



State of Idaho

CHANGE ORDER - 05

PLEASE DO NOT DUPLICATE THIS ORDER.

Change Order Summary

Purchase Order Number: SBPO1392

Account Number: AC-1

Revision Number: 05

Change Order Date: August 1, 2016

Service Start Date: October 9, 2016

Service End Date: October 8, 2017

Payment Method: Invoice

Payment Terms: NET30

Currency: USD

FOB Instruction: Destination

Attachment(s): [ChangeLog.htm](#) :Purchase Order Change

Supplier

Mark Phillips
 BRADY INDUSTRIES
 5198 Chinden Blvd
 Boise, ID 83714
Phone: 208-887-2199
Fax: 208-887-2224
Email: Mark.Phillips@Bradyindustries.com

Buyer Contact

Jason Urquhart
 Tel:208-332-1608
 Fax: 208-327-7320
 jason.urquhart@adm.idaho.gov

Contract Number:

Bill To Address

DOP - Various State Agencies
 State of Idaho
 Various Locations
 See Below for Details
 on Specific Locations
 Various, Idaho 83702
Phone: 208-327-7465
Fax: 208-327-7320
Email: purchasing@adm.idaho.gov
Mail Stop: DOP - Various Locations

Ship To Address

DOP - Various State Agencies
 State of Idaho
 Various Locations
 See Below for Details
 on Specific Locations
 Various, Idaho 83702
Phone: 208-327-7465
Fax: 208-327-7320
Email: purchasing@adm.idaho.gov
Mail Stop: DOP - Various Locations

Instructions

SBPO1392, Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners for the State of Idaho (the "Contract") is renewed for an additional period of time, as provided above. All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. Contractor's signed renewal letter is attached and incorporated herein by reference.

Note: The dollar amount listed in the contract renewal pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the orders placed by the State; or may be dependent upon the specific terms of the Contract.

NO OTHER CHANGES NOTED.

Contract History:

Contract initial term: 10/9/12 – 10/8/15. Estimated total amount: \$6,028,431.78.

Amendment 1. Estimated value: \$107,402.97.

Amendment 2. Estimated value: (-) \$65,463.81.

Amendment 3. Estimated value: \$107,402.97.

Amendment 4. Estimated value: \$11,851.86.

Amendment 5. Estimated value: \$166,788.60.

Renewal 01. Term: 10/9/15 - 6/8/16. Estimated amount: \$2,103,200.00

Amendment 7. Estimated value: \$1,150.24.

Renewal 02. Term: 6/9/16 - 10/8/16. Estimated amount: \$1,052,175.12.

Renewal 03. Term: 10/9/16 - 10/8/17. Estimated amount: \$3,400,000.00.

(The IPRO Item for this renewal is shown as 4 Lots of \$850,000.00 due to an internal IPRO issue.)

Total estimated contract value: \$12,912,939.73.

		Items			
Supplier Part Number	Quantity	Back Order	Unit	Unit Price	Total
64050	4	0	LO	\$850,000.00	\$3,400,000.00

Item Description

#2

Contract renewal period: October 9, 2016 through October 8, 2017.



Delivery Date:

July 30, 2016

Shipping Method:

Delivery

Shipping Instructions:

Ship FOB:

Attachment(s)

Special Instructions:

Sub-Total (USD)	\$3,400,000.00
Estimated Tax (USD)	\$0.00
TOTAL: (USD)	\$3,400,000.00

Note: If there is a  next to an item's unit price, that indicates that the price has been discounted.

Signature :

Signed By: Jason R. Urquhart



C.L. "Butch" OTTER
Governor
ROBERT L. GEDDES
Director
SARAH HILDERBRAND
Administrator

State of Idaho
Department of Administration
Division of Purchasing

650 West State Street B-15 (83702)
P. O. Box 83720
Boise, ID 83720-0075
Telephone (208) 327-7465
Fax: 208-327-7320
<http://purchasing.idaho.gov>

July 26, 2016

Brady Industries
Attn: Mark Phillips

VIA ELECTRONIC TRANSMISSION
mark.phillips@bradyindustries.com

RE: Renewal of Contract SBPO1392, a Statewide Contract for Paper & Plastics, Cleaning Supplies, and Plastic Bags & Liners for the State of Idaho, Expiring 10/8/16

The State of Idaho would like to renew the above referenced contract for a period of One (1) Year. The contract renewal period is October 9, 2016 through October 8, 2017. The same terms and conditions prevail for the contract renewal period, except as expressly modified herein.

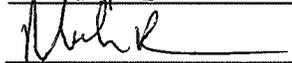
If the terms of this renewal letter are acceptable to your company, please complete the section below and mail, fax (208.327.7320) or e-mail (purchasing@adm.idaho.gov) to the Division of Purchasing. If you need to update the contact information for this contract, please do so below. Please update your IPRO profile as well, if necessary, in order to continue to receive e-mail notifications through the IPRO System.

Thank you for your consideration in this matter.

CONTRACTOR-COMplete THIS SECTION:

Sincerely,


Jason Urquhart
Idaho Division of Purchasing

RENEWAL APPROVED (check one):	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
COMPANY:	Brady Industries of Idaho, LLC	
BY:		
	(Signature)	
	Mark Phillips	
	(Printed Name)	
DATE:	7/29/16	

UPDATED CONTRACTOR CONTACT INFORMATION for SBPO1392:

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	



State of Idaho

CHANGE ORDER - 04

PLEASE DO NOT DUPLICATE THIS ORDER.

Change Order Summary

Purchase Order Number: SBPO1392

Account Number: AC-1

Revision Number: 04

Change Order Date: March 11, 2016

Service Start Date: June 9, 2016

Service End Date: October 8, 2016

Payment Method: Invoice

Payment Terms: NET30

Currency: USD

FOB Instruction: Destination

Attachment(s): [ChangeLog.htm](#) :Purchase Order Change

Supplier

Mark Phillips
BRADY INDUSTRIES
5198 Chinden Blvd
Boise, ID 83714
Phone: 208-887-2199

Fax: 208-887-2224

Email: Mark.Phillips@Bradyindustries.com

Buyer Contact

Jason Urquhart
Tel:208-332-1608
Fax: 208-327-7320
jason.urquhart@adm.idaho.gov

Contract Number:

Bill To Address

DOP - Various State Agencies
State of Idaho
Various Locations
See Below for Details
on Specific Locations
Various, Idaho 83702

Phone: 208-327-7465

Fax: 208-327-7320

Email: purchasing@adm.idaho.gov

Mail Stop: DOP - Various Locations

Ship To Address

DOP - Various State Agencies
State of Idaho
Various Locations
See Below for Details
on Specific Locations
Various, Idaho 83702

Phone: 208-327-7465

Fax: 208-327-7320

Email: purchasing@adm.idaho.gov

Mail Stop: DOP - Various Locations

Instructions

SBPO1392, Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners for the State of Idaho (the "Contract") is renewed for an additional period of time, as provided above. All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. Contractor's signed renewal letter is attached and incorporated herein by reference.

Note: The dollar amount listed in the contract renewal pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the orders placed by the State; or may be dependent upon the specific terms of the Contract.

Contract History:

Contract initial period: 10/9/12 - 10/8/15. Estimated total amount: \$6,028,431.78.

Amendment 1. Estimated value: \$107,402.97.

Amendment 2. Estimated value: (-) \$65,463.81.

Amendment 3. Estimated value: \$107,402.97.

Amendment 4. Estimated value: \$11,851.86.

Amendment 5. Estimated value: \$166,788.60.

Renewal 01. Period: 10/9/15 - 6/8/16. Estimated amount: \$2,103,200.00

Amendment 7. Estimated value: \$1,150.24.

Renewal 02. Period: 6/9/16 – 10/8/16. Estimated amount: \$1,052,175.12.
 Total estimated contract value: \$9,512,939.73.

Items					
Supplier Part Number	Quantity	Back Order	Unit	Unit Price	Total
64050	4	0	MON	\$263,043.78	\$1,052,175.12
Item Description					
	#2				
	Contract renewal period: June 9, 2016 through October 8, 2016.				
					
Delivery Date:	March 12, 2016				
Shipping Method:	Delivery				
Shipping Instructions:					
Ship FOB:					
Attachment(s)					
Special Instructions:					

Sub-Total (USD)	\$1,052,175.12
Estimated Tax (USD)	\$0.00
TOTAL: (USD)	\$1,052,175.12

Note: If there is a ↓ next to an item's unit price, that indicates that the price has been discounted.

