

# STATE OF KANSAS

## Event Details

### PeopleSoft Strategic Sourcing

| Event ID                | Format                                     | Type | Page |
|-------------------------|--------------------------------------------|------|------|
| 17300-EVT0001470        | Sell                                       | RFx  | 1    |
| Event Round             | Version                                    |      |      |
| 1                       | 4                                          |      |      |
| Event Name              | Office Supplies - Consortium Contract Eval |      |      |
| Start Time              | Finish Time                                |      |      |
| 08/08/2012 17:00:00 CDT | 09/25/2012 14:00:00 CDT                    |      |      |

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Department of Administration  
Procurement and Contracts  
900 SW Jackson  
Room 652S  
Topeka KS 66612  
United States

**Contact:** Constance S Schuessler  
**Phone:** 7852961171  
**Email:** connie.schuessler@da.ks.gov

### Event Description

The State of Kansas is issuing this Request For Information to interested parties. Procurement & Contracts is soliciting concise and understandable information regarding office supply consortium contracts.

### General Comments

- \*\*\*\*\*

0005 - Request for Proposal pursuant to K.S.A. 75-37,102

- ATTC - See the attachment for additional information.

- \*\*\*\*\*

**MANDATORY REQUIREMENT:** If you are interested in bidding on this transaction you **MUST BE OFFICIALLY INVITED** to the event. Contact the person named above at least 24 HOURS BEFORE the official finish date and time to request the official invitation.

Due to State of Kansas SMART Strategic Sourcing System requirements, any bidder with an interest in bidding on any State of Kansas SOURCING EVENT must officially request an invitation from the Procurement Officer (Event Contact) at least 24 hours before the Bid Event official finish date and time. If you fail to request such in a timely fashion, your bid may be rejected in its entirety.

**EXCEPTION:** If you have received a Bid Event Document with your company's name in the upper right hand corner of the document, your company has already been invited to the bid event.

If you are not a registered bidder/vendor with the state of Kansas you must register as a bidder AND request official invitation at least 24 hours before the Bid Event official finish date and time. To register as a bidder visit the following web site: <http://www.da.ks.gov/purch/BidderRegistration.doc>

- \*\*\*\*\*

#### BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

**INSTRUCTIONS:** To obtain a Current Tax Clearance Certificate, you must:

- Go to <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response.

**REMINDER:** You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

Information about Tax Registration can be found at the following website:  
<http://www.ksrevenue.org/busregistration.html>

Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.

- \*\*\*\*\*

Questions/Amendment - No pre-proposal conference is scheduled for this Bid Event Questions requesting

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

|                                                                 |                       |                                               |                  |
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| <b>Event ID</b><br>17300-EVT0001470                             | <b>Format</b><br>Sell | <b>Type</b><br>RFx                            | <b>Page</b><br>2 |
| <b>Event Round</b><br>1                                         | <b>Version</b><br>4   |                                               |                  |
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clarification of the Bid Event must be submitted via email (in MS Word format) to the Procurement Officer (Event Contact) indicated above prior to the close of business on August 21, 2012. Each question or clarification should reference the appropriate Bid Event section.

Failure to notify the Procurement Officer (Event Contact) of any conflicts or ambiguities in the Bid Event may result in items being resolved in the best interest of the State. Any modification to this Bid Event as a result of written responses to questions received, shall be made in writing by amendment and dispatched to all bidders invited to this event. Only written communications are binding.

Answers to questions will be available in the form of an amendment on the Procurement and Contracts' website, <http://da.ks.gov/purch>.

It shall be the responsibility of all participating bidders to acquire any and all amendments and additional information as it is made available from the web site cited above. Vendors/Bidders not initially invited to participate in this Bid Event must notify the Procurement Officer (Event Contact) of their intent to bid at least 24 hours prior to the event's closing date/time. Bidders are required to check the website periodically for any additional information or instructions.

### General Questions

| Question                                                                                                                                                                  | UOM | Best | Worst | Response             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|-------|----------------------|
| Is a completed Immigration Reform and Control form included with this bid event submission (refer to Item #4, Appendix B - Terms and Conditions, Event Details document)? |     | Yes  |       | <input type="text"/> |
| Required: No Mandatory ResponseNo                                                                                                                                         |     |      |       |                      |

#### Response Comments

Is a current Tax Clearance Certificate included with this bid event submission (refer to Item #3, Appendix B - Terms and Conditions, Event Details document)?

Yes

Required: No Mandatory ResponseNo

#### Response Comments

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## Event Details (cont.)

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|                                            |         |                         |      |
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| 17300-EVT0001470                           | Sell    | RFx                     | 3    |
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### Line Details

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Batch Lot **Bid Qty:**

**Required:** No **Reserve Price:** No

**Min/Max Qty:** No min / No max

**Description:** Office Supplies Consortium Bid - complete core list pricing and submit with technical literature

| Question                                                          | UOM | Best | Worst | Response             |
|-------------------------------------------------------------------|-----|------|-------|----------------------|
| Complete core list pricing worksheet and include with submittals. |     | 0    |       | <input type="text"/> |

**Required:** No **Mandatory Response:** No

### Response Comments

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## Event Details (cont.)

