTION, DRY TRANSFER
N7510WE	MAPTACK MAPTACK
N7510WG	OFFICE SUPPLIES METRIC OFFICE SUPPLIES METRIC
N7510XA	CASSETTES, MAGNETIC MEDIA, WORD PROCESSING EQUIPMENT CASSETTES, MAGNETIC MEDIA, WORD PROCESSING EQUIPMENT
N7510XB	MAGNETIC CARDS, MAGNETIC MEDIA, WORD PROCESSING EQUIPMENT MAGNETIC CARDS, MAGNETIC MEDIA, WORD PROCESSING EQUIPMENT
N7510XF	PRINTWHEEL, XEROX PRINTWHEEL, XEROX
N7520	OFFICE DEVICES AND ACCESSORIES Office Devices and Accessories Includes Copyholders; Fountain Pens and Pen Desk Sets; Pencil Sharpeners; Paper Punches; Staplers, Office Type; Artists' Accessories, such as Easles, Airbrushes; Slide Rules.
N7520B	BALL POINT PEN BALL POINT PEN
N7520BC	BALL POINT PEN, OFFSET PRINTING BALL POINT PEN, OFFSET PRINTING
N7520C	BASKET, WASTEPAPER BASKET, WASTEPAPER
N7520D	BOOK ENDS BOOK ENDS
N7520E	BOX BOX
N7520EA	BOX, FILING, CHIP AND PAPERBOARD BOX, FILING, CHIP AND PAPERBOARD
N7520H	DISPENSERS (OFFICE DEVICE) DISPENSERS (OFFICE DEVICE)
N7520HA	DISPENSERS, GUMMED TAPE DISPENSERS, GUMMED TAPE
N7520J	EASEL, DISPLAY AND TRAINING EASEL, DISPLAY AND TRAINING
N7520K	MARKER MARKER
N7520KBC	MARKER, TUBE TYPE, FOR METAL MARKER, TUBE TYPE, FOR METAL
N7520M	NUMBERING MACHINE, OFFICE TYPE NUMBERING MACHINE, OFFICE TYPE
N7520MA	NUMBERING MACHINE, OFFICE TYPE, ELECTRIC NUMBERING MACHINE, OFFICE TYPE, ELECTRIC
N7520P	PEN PEN
N7520Q	SEAL SEAL
N7520T	TRAY, DESK TRAY, DESK
N7520TD	TRAY, DESK, WOOD TRAY, DESK, WOOD
N7520UA	OFFICE DEVICES AND ACCESSORIES, N.E.S. OFFICE DEVICES AND ACCESSORIES, N.E.S.

