

SECTION D – SPECIFICATIONS/SCOPE OF WORK

1 BACKGROUND

- The purpose of this solicitation is to establish a term contact for various types of paper and supplies for the Montgomery County Print Shop as shown on the Quotation Sheet.

2 SCOPE OF SERVICE

- Bidders must be authorized distributors. The County reserves the right to request documentation from an awarded Contractor at any time during the term of this contract that your Company is an authorized distributor for the brand being supplied. Such documentation must be submitted to the County within ten (10) days of such request by the County.
- Bidder must deliver paper and supplies to Montgomery County Print Shop and Montgomery County Record Center on as needed basis.
- All deliveries are F.O.B. Destination and are inside deliveries.
- All deliveries must be made between the hours of 7:30 A.M. and 4:00 P.M. EDT/EST Monday through Friday.
- Paper must suitable for satisfactory printing on both sides of the paper on high-speed digital copiers.
- Paper must be free from lint, fuzz or any particles that will cause picking.
- Mixing of precision trim and guillotine trim paper of any type is not permitted. Precision trimmed paper must be evenly jogged and wrapped.
- Paper must be furnished in the sizes ordered and shall be flat, trimmed square on four sides with clean smooth edges, and evenly jogged.
- Paper must be flat and capable of coming into equilibrium with pressroom conditions.
- Paper must be mill wrapped and delivered on standard size commercial quality skids.
- All orders are next day delivery unless approved by the County.
- **Bidders are required to include the following in their bid:**
 - Documentation that your company is an authorized distributor of the brands being offered. **(See Mandatory Submissions)**
 - Copy of Company FSC certification **(see Mandatory Submissions)**

3 MINIMUM CONTRACTOR QUALIFICATIONS

- Bidder must have their own warehouse for emergency order pick-up.
- Bidder must have a distribution network and at least two 26' box delivery trucks capable of delivery countywide.
- Bidder must be an FSC (Forest Stewardship Council) paper distributor.
- Bidder must be capable of providing a full-line catalog (hard copy/ CD/Link to website) containing all products.