Signature: _____

Signed By :



State of Idaho
Department of Administration
Division of Purchasing

C.L. "Butch" OTTER
 Governor
ROBERT L. GEDDES
 Director
SARAH HILDERBRAND
 Administrator

650 West State Street B-15 (83702)
 P. O. Box 83720
 Boise, ID 83720-0075
 Telephone (208) 327-7465
 Fax: 208-327-7320
<http://purchasing.idaho.gov>

March 10, 2016

Brady Industries
 Attn: Mark Phillips

VIA ELECTRONIC TRANSMISSION
 EMAIL: mark.phillips@bradyindustries.com

RE: Renewal of Contract SBPO1392-07, a Statewide Contract for Paper & Plastic, Cleaning Supplies, and Plastic Bags & Liners for the State of Idaho, Expiring 6/8/16

The State of Idaho would like to renew the above referenced Contract for a period of four (4) Months. The Contract renewal period is 6/9/2016 to 10/8/2016. The same terms, conditions and prices prevail for the Contract renewal period, except as expressly modified herein.

If the terms of this renewal letter are acceptable to your company, please complete the spaces below and mail, fax (208.327.7320) or e-mail (purchasing@adm.idaho.gov) to the Division of Purchasing. If you need to update the contact information for this contract, please do so below. Please update your IPRO profile as well, if necessary, in order to continue to receive e-mail notifications through the IPRO System.

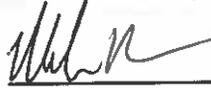
Thank you for your consideration in this matter.

Sincerely,

APPROVED: X YES NO


 Jason R. Urquhart
 Idaho Division of Purchasing

COMPANY: Brady Industries of Idaho

BY: 
 (Signature)

MARK PHILLIPS
 (Printed Name)

Date: 3/10/16

UPDATED CONTACT INFORMATION for SBPO1392:

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	



State of Idaho

CHANGE ORDER - 03

PLEASE DO NOT DUPLICATE THIS ORDER.

Change Order Summary

Purchase Order Number: SBPO1392

Account Number: AC-1

Revision Number: 03

Change Order Date: November 19, 2015

Service Start Date: October 9, 2015

Service End Date: June 8, 2016

Payment Method: Invoice

Payment Terms: NET30

Currency: USD

FOB Instruction: Destination

Attachment(s): [ChangeLog.htm](#) :Purchase Order Change

Supplier

Mark Phillips
 BRADY INDUSTRIES
 5198 Chinden Blvd
 Boise, ID 83714
Phone: 208-887-2199

Fax: 208-887-2224

Email: Mark.Phillips@Bradyindustries.com

Buyer Contact

Jason Urquhart
 Tel:208-332-1608
 Fax: 208-327-7320
 jason.urquhart@adm.idaho.gov

Contract Number:

Bill To Address

DOP - Various State Agencies
 State of Idaho
 Various Locations
 See Below for Details
 on Specific Locations
 Various, Idaho 83702

Phone: 208-327-7465

Fax: 208-327-7320

Email: purchasing@adm.idaho.gov

Mail Stop: DOP - Various Locations

Ship To Address

DOP - Various State Agencies
 State of Idaho
 Various Locations
 See Below for Details
 on Specific Locations
 Various, Idaho 83702

Phone: 208-327-7465

Fax: 208-327-7320

Email: purchasing@adm.idaho.gov

Mail Stop: DOP - Various Locations

Instructions

Contract SBPO1392 for Paper, Plastics, Cleaning Supplies and Equipment, and Plastic Bags and Liners for Various State of Idaho Agencies, Institutions and Departments (the "Contract") is amended, effective November 19, 2015. All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein.

Contract SBPO1392 is amended as follows:

This contract is amended per the attached document titled "AMENDMENT NUMBER 7 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS". (See the document with the document file name "SBPO1392 Amendment 7.pdf".)

NO OTHER CHANGES NOTED.

Contract History:

Contract initial period: 10/9/12 – 10/8/15. Estimated total amount: \$6,028,431.78.

Amendment 1. Estimated value: \$107,402.97.

Amendment 2. Estimated value: (-) \$65,463.81.

Amendment 3. Estimated value: \$107,402.97.

Amendment 4. Estimated value: \$11,851.86.

Amendment 5. Estimated value: \$166,788.60.

Renewal 01. Period: 10/9/15 – 6/8/16. Estimated amount: \$2,103,200.00.

Amendment 7. Estimated value: \$1,150.24.

Total estimated contract value: \$8,460,764.61.

		Items			
Supplier Part Number	Quantity	Back Order	Unit	Unit Price	Total
64050	8	0	MON	\$263,043.78	\$2,104,350.24
Item Description	#2				
	Contract renewal period: October 9, 2015 through June 8, 2016.				
					
Delivery Date:	November 20, 2015				
Shipping Method:	Delivery				
Shipping Instructions:					
Ship FOB:					
Attachment(s)					
Special Instructions:					

Sub-Total (USD)	\$2,104,350.24
Estimated Tax (USD)	\$0.00
TOTAL: (USD)	\$2,104,350.24

Note: If there is a  next to an item's unit price, that indicates that the price has been discounted.

Signature: 

Signed By: Jason R. Urquhart

AMENDMENT NUMBER 7 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS

THIS AMENDMENT to State of Idaho contract number SBPO1392-06, dated June 23, 2015 (the "Contract") for Paper & Plastics, Cleaning Supplies, and Plastic Bags & Liners for Various State of Idaho Agencies, Institutions, Departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327, is made by and between **Brady Industries**, as "Contractor", and the **State of Idaho**, as "State".

WHEREAS, pursuant to the authority provided in Section 67-5717 of the Idaho Code, the State entered into the Contract for an initial term of three (3) years which commenced on October 9, 2012; and which was renewed for the period of October 9, 2015 through June 8, 2016; and

NOW, THEREFORE, for valuable consideration, the State and Contractor mutually agree to amend the Contract as follows:

- 1. Changes to the Bid Schedule have been initiated. The changes consist of price increases on certain items.**

The Bid Schedule found in Contract SBPO1392 is hereby deleted and replaced with the attached revised Bid Schedule (identified on the attached as being revised November 6, 2015).

All prices shown on the revised Bid Schedule are effective as of the last date signed below.

This amendment is effective as of the last date signed below.

IN WITNESS THEREOF, the Parties have caused this Amendment to be executed by their respective duly authorized agents.

CONTRACTOR

Brady Industries

By: Mark Phillips
Mark Phillips, General Manager

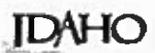
Date: 11/11/15

THE STATE OF IDAHO

**Division of Purchasing
Department of Administration**

By: Jason Urquhart
Jason Urquhart, Purchasing Officer

Date: 11/19/15



State of Idaho

CHANGE ORDER - 02

PLEASE DO NOT DUPLICATE THIS ORDER.

Change Order Summary

Purchase Order Number: SBPO1392

Account Number: AC-1

Revision Number: 02

Change Order Date: June 23, 2015

Service Start Date: October 9, 2015

Service End Date: June 8, 2016

Payment Method: Invoice

Payment Terms: NET30

Currency: USD

FOB Instruction: Destination

Attachment(s): [ChangeLog.htm](#) :Purchase Order Change

Supplier

Mark Phillips
 BRADY INDUSTRIES
 5198 Chinden Blvd
 Boise, ID 83714
Phone: 208-887-2199

Fax: 208-887-2224

Email: Mark.Phillips@Bradyindustries.com

Buyer Contact

Jason Urquhart
 Tel:208-332-1608
 Fax: 208-327-7320
 jason.urquhart@adm.idaho.gov

Contract Number:

Bill To Address

DOP - Various State Agencies
 State of Idaho
 Various Locations
 See Below for Details
 on Specific Locations
 Various, Idaho 83702

Phone: 208-327-7465

Fax: 208-327-7320

Email: purchasing@adm.idaho.gov

Mail Stop: DOP - Various Locations

Ship To Address

DOP - Various State Agencies
 State of Idaho
 Various Locations
 See Below for Details
 on Specific Locations
 Various, Idaho 83702

Phone: 208-327-7465

Fax: 208-327-7320

Email: purchasing@adm.idaho.gov

Mail Stop: DOP - Various Locations

Instructions

SBPO1392, Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners for the State of Idaho (the "Contract") is renewed for an additional period of time, as provided above. All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. Contractor's signed renewal letter is attached and incorporated herein by reference.

Note: The dollar amount listed in the contract renewal pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the orders placed by the State; or may be dependent upon the specific terms of the Contract.

Contract History:
 Contract initial period: 10/9/12 – 10/8/15. Estimated total amount: \$6,028,431.78.
 Amendment 1. Estimated value: \$107,402.97.
 Amendment 2. Estimated value: (-) \$65,463.81.
 Amendment 3. Estimated value: \$107,402.97.
 Amendment 4. Estimated value: \$11,851.86.
 Amendment 5. Estimated value: \$166,788.60.
 Renewal 01. Period: 10/9/15 – 6/8/16. Estimated amount: \$2,103,200.00
 Total estimated contract value: \$8,459,614.37.