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|                                            |         |                         |      |
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### Bidder Information

|                          |                   |              |
|--------------------------|-------------------|--------------|
| <b>Firm Name:</b>        |                   |              |
| <b>Name:</b>             | <b>Signature:</b> | <b>Date:</b> |
| <b>Phone #:</b>          | <b>Fax #:</b>     |              |
| <b>Street Address:</b>   |                   |              |
| <b>City &amp; State:</b> | <b>Zip Code:</b>  |              |
| <b>Email:</b>            |                   |              |

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## Event Details (cont.)

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|                                                                 |                       |                                               |                  |
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## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Batch Lot

**Description:** Office Supplies Consortium Bid - complete core list pricing and submit with technical literature

### Item Specifications

|                      |   |                       |   |
|----------------------|---|-----------------------|---|
| <b>Manufacturer:</b> |   | <b>Mfg Item ID:</b>   |   |
| <b>Item Length:</b>  | 0 | <b>Item Height:</b>   | 0 |
| <b>Item Width:</b>   | 0 | <b>Dimension UOM:</b> |   |
| <b>Item Volume:</b>  | 0 | <b>Volume UOM:</b>    |   |
| <b>Item Weight:</b>  | 0 | <b>Weight UOM:</b>    |   |
| <b>Item Size:</b>    |   | <b>Item Color:</b>    |   |

### Shipping Information

|                       |                              |                 |  |
|-----------------------|------------------------------|-----------------|--|
| <b>Schedule:</b>      | 1                            | <b>Ship To:</b> |  |
| <b>Quantity:</b>      | 1                            |                 |  |
| <b>Due Date:</b>      | 01/01/2013                   |                 |  |
| <b>Freight Terms:</b> | FOB Dest Frght Prepaid Allow |                 |  |
| <b>Ship Via:</b>      | Regular Ground               |                 |  |

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## Event Details (cont.)

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|--------------------------------------------|---------|-------------------------|------|
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## Appendix B - Terms & Conditions

1. It is the bidder's responsibility to submit questions, acknowledge addenda and attend pre-bid conferences as indicated in this event or attachment(s). When communicating always refer to the Bid Event ID.
2. Conflict of Interest: With the submission of a response for this bidding event, you certify that you do not have any substantial conflict of interest sufficient to influence the bidding process of this event. A conflict of substantial interest is one which a reasonable person would think would compromise the opening bidding process.
3. BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s). INSTRUCTIONS: To obtain a Current Tax Clearance Certificate, you must: 1) Go to: <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate; 2) Return to the website the following working day to see if KDOR will issue the certificate; 3) If issued an official certificate, print it and attach it to your bid response; and 4) If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued. Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response. REMINDER: You will need to sign back into the KDOR website to view and print the official tax clearance certificate. Information about Tax Registration can be found at the following website: <http://www.ksrevenue.org/busregistration.html>. The Division of Purchases reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award. In the event that a current tax certificate is unavailable, the Division of Purchases reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or the Division may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.
4. Immigration and Reform Control Act of 1986 (IRCA): All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) form. With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages. Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification, or like item under the contract. Bidders must submit a Certification Regarding Immigration Reform & Control form with every event response. The form can be found at the following website: <http://da.ks.gov/purch/Forms.htm>.
5. Competition: The purpose of this Request is to seek competition. The bidder shall advise the Division of Purchases if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the Division of Purchases no later than five (5) business days prior to the event closing date. The Director of Purchases reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.
6. Acceptance or Rejection: The State reserves the right to accept or reject any or all bid responses or part of a response; to waive any informalities or technicalities; clarify any ambiguities in responses; modify any criteria in this Event; and unless otherwise specified, to accept any item in a response.
7. Disclosure of Bid Event Content and Proprietary Information: All bid responses become the property of the State of Kansas. The Kansas Open Records Act (K.S.A. 45-215 et seq) requires public information be placed in the public domain at the conclusion of the selection process, and be available for examination by all interested parties. More information on this subject can be found at the following website: <http://da.ks.gov/purch/KSOpenRecAct.doc>

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## Event Details (cont.)

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8. Debarment of State Contractors. Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for a period up to three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense the State determines to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls twenty-five (25) percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the Proposal or termination of the Agreement, as determined by the State.
9. Accounts Receivable Set-Off Program: If during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the Contractor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted. K.S.A. 75-6201 et seq. allows the Director of Accounts and Reports to set off funds the State of Kansas owes Contractors against debts owed by the contractor to the State of Kansas. Payments set off in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.

Last Updated: 11/01/2011

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|                                            |         |                         |      |
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| 17300-EVT0001470                           | Sell    | RFx                     | 8    |
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