GSIN Categories (96)	
N7520UB	ADVERTISING NOVELTIES, OFFICE DEVICES ADVERTISING NOVELTIES, OFFICE DEVICES
N7520VA	STAMP, RUBBER, PLASTIC, ETC. STAMP, RUBBER, PLASTIC, ETC.
N7520VC	SCHOOL SUPPLIES SCHOOL SUPPLIES
N7520VMA	DOUBLE POCKET PRESENTATION FOLDER WITH BUSINESS CARDS MADE FROM RECYCLED PAPER DOUBLE POCKET PRESENTATION FOLDER WITH BUSINESS CARDS MADE FROM RECYCLED PAPER
N7520WE	FINGERPRINT IDENTIFICATION KIT FINGERPRINT IDENTIFICATION KIT
N7520WF	FRAME, FILE DRAWER FRAME, FILE DRAWER
N7520WH	HOLDERS, TELEPHONE RECEIVER HOLDERS, TELEPHONE RECEIVER
N7520WN	MAGNETIC STRIP AND MARKER MAGNETIC STRIP AND MARKER
N7520WS	PERFORATORS AND PUNCHES, PAPER PERFORATORS AND PUNCHES, PAPER
N7520WT	POINTER, LECTURE POINTER, LECTURE
N7530	STATIONERY AND RECORD FORMS Stationery and Record Forms Includes Business Forms; Record Books; Surveyors' Computation Forms; Electric Accounting Machine (EAM) Cards; Forms approved for use within individual government activities.
N7530A	BOOKS (RECORDING) BOOKS (RECORDING)
N7530AB	BOOKS, ENGINEERS FIELD AND LEVEL BOOKS, ENGINEERS FIELD AND LEVEL
N7530B	CARD CARD
N7530BC	CARD, PLASTIC-LAMINATED CARD, PLASTIC-LAMINATED
N7530BE	CARD, CHARGE OUT CARD, CHARGE OUT
N7530D	CHART, RECORDING INSTRUMENT CHART, RECORDING INSTRUMENT
N7530DB	CHART, RECORDING INSTRUMENT (N.E.S) CHART, RECORDING INSTRUMENT (N.E.S)
N7530DPT	FILM,PLOTTER,THERMAL FILM,PLOTTER,THERMAL
N7530E	FOLDER, FILE FOLDER, FILE
N7530EA	FOLDER, FILE, KRAFT AND MANILLA, BLEACHED,CGSB 53-GP-30M FOLDER, FILE, KRAFT AND MANILLA, BLEACHED,CGSB 53-GP-30M
N7530G	CERTIFICATE WITH HOT FOIL STAMPING SEAL CERTIFICATE WITH HOT FOIL STAMPING SEAL
N7530H	LABELS, BLANK LABELS, BLANK
N7530HB	LABELS, BLANK, GUMMED PAPER LABELS, BLANK, GUMMED PAPER
N7530HE	LABELS, BLANK, PRESSURE SENSITIVE ADHESIVE LABELS, BLANK, PRESSURE SENSITIVE ADHESIVE

GSIN Categories (96)		
N7530K	NOTEBOOK NOTEBOOK	
N7530M	PAPER, OFFICE STATIONERY PAPER, OFFICE STATIONERY	
N7530MB	PAPER, COPYING, THERMOGRAPHIC PROCESS PAPER, COPYING, THERMOGRAPHIC PROCESS	
N7530MBR	PAPER, COPYING, WHITE, RECYCLED/DE-INKED FOR CONVENIENCE PAPER, COPYING, WHITE, RECYCLED/DE-INKED FOR CONVENIENCE	PHOTOCOPIERS AND PHOTOCOPIERS AND
N7530MG	PAPER, GRAPH PAPER, GRAPH	
N7530ML	PAPER, PLAIN, CONTINUOUS 11 INCHES BY 8 1/2 INCHES FOR USE ON PAPER, PLAIN, CONTINUOUS 11 INCHES BY 8 1/2 INCHES FOR USE ON	IBM 3800 PRINTER IBM 3800 PRINTER
N7530MLA	PAPER, COMPUTER PRINTOUT PLAIN, CONTINUOUS PAPER, COMPUTER PRINTOUT PLAIN, CONTINUOUS	
N7530MML	PAPER, PLOTTER, LASER PAPER, PLOTTER, LASER	
N7530MMT	PAPER, PLOTTER, THERMAL PAPER, PLOTTER, THERMAL	
N7530MQ	PAPER, SIGN PAPER, SIGN	
N7530MS	PAPER, TELETYPEWRITER PAPER, TELETYPEWRITER	
N7530MW	PAPER, CHART, PLOTTER PAPER, CHART, PLOTTER	
N7530MWA	PAPER, PLAIN PLOTTER PAPER, PLAIN PLOTTER	
N7530V	TICKETS, PRINTED (VARIOUS) TICKETS, PRINTED (VARIOUS)	
N7530X	ENVELOPES ENVELOPES	
N7530XE	ENVELOPES, MAILING ENVELOPES, MAILING	
N7530XEF	ENVELOPES, MAILING, PRESS TO SEAL, SEAL AND RESEALABLES ENVELOPES, MAILING, PRESS TO SEAL, SEAL AND RESEALABLES	
N7530XEG	ENVELOPES, MAILING, PRINTING ONLY ENVELOPES, MAILING, PRINTING ONLY	
N7530XEK	ENVELOPES, MAILING, WATERPROOF, KRAFT ENVELOPES, MAILING, WATERPROOF, KRAFT	
N7530XKP	ENVELOPES GENERAL ENVELOPES GENERAL	
N7530YG	PAPER, BOND PAPER, BOND	
N7530YHA	PAPER, WATER SOLUBLE PAPER, WATER SOLUBLE	
N7540	STANDARD FORMS Standard Forms Includes Only those standard forms approved for government- wide use by the government activities empowered to do so.	
MERX Category (1)		
G	Goods Goods	
G24	Office Stationery and Supplies Office Stationery and Supplies	