Items					
Supplier Part Number	Quantity	Back Order	Unit	Unit Price	Total
64050	8	0	MON	\$262,900.00	\$2,103,200.00

Item Description

#2

Contract renewal period: October 9, 2015 through June 8, 2016.

**Delivery Date:**

June 24, 2015

Shipping Method:

Delivery

Shipping Instructions:**Ship FOB:****Attachment(s)****Special Instructions:****Sub-Total (USD)**

\$2,103,200.00

Estimated Tax (USD)

\$0.00

TOTAL: (USD)

\$2,103,200.00

Note: If there is a  next to an item's unit price, that indicates that the price has been discounted.

Signature :**Signed By :** Jason R. Urquhart



C.L. "Butch" OTTER
Governor
ROBERT L. GEDDES
Director
BILL BURNS
Administrator

State of Idaho

Department of Administration
Division of Purchasing

650 West State Street B-15 (83702)
P. O. Box 83720
Boise, ID 83720-0075
Telephone (208) 327-7465
Fax: 208-327-7320
<http://purchasing.idaho.gov>

June 12, 2015

Brady Industries
Attn: Mark Phillips

VIA ELECTRONIC TRANSMISSION
EMAIL: mark.phillips@bradyindustries.com

RE: Renewal of Contract SBPO1392-05, a Statewide Contract for Paper & Plastic, Cleaning Supplies, and Plastic Bags & Liners for the State of Idaho

Expiring 10/8/15

The State of Idaho would like to renew the above referenced Contract for a period of eight (8) Months.

The Contract renewal period is 10/9/2015 to 6/8/2016. The same terms, conditions and prices prevail for the Contract renewal period, except as expressly modified herein.

Please be advised that this renewal is contingent upon Brady Industries' ("Brady's") agreement to the following:

1. Brady must provide a written report on a monthly basis to the Division of Purchasing identifying the following:
 - a. Each order for which the delivery time is longer than the Contract required seven (7) calendar day period (reference subsection 5.2, Delivery Requirements). For any deliveries that take longer than this period, for each instance, Brady must report the agency name, delivery location, date order was received by Brady, and date order was delivered to the agency. For any partial deliveries made on time, with other items ordered not delivered on time, Brady must provide additional detail that identifies the items that were delivered on time and those that were not.
 - b. Any product substitutions made without first having obtained the agency's approval (reference subsection 5.14, Substitutions). For any instances of this, Brady must report the agency name, delivery location, date order was received by Brady, and what items were substituted without prior agency approval.
 - c. Details of any instances of incorrect invoicing (such as, invoiced to incorrect location; items don't match what was delivered; incorrect pricing shown on the invoice).
 - d. Details of any instances of incorrect pricing on Brady's website, in particular for Schedule items.

- e. For 1a through 1c above, Brady must provide detailed information showing how many issues there were in comparison to how many orders were delivered and invoiced correctly without such issues.

This report will be due monthly no later than the tenth (10th) business day of that month, reporting on the previous month. The first report will be upon activity under the Contract during the month of July, 2015, and due no later than August 14, 2015. The last report will be upon activity under the Contract during the month of December, 2015, and due no later than January 14, 2015.

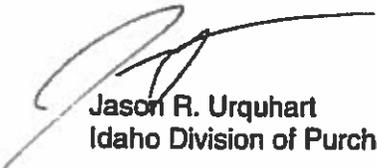
If the terms of this renewal letter are acceptable to your company, please complete the spaces below and mail, fax (208.327.7320) or e-mail (purchasing@adm.idaho.gov) to the Division of Purchasing no later than 5 p.m. Mountain time, June 26, 2015. This must be followed up with an original mailed to the address shown above.

If you need to update the contact information for this contract, please do so below. Please update your IPRO profile as well, if necessary, in order to continue to receive e-mail notifications through the IPRO System.

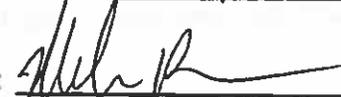
Thank you for your consideration in this matter.

Sincerely,

APPROVED: X YES ___ NO


Jason R. Urquhart
Idaho Division of Purchasing

COMPANY: BRADY INDUSTRIES OF IDAHO

BY: 
(Signature)

MARK PHILLIPS
(Printed Name)

Date: 6/15/15

UPDATED CONTACT INFORMATION for SBPO1392:

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	

IDAHO

State of Idaho

CHANGE ORDER

PLEASE DO NOT DUPLICATE THIS ORDER.

Change Order Summary

Purchase Order Number: SBPO1392
Account Number: AC-1
Revision Number: 01
Change Order Date: August 13, 2014
Service Start Date: October 9, 2012
Service End Date: October 8, 2015
Payment Method: Invoice
Payment Terms: No Payment Terms specified
Currency: USD
FOB Instruction: Destination
Attachment(s): [ChangeLog.htm](#) :Purchase Order Change

Supplier

Mark Phillips
 BRADY INDUSTRIES
 BRADY INDUSTRIES
 5198 Chinden Blvd
 Boise, ID 83714
 208-887-2199

Contract Number:

Bill To Address

DOP - Various State Agencies
 State of Idaho
 Various Locations
 See Below for Details
 on Specific Locations
 Various, Idaho 83702
Phone: 208-327-7465
Fax: 208-327-7320
Email: purchasing@adm.idaho.gov
Mail Stop: DOP - Various Locations

Ship To Address

DOP - Various State Agencies
 State of Idaho
 Various Locations
 See Below for Details
 on Specific Locations
 Various, Idaho 83702
Phone: 208-327-7465
Fax: 208-327-7320
Email: purchasing@adm.idaho.gov
Mail Stop: DOP - Various Locations

Instructions

Contract SBPO1392 for Paper, Plastics, Cleaning Supplies and Equipment, and Plastic Bags and Liners for Various State of Idaho Agencies, Institutions and Departments (the "Contract") is amended, effective August 13, 2014. All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein.

Contract SBPO1392 is amended as follows:

This contract is amended per the attached document titled "AMENDMENT NUMBER 5 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS". (See the document with the document file name "SBPO1392 Amendment 5.pdf".)

NO OTHER CHANGES NOTED.

Supplier Part Number	Quantity	Items Back Order	Unit	Unit Price	Total
64050	0	0	ANN	\$0.00	\$0.00
Item Description #1 Initial contract term.					
Delivery Date: August 12, 2014					
Shipping Method: Delivery					
Shipping Instructions:					
Ship FOB:					
Attachment(s)					
Special Instructions:					
64050	1	0	EA	\$166,788.60	\$166,788.60
Item Description #2 Addition to the estimated contract value for the initial contract term. (Based on price changes factored in contract Amendment 5.)					
Delivery Date: August 10, 2014					
Shipping Method: Delivery					
Shipping Instructions:					
Ship FOB:					
Attachment(s)					
Special Instructions:					

Sub-Total (USD) \$166,788.60
Estimated Tax (USD) \$0.00
TOTAL: (USD) \$166,788.60

Note: If there is a next to an item's unit price, that indicates that the price has been discounted.



**AMENDMENT NUMBER 5 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS,
CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS**

THIS AMENDMENT to State of Idaho contract number SBPO1392-04, dated January 28, 2014 (the "Contract") for Paper & Plastics, Cleaning Supplies, and Plastic Bags & Liners for Various State of Idaho Agencies, Institutions, Departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327, is made by and between **Brady Industries**, as "Contractor", and the **State of Idaho**, as "State".

WHEREAS, pursuant to the authority provided in Section 67-5717 of the Idaho Code, the State entered into the Contract for an initial term of three (3) years which commenced on October 9, 2012; and

NOW, THEREFORE, for valuable consideration, the State and Contractor mutually agree to amend the Contract as follows:

1. Changes to the Bid Schedule have been initiated. The changes consist of price increases on certain items.

The Bid Schedule found in Contract SBPO1392 is hereby deleted and replaced with the attached revised Bid Schedule (identified on the attached as being revised August 6, 2014).

All prices shown on the revised Bid Schedule are effective as of the last date signed below.

2. Contract subsection 4.12, Pricing Stability and Adjustments, is deleted in its entirety, and replaced with the following:

"4.12 Pricing Stability and Adjustments

The discounts listed by the bidder in the Bid Schedule will be fixed for the term of the Contract, unless modified via mutual, written agreement between the parties.

Requests for price adjustments to Bid Schedule items due to manufacturer price increases may be submitted to the State by the Contractor no more frequently than semi-annually, beginning six (6) months after the Start of Service Date of the Contract. The Contractor must provide evidence of such manufacturer increases (notices from manufacturers and other information requested by the State, such as copies of invoices) to the Division of Purchasing a minimum of thirty (30) calendar days prior to the requested price adjustment implementation date.

All price adjustments are subject to approval by the Division of Purchasing and no price adjustment shall be in effect until approved by the Division of Purchasing. The Division of Purchasing reserves the right to require supporting documentation for any adjustments.

Price adjustments, if approved by the Division of Purchasing, shall be as identified in the evidence submitted by the Contractor (see the last sentence of the second paragraph of subsection 4.12) or as set forth in the Producer Price Index (PPI), whichever is less. The State reserves the right to reduce the price of items in the Bid Schedule if the PPI indicates that a negative percent change has occurred. The PPI can be found at www.bls.gov.

The PPI Groupings to be used for price adjustments are as follows:

<u>PPI Grouping</u>	<u>Bid Schedule Item Numbers To Which the Grouping Applies</u>
Sanitary paper products (Table 4)	A-1 through A-31
Paper (Table 5)	B-1 through B-4; C-2 through C-3
Plastic resins and materials (Table 5)	B-5 through B-12; C-1; C-4 through C-10; E-1 through E-12
Cleaning and polishing products (Table 4)	D-1 through D-2; D-5; D-7 through D-10; D-13 through D-16
Soaps and synthetic detergents (Table 4)	D-3 through D-4; D-6; D-11 through D-12

For Bid Schedule items not associated with a PPI Grouping above, the State will consider the evidence that the Contractor submits (see the last sentence of the second paragraph of subsection 4.12).

If a price adjustment will be based on the PPI, the PPI to be used will be the PPI published three (3) months prior to the date of the requested adjustment. The percent change will be based on the unadjusted percent change from twelve (12) months prior to the month of the publication of that PPI. Adjusted prices shall be rounded to the next higher cent.

The Contractor must pass along to the State any manufacturer's price reduction upon the effective date of the price reduction."

This amendment is effective as of the last date signed below.

IN WITNESS THEREOF, the Parties have caused this Amendment to be executed by their respective duly authorized agents.

CONTRACTOR

Brady Industries

By: 
Mark Phillips, General Manager

Date: 8/11/14

THE STATE OF IDAHO

**Division of Purchasing
Department of Administration**

By: 
Jason Urquhart, Purchasing Officer

Date: 8/13/14



THIS NUMBER MUST APPEAR
ON ALL DOCUMENTS

Bill To:
State of Idaho

Send invoices to the address
listed
below or as indicated in the
comments or instructions field
Boise, ID 83720-0075

State of Idaho

**Statewide Blanket Purchase
Order
CHANGE ORDER - 04**

Statewide Blanket Purchase
Order
SBPO1392 - 04

DELIVER TO: State of Idaho Various Agencies
Various State Agencies
located throughout Idaho

Various, ID 83701
Mark.Little@adm.idaho.gov

Date: Tue Jan 28, 2014
F.O.B.: Destination
Terms:

VENDOR: Brady Industries
5198 Chinden Blvd
Boise, ID 83714
Attn: General Manager
Vendor Nbr:
Emailed To: Mark.Phillips@Bradyindustries.com
Phone: 208 887-2199
Fax: 208 887-2224
eCommerce ID: P00000082579

Start of Service Tue Oct 09, 2012
Date
Thu Oct 08, 2015
End of Service
Date:

Solicitation#: ITB03852
DOC#: PREQ20379

13 Header Attachments
App to Negot - Brady - 8-6-12.pdf
Brady - Init Negot Ltr - 8-8-12.pdf
Brady - Negot Issues - 8-8-12.doc
Brady-Final Negot Ltr-8-22-12.pdf
Brady-Follow Up-8-9-12.pdf
Reg to Negot - Brady - 8-3-12.pdf
SBPO1392 Amendment 1.pdf
SBPO1392 Amendment 2.pdf
SBPO1392 Amendment 3.pdf
SBPO1392 Amendment 4.pdf
SBPO1392 Bid Schedule - 1-10-14.xls
SBPO1392 Bid Schedule - 7-3-13.xls
Stateofidaho Negotiation 80912.pdf

Buyer: JASON URQUHART 208-332-1608

Item No	Description	Quantity UOM	Unit Price	Extension
000	BLANKET PURCHASE AGREEMENT (line item particulars follow)	1 lot		6189625.77
	Total:			6189625.77

CONTRACT SBPO1392 - AMENDMENT

This Contract Amendment and the provisions hereof are hereby attached to and made part of that certain State of Idaho contract number SBPO1392-03, dated July 9, 2013 ("Contract") for Paper, Plastics, Cleaning Supplies and Equipment, and Plastic Bags and Liners, for Various State of Idaho Agencies, Institutions and Departments, between Brady Industries, as "Contractor" and the state of Idaho as "State". Contractor and State hereby agree as follows:

All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. The effective date of this AMENDMENT is JANUARY 23, 2014.

This contract is amended per the attached document titled "AMENDMENT NUMBER 4 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS". (See the document with the document file name "SBPO1392 Amendment 4.pdf".)

NO OTHER CHANGES NOTED.

NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD

This Statewide Contract is for Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners, and is for the benefit of State of Idaho Agencies, institutions, and departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Contract on an as needed basis for the period noted above. This Statewide Contract may be renewed for three (3) additional one (1) year renewal periods subject to mutual, written agreement between the parties.

Blanket Comments:

Contract Title:..... Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners
 Type:.....Open Contract (see subsection 4.3, Use of the Contract)
 Public Agency Clause:Yes
 Contract Administration:.... Jason Urquhart
 ---Phone Number:.....208-332-1608
 ---E-Mail:.....jason.urquhart@adm.idaho.gov

Contractor's Primary Contact
 ---Contractor:.....Brady Industries
 ---Attn:.....Mark Phillips
 ---Address:..... 5198 Chinden Blvd.
 ---City, State, Zip:.....Boise, ID 83714
 Toll Free Phone:..... 866-610-8870
 Phone Number:..... 208-887-2199
 Fax Number:..... 208-887-2224
 E-Mail:..... mark.phillips@bradyindustries.com

CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

Item No	Description	Quantity UOM	Unit Price	Extension
001 Files	STATEWIDE PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS (Estimated annual amount: \$2,063,208.59.) (640-50) (nt)	3 YEAR	\$2,063,208.59	\$6,189,625.77

Item 001 Attached Files Toggle All Line Item File Attachments.

- Statewide Paper Plastics ITB.doc
- Bid Sched - Stwide Paper and Plastics.xls
- Attach 1 Bidder Questions.doc
- Attach 2 Risk Report.xls
- Attach 3 Bidder Exp and Cap.xls
- AreasZones.pdf
- signature page ITB_RFP 10-20-11.doc
- ITB03852 Amend One.doc

- List of North ID Accounts.xls
- Attach 1 Q and A.doc
- Prelim Bid Tab - ITB02731.pdf
- StateofIdaho_signaturepage.pdf
- State of ID Intro.pdf
- Response to State of Idaho.doc
- Att 3 Bidder Exp and Cap - completed.xls
- Delivery Points State of Idaho.xls
- Order Form blank_StateofIdaho.xls
- Sample Return Request_StateofIdaho.xls

General Comments:

QUANTITIES: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.

Payment Address & Delivery Information
Same as above

THIS CONTRACT, (including any files attached), CONSTITUTES THE STATE OF IDAHO'S ACCEPTANCE OF YOUR SIGNED BID (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL, EXCEPT AS MODIFIED BY:

1. CLARIFICATIONS AND CHANGES MADE BY THE STATE DURING NEGOTIATIONS IN ITS LETTER DATED AUGUST 8, 2012. THE NEGOTIATIONS ALSO INCLUDE BRADY INDUSTRIES' RESPONSE TO THAT LETTER (BRADY INDUSTRIES'S RESPONSE WAS DATED AUGUST 9, 2012). NEGOTIATIONS WERE CONCLUDED VIA LETTER FROM THE STATE TO BRADY INDUSTRIES ON AUGUST 22, 2012.

THE ABOVE LETTERS ARE ON FILE AT THE DIVISION OF PURCHASING.

The dollar amount listed in the Contract pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the actual orders, requirements, or tasks given to the Contractor by the State or may be dependent upon the specific terms of the Contract.

In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:

1. This Statewide Blanket Purchase Order document.
2. The state of Idaho's original solicitation document.
3. The Contractor's signed bid, quotation, or offer.

INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.