UNSPSC Categories (23)	
44000000	Office Equipment and Accessories and Supplies
44100000	Office machines and their supplies and accessories
44101600	Paper processing machines and accessories
44101800	Calculating machines and accessories
44101900	Check endorsing and writing machines
44102000	Laminating supplies
44102200	Scanner accessories
44102300	Packing machines
44102400	Labeling machines
44102500	Sorting machines
44102600	Typing machines and accessories
44102800	Binding and lamination machines
44102900	Office machine accessories
44103000	Fusers and accessories
44103100	Printer and facsimile and photocopier supplies
44103200	Office time recording machines and accessories
44103500	Binding machine supplies
44103600	Cassette disposal equipment and accessories
44120000	Office supplies
44121500	Mailing supplies
44121600	Desk supplies
44121700	Writing instruments
44121800	Correction media
44121900	Ink and lead refills
44122000	Folders and binders and indexes
44122100	Fastening supplies



The New York State Contract Reporter

*NYS' official source of contracting opportunities
Bringing business and government together*

This document printed
Wednesday, 12/04/2019

Contracting Opportunity

*** This ad has not been published. It has been reviewed and pending publication. ***

Title: Office Supply Catalog Solutions

Agency: Sourcwell

Division: Procurement Department

Contract Number: 012320

Contract Term: 4 years, with potential 1 year extension

Date of Issue: 12/05/2019

Due Date/Time: 01/23/2020 4:30 PM
Central Time

County(ies): All NYS counties

Classification: Office & Residential Furniture, Supplies & Equipment - *Commodities*

Opportunity Type: General

Entered By: Chris Robinson

Description: Sourcwell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcwell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcwell Procurement Portal [<https://portal.sourcwell-mn.gov>]. Only proposals submitted through the Sourcwell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Service-Disabled Veteran-Owned Set Aside: No

Contact Information

Primary contact: Sourcewell
Procurement Department
Chris Robinson
Procurement Manager
202 12th Street NE
P.O. Box 219
Staples, MN 56479
United States
Ph: 218-895-4168
chris.robinson@sourcewell-mn.gov

Submit to contact: Sourcewell
Procurement Department
Chris Robinson
Procurement Manager
202 12th Street NE
P.O. Box 219
Staples, MN 56479
United States
Ph: 218-895-4168
chris.robinson@sourcewell-mn.gov



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Bid RFP #012320 - Office Supply Catalog Solutions

[\[Switch to Vendor View\]](#)

Bid Type **RFP**

Bid Number **012320**

Title **Office Supply Catalog Solutions**

Start Date **Dec 5, 2019 8:28:16 AM CST**

End Date **Jan 23, 2020 4:30:00 PM CST**

Agency **Sourcewell**

Bid Contact **Chris Robinson**
 (218) 895-4168
 rfp@sourcewell-mn.gov
 202 12th Street NE
 P.O. Box 219
 Staples, MN 56479-0219

Access Reports

View reports on who has been notified of the bid or accessed it.

[\[Notification report\]](#) [\[Access report\]](#)

Questions

0 Questions
 0 Unanswered

[\[View/Ask Questions\]](#)

Edit Bid

[\[Create Addendum\]](#)

Description

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Delivery Information

Only proposals submitted through the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>] will be considered.

Pre-Bid Conference

Date **Jan 7, 2020 10:00:00 AM CST**

Location **Online Conference**

Notes **Pre-Proposal login information will be emailed two days prior.**

Documents

No Documents for this bid

Customer Support: agency-support@publicpurchase.com | Copyright 1999-2019 © | The Public Group, LLC. All rights reserved.