MARK PHILLIPS
General Manager
Brady Industries

Instructions: Freight / Handling Included in Price	
	 Signed By: JASON URQUHART
Select an action. ▾ and Execute Action Back to Search Awards	
jason.urquhart@adm.idaho.gov	

AMENDMENT NUMBER 4 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS

THIS AMENDMENT to State of Idaho contract number SBPO1392-03, dated July 9, 2013 (the "Contract") for Paper & Plastics, Cleaning Supplies, and Plastic Bags & Liners for Various State of Idaho Agencies, Institutions, Departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327, is made by and between **Brady Industries**, as "Contractor", and the **State of Idaho**, as "State".

WHEREAS, pursuant to the authority provided in Section 67-5717 of the Idaho Code, the State entered into the Contract for an initial term of three (3) years which commenced on October 9, 2012; and

NOW, THEREFORE, for valuable consideration, the State and Contractor mutually agree to amend the Contract as follows:

1. Changes to the Bid Schedule have been initiated. The changes consist of price increases on certain items.

The Bid Schedule found in Contract SBPO1392 is hereby deleted and replaced with the attached revised Bid Schedule (identified on the attached as being revised January 10, 2013).

All prices shown on the revised Bid Schedule are effective as of the last date signed below.

This amendment is effective as of the last date signed below.

IN WITNESS THEREOF, the Parties have caused this Amendment to be executed by their respective duly authorized agents.

CONTRACTOR

Brady Industries

By: 
Mark Phillips, General Manager
Date: 1/22/13

THE STATE OF IDAHO

**Division of Purchasing
Department of Administration**

By: 
Jason Urquhart, Purchasing Officer
Date: 1/23/14



THIS MEMBER MUST APPEAR
ON ALL DOCUMENTS

Bill To:
State of Idaho

Send invoices to the address listed
below or as indicated in the
comments or instructions field
Boise, ID 83720-0076

State of Idaho

Statewide Blanket Purchase Order
CHANGE ORDER - 03

Statewide Blanket Purchase Order
SBPO1392 - 03

DELIVER TO: State of Idaho Various Agencies
Various State Agencies
located throughout Idaho

Various, ID 83701
Mark.Little@adm.idaho.gov

Date: Tue Jul 09, 2013

F.O.B.: Destination
Terms:

VENDOR:

Brady Industries
5198 Chinden Blvd
Boise, ID 83714
Attn: General Manager
Mark.Phillips@BradyIndustries.com
Phone: 208 887-2199
Fax: 208 887-2224
eCommerce ID: P00000082679

Start of Service Date Tue Oct 09, 2012

End of Service Date: Thu Oct 08, 2015

RFQ#: ITB03852
DOC#: PREQ20379

11 Header Attachments
App to Negot - Brady - 8-8-12.pdf
Brady - Init Negot Ltr - 8-8-12.pdf
Brady - Negot Issues - 8-8-12.doc
Brady-Final Negot Ltr-8-22-12.pdf
Brady-Follow Up-8-9-12.pdf
Req to Negot - Brady - 8-3-12.pdf
SBPO1392 Amendment 1.pdf
SBPO1392 Amendment 2.pdf
SBPO1392 Amendment 3.pdf
SBPO1392 Bid Schedule - 7-3-13.xls
StateofIdaho Negotiation 80912.pdf

Buyer: JASON URQUHART 208-332-1608

Item No	Description	Quantity UOM	Unit Price	Extension
000	BLANKET PURCHASE AGREEMENT (line item particulars follow)	1 lot		\$6,177,773.91
	Total:			6,177,773.91
	<p>CONTRACT SBPO1392 - AMENDMENT</p> <p>This Contract Amendment and the provisions hereof are hereby attached to and made part of that certain State of Idaho contract number SBPO1392-02, dated July 2, 2013 ("Contract") for Paper, Plastics, Cleaning Supplies and Equipment, and Plastic Bags and Liners, for Various State of Idaho Agencies, Institutions and Departments, between Brady Industries, as "Contractor" and the state of Idaho as "State". Contractor and State hereby agree as follows:</p> <p>All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. The effective date of this AMENDMENT is JULY 5, 2013.</p> <p>This contract is amended per the attached document titled "AMENDMENT NUMBER 3 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS". (See the document with the document file name "SBPO1392 Amendment 3.pdf".)</p> <p>NO OTHER CHANGES NOTED.</p> <p>NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD</p> <p>This Statewide Contract is for Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners, and is for the benefit of State of Idaho Agencies, institutions, and departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Contract on an as needed basis for the period noted above. This Statewide Contract may be renewed for three (3) additional one (1) year renewal periods subject to mutual, written agreement between the parties.</p> <p>Blanket Comments:</p> <p>Contract Title:..... Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners Type:.....Open Contract (see subsection 4.3, Use of the Contract) Public Agency Clause:Yes Contract Administration:..... Jason Urquhart ---Phone Number:.....208-332-1608 ---E-Mail:.....jason.urquhart@adm.idaho.gov</p> <p>Contractor's Primary Contact ---Contractor:.....Brady Industries ---Attn:.....Mark Phillips ---Address:..... 5198 Chinden Blvd. ---City, State, Zip:.....Boise, ID 83714 Toll Free Phone:..... 866-610-8870 Phone Number:..... 208-887-2199 Fax Number:..... 208-887-2224 E-Mail:..... mark.phillips@bradyindustries.com</p> <p>CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.</p>			

Item No	Description	Quantity UOM	Unit Price	Extension
001	STATEWIDE PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS (Estimated annual amount: \$2,069,257.97.) (640-50) (nt)	3 YEAR	\$2,069,257.97	\$6,177,773.91
Item 001 Attached Files	<ul style="list-style-type: none"> <input type="checkbox"/> Statewide Paper Plastics ITB.doc <input type="checkbox"/> Bid Sched - Stwide Paper and Plastics.xls <input type="checkbox"/> Attach 1 Bidder Questions.doc <input type="checkbox"/> Attach 2 Risk Report.xls <input type="checkbox"/> Attach 3 Bidder Exp and Cap.xls <input type="checkbox"/> AreasZones.pdf <input type="checkbox"/> signature page ITB_RFP 10-20-11.doc <input type="checkbox"/> ITB03852 Amend One.doc <input type="checkbox"/> List of North ID Accounts.xls <input type="checkbox"/> Attach 1 Q and A.doc <input type="checkbox"/> Prelim Bid Tab - ITB02731.pdf <input type="checkbox"/> StateofIdaho_signaturepage.pdf <input type="checkbox"/> State of ID Intro.pdf <input type="checkbox"/> Response to State of Idaho.doc <input type="checkbox"/> Att 3 Bidder Exp and Cap - completed.xls <input type="checkbox"/> Delivery Points State of Idaho.xls <input type="checkbox"/> Order Form blank_StateofIdaho.xls <input type="checkbox"/> Sample Return Request_StateofIdaho.xls 			
General Comments:	<p>QUANTITIES: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.</p> <p>Payment Address & Delivery Information Same as above</p> <p>THIS CONTRACT, (Including any files attached), CONSTITUTES THE STATE OF IDAHO'S ACCEPTANCE OF YOUR SIGNED BID (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL, EXCEPT AS MODIFIED BY:</p> <p>1. CLARIFICATIONS AND CHANGES MADE BY THE STATE DURING NEGOTIATIONS IN ITS LETTER DATED AUGUST 8, 2012. THE NEGOTIATIONS ALSO INCLUDE BRADY INDUSTRIES' RESPONSE TO THAT LETTER (BRADY INDUSTRIES'S RESPONSE WAS DATED AUGUST 9, 2012). NEGOTIATIONS WERE CONCLUDED VIA LETTER FROM THE STATE TO BRADY INDUSTRIES ON AUGUST 22, 2012.</p> <p>THE ABOVE LETTERS ARE ON FILE AT THE DIVISION OF PURCHASING.</p> <p>The dollar amount listed in the Contract pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the actual orders, requirements, or tasks given to the Contractor by the State or may be dependent upon the specific terms of the Contract.</p> <p>In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:</p> <ol style="list-style-type: none"> 1. This Statewide Blanket Purchase Order document. 2. The state of Idaho's original solicitation document. 3. The Contractor's signed bid, quotation, or offer. <p>INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.</p> <p>MARK PHILLIPS General Manager Brady Industries</p>			
Instructions: Freight / Handling Included in Price	<div style="text-align: right;">  Signed By: JASON URQUHART </div> <p style="text-align: center;">CHANGE ORDER - 03</p>			

AMENDMENT NUMBER 3 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS

THIS AMENDMENT to State of Idaho contract number SBPO1392-02, dated July 2, 2013 (the "Contract") for Paper & Plastics, Cleaning Supplies, and Plastic Bags & Liners for Various State of Idaho Agencies, Institutions, Departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327, is made by and between **Brady Industries**, as "Contractor", and the **State of Idaho**, as "State".

WHEREAS, pursuant to the authority provided in Section 67-5717 of the Idaho Code, the State entered into the Contract for an initial term of three (3) years which commenced on October 9, 2012; and

NOW, THEREFORE, for valuable consideration, the State and Contractor mutually agree to amend the Contract as follows:

- 1. A correction to the Bid Schedule has been initiated. The Discount Percents for Item Number A-24 have been corrected to accurately reflect the changes made in Amendment 1 to Contract SBPO1392.**

The price schedules that were part of Amendment 1, and the revised Bid Schedule that was part of Amendment 2, found in Contract SBPO1392 are hereby deleted and replaced with the attached revised Bid Schedule (identified on the attached as being revised July 3, 2013).

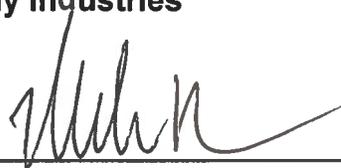
All prices shown on the attached revised Bid Schedule are effective July 2, 2013.

This amendment is effective as of the last date signed below.

IN WITNESS THEREOF, the Parties have caused this Amendment to be executed by their respective duly authorized agents.

CONTRACTOR

Brady Industries

By: 
Mark Phillips, General Manager

Date: 7/5/13

THE STATE OF IDAHO

**Division of Purchasing
Department of Administration**

By: 
Jason Urquhart, Purchasing Officer

Date: 7/5/13



THIS NUMBER MUST APPEAR
ON ALL DOCUMENTS

Bill To:
State of Idaho

Send invoices to the address listed
below or as indicated in the
comments or instructions field
Boise, ID 83720-0075

State of Idaho

**Statewide Blanket Purchase Order
CHANGE ORDER - 02**

Statewide Blanket Purchase Order
SBPO1392 - 02

DELIVER TO: State of Idaho Various Agencies
Various State Agencies
located throughout Idaho

Various, ID 83701
Mark.Little@adm.idaho.gov

Date: Tue Jul 02, 2013
F.O.B.: Destination
Terms:

VENDOR: Brady Industries
5198 Chinden Blvd
Boise, ID 83714
Attn: General Manager
Vendor Nbr:
Emailed To: Mark.Phillips@Bradyindustries.com
Phone: 208 887-2199
Fax: 208 887-2224
eCommerce ID: P0000082579

Start of Service Date Tue Oct 09, 2012
End of Service Date: Thu Oct 08, 2015

Solicitation#: ITB03852
DOC#: PREQ20379

12 Header Attachments
App to Negot - Brady - 8-6-12.pdf
Bid Sched - Brady Ind Negot.xls
Brady - Init Negot Ltr - 8-8-12.pdf
Brady - Negot Issues - 8-8-12.doc
Brady-Final Negot Ltr-8-22-12.pdf
Brady-Follow Up-8-9-12.pdf
Reg to Negot - Brady - 8-3-12.pdf
SBPO1392 Amendment 1.pdf
SBPO1392 Amendment 2.pdf
SBPO1392 Bid Schedule - 6-28-13.xls
SBPO1392 Schedules - AM1.xls
StateofIdaho Negotiation 80912.pdf

Buyer: **JASON URQUHART** 208-332-1608

Item No	Description	Quantity UOM	Unit Price	Extension
000	BLANKET PURCHASE AGREEMENT (line item particulars follow)	1 lot		6070370.94
		Total:		6070370.94
	<p>CONTRACT SBPO1392 - AMENDMENT</p> <p>This Contract Amendment and the provisions hereof are hereby attached to and made part of that certain State of Idaho contract number SBPO1392-01, dated February 2, 2013 ("Contract") for Paper, Plastics, Cleaning Supplies and Equipment, and Plastic Bags and Liners, for Various State of Idaho Agencies, Institutions and Departments, between Brady Industries, as "Contractor" and the state of Idaho as "State". Contractor and State hereby agree as follows:</p> <p>All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. The effective date of this AMENDMENT is JULY 2, 2013.</p> <p>This contract is amended per the attached document titled "AMENDMENT NUMBER 2 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS". (See the document with the document file name "SBPO1392 Amendment 2.pdf".)</p> <p>NO OTHER CHANGES NOTED.</p> <p>NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD</p> <p>Blanket Comments: This Statewide Contract is for Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners, and is for the benefit of State of Idaho Agencies, institutions, and departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Contract on an as needed basis for the period noted above. This Statewide Contract may be renewed for three (3) additional one (1) year renewal periods subject to mutual, written agreement between the parties.</p> <p>Contract Title:..... Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners Type:.....Open Contract (see subsection 4.3, Use of the Contract) Public Agency Clause:Yes Contract Administration:.... Jason Urquhart ---Phone Number:.....208-332-1608 ---E-Mail:.....jason.urquhart@adm.idaho.gov</p> <p>Contractor's Primary Contact ---Contractor:.....Brady Industries ---Attn:.....Mark Phillips ---Address:..... 5198 Chinden Blvd. ---City, State, Zip:.....Boise, ID 83714</p>			

Toll Free Phone:..... 866-610-8870
 Phone Number:..... 208-887-2199
 Fax Number:..... 208-887-2224
 E-Mail:..... mark.phillips@bradyindustries.com

CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any Invoices/statement will facilitate the efficient processing of payment.

Item No	Description	Quantity UOM	Unit Price	Extension
001 Files	STATEWIDE PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS (Estimated annual amount: \$2,045,278.25.) (640-50) (nt)	3 YEAR	\$2,023,456.98	\$6,070,370.94

Item 001 Attached Files Toggle All Line Item File Attachments.

Statewide Paper Plastics ITB.doc

Bid Sched - Stwide Paper and Plastics.xls

Attach 1 Bidder Questions.doc

Attach 2 Risk Report.xls

Attach 3 Bidder Exp and Cap.xls

AreasZones.pdf

signature page ITB_RFP 10-20-11.doc

ITB03852 Amend One.doc

List of North ID Accounts.xls

Attach 1 Q and A.doc

Prelim Bid Tab - ITB02731.pdf

Stateofidaho_signaturepage.pdf

State of ID Intro.pdf

Response to State of Idaho.doc

Att 3 Bidder Exp and Cap - completed.xls

Delivery Points State of Idaho.xls

Order Form blank_Stateofidaho.xls

Sample Return Request_Stateofidaho.xls

General Comments:

QUANTITIES: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.

Payment Address & Delivery Information
Same as above

THIS CONTRACT, (including any files attached), CONSTITUTES THE STATE OF IDAHO'S ACCEPTANCE OF YOUR SIGNED BID (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL, EXCEPT AS MODIFIED BY:

1. CLARIFICATIONS AND CHANGES MADE BY THE STATE DURING NEGOTIATIONS IN ITS LETTER DATED AUGUST 8, 2012. THE NEGOTIATIONS ALSO INCLUDE BRADY INDUSTRIES' RESPONSE TO THAT LETTER (BRADY INDUSTRIES'S RESPONSE WAS DATED AUGUST 9, 2012). NEGOTIATIONS WERE CONCLUDED VIA LETTER FROM THE STATE TO BRADY INDUSTRIES ON AUGUST 22, 2012.

THE ABOVE LETTERS ARE ON FILE AT THE DIVISION OF PURCHASING.

The dollar amount listed in the Contract pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the actual orders, requirements, or tasks given to the Contractor by the State or may be dependent upon the specific terms of the Contract.

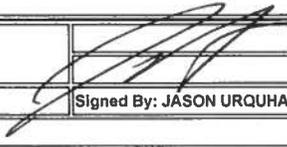
In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:

1. This Statewide Blanket Purchase Order document.
2. The state of Idaho's original solicitation document.
3. The Contractor's signed bid, quotation, or offer.

INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.

MARK PHILLIPS
General Manager
Brady Industries

Instructions:
Freight / Handling Included in Price


Signed By: JASON URQUHART

Select an action.

and Execute Action

Back to Search Awards

jason.urquhart@adm.idaho.gov

2 JBA

AMENDMENT NUMBER 1 TO THE STATEWIDE CONTRACT FOR PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS

THIS AMENDMENT to State of Idaho contract number SBPO1392, dated August 23, 2012 (the "Contract") for Paper & Plastics, Cleaning Supplies, and Plastic Bags & Liners for Various State of Idaho Agencies, Institutions, Departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327, is made by and between **Brady Industries**, as "Contractor", and the **State of Idaho**, as "State".