4770 S. 5600 W.
WEST VALLEY CITY, UTAH 84118
FED.TAX I.D.# 87-0217663
801-204-6910

Deseret News



The Salt Lake Tribune

PROOF OF PUBLICATION CUSTOMER'S COPY

CUSTOMER NAME AND ADDRESS

SOURCEWELL,
Accounting Dept
PO BOX 219

STAPLES MN 56479

ACCOUNT NUMBER

9001496962

DATE

12/5/2019

ACCOUNT NAME

SOURCEWELL,

TELEPHONE

2188945483

ORDER # / INVOICE NUMBER

0001275578 /

PUBLICATION SCHEDULE

START 12/05/2019 END 12/05/2019

RECEIVED DEC 13 2019

CUSTOMER REFERENCE NUMBER

RFP for Advertisement (Office Supply Catalog)

CAPTION

REQUEST FOR PROPOSALS Sourcewell, a State of Minnesota local government agency

SIZE

33 LINES 1 COLUMN(S)

TIMES

3

TOTAL COST

76.61

REQUEST FOR PROPOSALS
Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal (<https://proportal.sourcewell-mn.gov>). Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.
1275578 UPAXLP

AFFIDAVIT OF PUBLICATION

AS NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP LEGAL BOOKER, I CERTIFY THAT THE ATTACHED ADVERTISEMENT OF **REQUEST FOR PROPOSALS Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solut** FOR **SOURCEWELL**, WAS PUBLISHED BY THE NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP, AGENT FOR DESERET NEWS AND THE SALT LAKE TRIBUNE, DAILY NEWSPAPERS PRINTED IN THE ENGLISH LANGUAGE WITH GENERAL CIRCULATION IN UTAH, AND PUBLISHED IN SALT LAKE CITY, SALT LAKE COUNTY IN THE STATE OF UTAH. NOTICE IS ALSO POSTED ON UTAHLEGALS.COM ON THE SAME DAY AS THE FIRST NEWSPAPER PUBLICATION DATE AND REMAINS ON UTAHLEGALS.COM INDEFINITELY. COMPLIES WITH UTAH DIGITAL SIGNATURE ACT UTAH CODE 46-2-101; 46-3-104.

PUBLISHED ON Start 12/05/2019 End 12/05/2019

DATE 12/5/2019

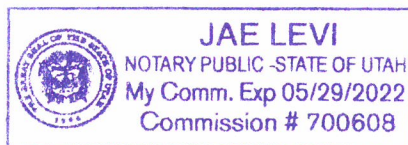
SIGNATURE _____

STATE OF UTAH)

COUNTY OF SALT LAKE)

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS 5TH DAY OF DECEMBER IN THE YEAR 2019

BY LORAIN GUDMUNDSON.



NOTARY PUBLIC SIGNATURE



Cooperative Purchasing ▾

Services & Programs ▾

News



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OPEN

Office Supply Catalog Solutions

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Important Dates

Pre-Proposal Conference:

January 7, 2020 at 10:00 am CST

Proposals Due:

January 23, 2020 at 4:30 pm CST

To obtain a copy of the complete RFP, ask questions related to the RFP, or submit a proposal, please use the link below.

[Sourcewell Procurement Portal](#) 

NOTICES

PUBLIC NOTICE

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THE STATE MEDIA CO., INC.
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Account #	Ad Number	Identification
327043	0004481711	REQUEST FOR PROPOSALS Sourcewell, a State of Minnesota local gc

Attention: Carol Jackson

SOURCEWELL
PO BOX 219
STAPLES, MN 56479

REQUEST FOR PROPOSALS

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State of South Carolina

County of Richland

I, Michelle Long, makes oath that the advertisement, was published in The State, a newspaper published in the City of Columbia, State and County aforesaid, in the issue(s) of

1 Insertion(s)

Published On:

December 05, 2019

Michelle Long
Inside Classified Accounts
Representative

Subscribed and sworn to before me on this 17th day of December in the year of 2019

Amy L. Robbins
Notary Public for South Carolina
My Commission Expires:
November 27, 2022

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