WHEREAS, pursuant to the authority provided in Section 67-5717 of the Idaho Code, the State entered into the Contract for an initial term of three (3) years which commenced on October 9, 2012; and

NOW, THEREFORE, for valuable consideration, the State and Contractor mutually agree to amend the Contract as follows:

- 1. Changes to the Bid Schedule have been initiated. Changes include price increases on certain items, and the deletion of a certain item.**

The Bid Schedule found in Contract SBPO1392 is hereby deleted and replaced with the attached revised Bid Schedule (identified on the attached as being revised June 28, 2013).

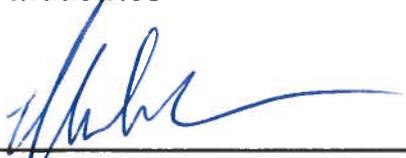
All prices shown on the revised Bid Schedule are effective as of the last date signed below.

This amendment is effective as of the last date signed below.

IN WITNESS THEREOF, the Parties have caused this Amendment to be executed by their respective duly authorized agents.

CONTRACTOR

Brady Industries

By: 
Mark Phillips, General Manager

Date: 7/2/13

THE STATE OF IDAHO

**Division of Purchasing
Department of Administration**

By: 
Jason Urquhart, Purchasing Officer

Date: 7/2/13



THIS NUMBER MUST APPEAR
ON ALL DOCUMENTS

Bill To:
State of Idaho

Send invoices to the address
listed
below or as indicated in the
comments or instructions field
Boise, ID 83720-0075

State of Idaho

**Statewide Blanket
Purchase Order
CHANGE ORDER - 01**

Statewide Blanket
Purchase Order
SBPO1392 - 01

DELIVER TO: State of Idaho Various Agencies
Various State Agencies
located throughout Idaho

Various, ID 83701
Mark.Little@adm.idaho.gov

Date: Sat Feb 02, 2013
F.O.B.: Destination
Terms:

VENDOR:
Brady Industries
5198 Chinden Blvd
Boise, ID 83714
Attn: General Manager
Vendor Nbr:
Emailed To: Mark.Phillips@Bradyindustries.com
Phone: 208 887-2199
Fax: 208 887-2224
eCommerce ID: P00000082579

Start of Service Tue Oct 09, 2012
Date
Thu Oct 08, 2015
End of Service
Date:
Solicitation#: ITB03852
DOC#: PREQ20379

10 Header Attachments
Reg to Negot - Brady - 8-3-12.pdf
App to Negot - Brady - 8-6-12.pdf
Brady - Init Negot Ltr - 8-8-12.pdf
Brady - Negot Issues - 8-8-12.doc
StateofIdaho Negotiation 80912.pdf
Brady-Follow Up-8-9-12.pdf
Brady-Final Negot Ltr-8-22-12.pdf
Bid Sched - Brady Ind Negot.xls
SBPO1392 Amendment 1.pdf
SBPO1392 Schedules - AM1.xls

Buyer: JASON URQUHART 208-332-1608

Item No	Description	Quantity UOM	Unit Price	Extension
000	BLANKET PURCHASE AGREEMENT (line item particulars follow)	1 lot		6135834.75

	Total:	6135834.75
--	---------------	-------------------

Blanket Comments:	<p>CONTRACT SBPO1392 - AMENDMENT</p> <p>This Contract Amendment and the provisions hereof are hereby attached to and made part of that certain State of Idaho contract number SBPO1392, dated August 3, 2012 ("Contract") for Paper, Plastics, Cleaning Supplies and Equipment, and Plastic Bags and Liners, for Various State of Idaho Agencies, Institutions and Departments, between Brady Industries, as "Contractor" and the state of Idaho as "State". Contractor and State hereby agree as follows:</p> <p>All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. The effective date of this AMENDMENT is JANUARY 30, 2013.</p> <p>This contract is amended per the attached document titled "AMENDMENT NUMBER 1 TO THE STATEWIDE CONTRACT FOR PAPER, PLASTICS, CLEANING SUPPLIES AND EQUIPMENT, AND PLASTIC BAGS AND LINERS". (See the document with the document file name "Amendment 1 to SBPO1392.pdf".)</p> <p>NO OTHER CHANGES NOTED.</p> <p>NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD</p> <p>This Statewide Contract is for Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners, and is for the benefit of State of Idaho Agencies, institutions, and departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Contract on an as needed basis for the period noted above. This Statewide Contract may be renewed for three (3) additional one (1) year renewal periods subject to mutual, written agreement between the parties.</p> <p>Contract Title:..... Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners Type:.....Open Contract (see subsection 4.3, Use of the Contract) Public Agency Clause:Yes Contract Administration:.... Jason Urquhart ---Phone Number:.....208-332-1608 ---E-Mail:.....jason.urquhart@adm.idaho.gov</p> <p>Contractor's Primary Contact ---Contractor:.....Brady Industries ---Attn:.....Mark Phillips --Address:..... 5198 Chinden Blvd. ---City, State, Zip:.....Boise, ID 83714 Toll Free Phone:..... 866-610-8870 Phone Number:..... 208-887-2199 Fax Number:..... 208-887-2224 E-Mail:..... mark.phillips@bradyindustries.com</p> <p>CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.</p>
----------------------	--

Item No	Description	Quantity UOM	Unit Price	Extension
001 <u>Files</u>	STATEWIDE PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS (Estimated annual amount: \$2,045,278.25.) (640-50) (nt)	3 YEAR	\$2,045,278.25	\$6,135,834.75

Item 001 Attached Files Toggle <u>All</u> Line Item File Attachments.	
<input type="checkbox"/>	Statewide Paper Plastics ITB.doc
<input type="checkbox"/>	Bid Sched - Stwide Paper and Plastics.xls
<input type="checkbox"/>	Attach 1 Bidder Questions.doc
<input type="checkbox"/>	Attach 2 Risk Report.xls

<input type="checkbox"/> Attach 3 Bidder Exp and Cap.xls
<input type="checkbox"/> AreasZones.pdf
<input type="checkbox"/> signature page ITB_RFP 10-20-11.doc
<input type="checkbox"/> ITB03852 Amend One.doc
<input type="checkbox"/> List of North ID Accounts.xls
<input type="checkbox"/> Attach 1 Q and A.doc
<input type="checkbox"/> Prelim Bid Tab - ITB02731.pdf
<input type="checkbox"/> StateofIdaho_signaturepage.pdf
<input type="checkbox"/> State of ID Intro.pdf
<input type="checkbox"/> Response to State of Idaho.doc
<input type="checkbox"/> Att 3 Bidder Exp and Cap - completed.xls
<input type="checkbox"/> Delivery Points State of Idaho.xls
<input type="checkbox"/> Order Form blank_StateofIdaho.xls
<input type="checkbox"/> Sample Return Request_StateofIdaho.xls

<p>General Comments:</p>	<p>QUANTITIES: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.</p> <p>Payment Address & Delivery Information Same as above</p> <p>THIS CONTRACT, (including any files attached), CONSTITUTES THE STATE OF IDAHO'S ACCEPTANCE OF YOUR SIGNED BID (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL, EXCEPT AS MODIFIED BY:</p> <p>1. CLARIFICATIONS AND CHANGES MADE BY THE STATE DURING NEGOTIATIONS IN ITS LETTER DATED AUGUST 8, 2012. THE NEGOTIATIONS ALSO INCLUDE BRADY INDUSTRIES' RESPONSE TO THAT LETTER (BRADY INDUSTRIES'S RESPONSE WAS DATED AUGUST 9, 2012). NEGOTIATIONS WERE CONCLUDED VIA LETTER FROM THE STATE TO BRADY INDUSTRIES ON AUGUST 22, 2012.</p> <p>THE ABOVE LETTERS ARE ON FILE AT THE DIVISION OF PURCHASING.</p> <p>The dollar amount listed in the Contract pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the actual orders, requirements, or tasks given to the Contractor by the State or may be dependent upon the specific terms of the Contract.</p> <p>In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:</p> <ol style="list-style-type: none"> 1. This Statewide Blanket Purchase Order document. 2. The state of Idaho's original solicitation document. 3. The Contractor's signed bid, quotation, or offer. <p>INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.</p> <p>MARK PHILLIPS General Manager Brady Industries</p>
--------------------------	---

Instructions:	
---------------	--

Freight / Handling Included in Price		
		Signed By: JASON URQUHART
Select an action.	and	Execute Action
		Back to Search Awards
jason.urquhart@adm.idaho.gov		

© 1996-2013 SicommNet, Inc. All Rights Reserved.
- po001Display Machine prodappv3a IP: 164.165.210.4 - Tue, 05 Feb 2013
Agency ID: A00000000011 Dept ID: AGENCY User ID: admjurquhart

**AMENDMENT NUMBER 1 TO THE STATEWIDE CONTRACT FOR PAPER,
PLASTICS, CLEANING SUPPLIES AND EQUIPMENT, AND PLASTIC BAGS AND
LINERS**

THIS AMENDMENT to State of Idaho contract number SBPO1392, dated August 23, 2012 (the "Contract") for Paper, Plastics, Cleaning Supplies and Equipment, and Plastic Bags and Liners for Various State of Idaho Agencies, Institutions and Departments, is made by and between **Brady Industries**, as "Contractor", and the **State of Idaho**, as "State".

WHEREAS, pursuant to the authority provided in Section 67-5717 of the Idaho Code, the State entered into the Contract for an initial term of three (3) years which commenced on October 9, 2012; and

NOW, THEREFORE, for valuable consideration, the State and Contractor mutually agree to amend the Contract as follows:

- 1. Changes to price Schedule A have been initiated. The changes are to the Discount Percents for Item Number A-24, resulting in lower prices for both Area A and Areas B and C, and to the Use columns for that Item. These changes are reflected in the attached price schedules (document file name "SBPO1392 Scheds – AM 1.xls").**

The price schedules (document file name "Bid Sched - Brady Ind_Negot.xls") found in Contract SBPO1392 are hereby deleted and replaced with the attached revised price schedules (document file name "SBPO1392 Scheds – AM 1.xls").

This amendment is effective as of the last date signed below.

IN WITNESS THEREOF, the Parties have caused this Amendment to be executed by their respective duly authorized agents.

CONTRACTOR

Brady Industries

By: 
Mark Phillips, General Manager

Date: 1/25/13

THE STATE OF IDAHO

**Division of Purchasing
Department of Administration**

By: 
Jason Urquhart, Purchasing Officer

Date: 1/30/13



THIS NUMBER MUST APPEAR
ON ALL DOCUMENTS

Bill To:
State of Idaho

Send invoices to the address
listed
below or as indicated in the
comments or instructions field
Boise, ID 83720-0075

State of Idaho

Statewide Blanket Purchase Order

Statewide Blanket
Purchase Order
SBPO1392

DELIVER TO: State of Idaho Various Agencies
Various State Agencies
located throughout Idaho

Various, ID 83701
Mark.Little@adm.idaho.gov

Date: Thu Aug 23, 2012
F.O.B.: Destination
Terms:

VENDOR: Brady Industries
5198 Chinden Blvd
Boise, ID 83714
Attn: General Manager
Vendor Nbr:
Emailed To: Mark.Phillips@Bradyindustries.com
Phone: 208 887-2199
Fax: 208 887-2224
eCommerce ID: P00000082579

Start of Service Date: Tue Oct 09, 2012
End of Service Date: Thu Oct 08, 2015
Solicitation#: ITB03852
DOC#: PREQ20379

8 Header Attachments
Req to Negot - Brady - 8-3-12.pdf
App to Negot - Brady - 8-6-12.pdf
Brady - Init Negot Ltr - 8-8-12.pdf
Brady - Negot Issues - 8-8-12.doc
StateofIdaho Negotiation 80912.pdf
Brady-Follow Up-8-9-12.pdf
Brady-Final Negot Ltr-8-22-12.pdf
Bid Sched - Brady Ind Negot.xls

Buyer: JASON URQUHART 208-332-1608

Item No	Description	Quantity UOM	Unit Price	Extension
000	BLANKET PURCHASE AGREEMENT (line item particulars follow)	1 lot		6028431.78
	Total:			6028431.78
NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD				
This Statewide Contract is for Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners, and is for				

the benefit of State of Idaho Agencies, institutions, and departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Contract on an as needed basis for the period noted above. This Statewide Contract may be renewed for three (3) additional one (1) year renewal periods subject to mutual, written agreement between the parties.

Contract Title:..... Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners
 Type:.....Open Contract (see subsection 4.3, Use of the Contract)
 Public Agency Clause:Yes
 Contract Administration:.... Jason Urquhart
 ---Phone Number:.....208-332-1608
 ---E-Mail:.....jason.urquhart@adm.idaho.gov

Blanket Comments:
 Contractor's Primary Contact
 ---Contractor:.....Brady Industries
 ---Attn:.....Mark Phillips
 --Address:..... 5198 Chinden Blvd.
 ---City, State, Zip:.....Boise, ID 83714
 Toll Free Phone:..... 866-610-8870
 Phone Number:..... 208-887-2199
 Fax Number:..... 208-887-2224
 E-Mail:..... mark.phillips@bradyindustries.com

CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

Item No	Description	Quantity UOM	Unit Price	Extension
001 <u>Files</u>	STATEWIDE PAPER & PLASTICS, CLEANING SUPPLIES, AND PLASTIC BAGS & LINERS (Estimated annual amount: \$2,009,477.26.) (640-50) (nt)	3 YEAR	\$2,009,477.26	\$6,028,431.78

General Comments:
 QUANTITIES: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.

Payment Address & Delivery Information
 Same as above

THIS CONTRACT, (including any files attached), CONSTITUTES THE STATE OF IDAHO'S ACCEPTANCE OF YOUR SIGNED BID (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL, EXCEPT AS MODIFIED BY:

1. CLARIFICATIONS AND CHANGES MADE BY THE STATE DURING NEGOTIATIONS IN ITS LETTER DATED AUGUST 8, 2012. THE NEGOTIATIONS ALSO INCLUDE BRADY INDUSTRIES' RESPONSE TO THAT LETTER (BRADY INDUSTRIES'S RESPONSE WAS DATED AUGUST 9, 2012). NEGOTIATIONS WERE CONCLUDED VIA LETTER FROM THE STATE TO BRADY INDUSTRIES ON AUGUST 22, 2012.

THE ABOVE LETTERS ARE ON FILE AT THE DIVISION OF PURCHASING.

The dollar amount listed in the Contract pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the actual orders, requirements, or tasks given to the Contractor by the State or may be dependent upon the specific terms of the Contract.

In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:

1. This Statewide Blanket Purchase Order document.
2. The state of Idaho's original solicitation document.
3. The Contractor's signed bid, quotation, or offer.

INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.


MARK PHILLIPS
General Manager
Brady Industries

Instructions:
Freight / Handling Included in Price



Signed By: JASON URQUHART

Select an action.

© 1996-2012 SicommNet, Inc. All Rights Reserved.
- po001Display Machine: prodappv1a IP: 164.165.210.143 - Fri, 24 Aug 2012
Agency ID: A00000000011 Dept ID: AGENCY User ID: admjurquhart



State of Idaho
Idaho Division of Purchasing
650 W State Rm B-15
PO Box 83720
Boise ID, 83720-0075

Invitation to Bid
Addendum 01

([Click to Review Original Solicitation](#))

Wed Jun 27, 8:33:51 A.M. MDT 2012
HH:MM:SS adjusted to system server hh:mm:ss

[Close](#)
[ScrollDown](#)

Solicitation Nbr: ITB03852
Reference Number:

Requisition Nbr: REQ015315
Document Nbr: PREQ20379

Solicitation Addendum To post changes, pre-bid conference information and written questions received from Reason: vendors along with the State's responses to them.

Solicitation Original Date of Issue:
FRI JUN 01, 2012

Solicitation CLOSING (Due) Date:
THU JUL 19, 2012 05:00:00 PM MDT
IN: 22 Days 8 Hours 25 minutes 53 seconds

Current Addendum Date of Issue:
WED JUN 27, 2012

Contact Person: JASON URQUHART

Phone Nbr: 208-332-1608

Fax Nbr: 208-327-7320

Email: jason.urquhart@adm.idaho.gov

Buyer: JASON URQUHART

Phone Nbr: 208-332-1608

Fax Nbr: 208-327-7320

Email: jason.urquhart@adm.idaho.gov

IMPORTANT NOTIFICATION. PLEASE READ:

You have not reviewed or downloaded the Solicitation Documents and are not registered with the buyer for this solicitation

To register with the buyer for this solicitation: [View or Download each Solicitation Attachment.](#)

[Click to view Current Participants](#)

SOLICITATION DESCRIPTION

STATEWIDE PAPER & PLASTICS, ETC., FOR IDAHO

SOLICITATION FILE ATTACHMENTS (To become available for award: Click Filename to view, or Use button to Save as a file)

File name	Description	Viewed / Ver Viewed
<u>Statewide Paper Plastics ITB.doc:</u> <input type="radio"/>	Main body of the ITB.	No
<u>Bid Sched - Stwide Paper and Plastics.xls:</u> <input type="radio"/>	Bid Schedule.	No
<u>Attach 1 Bidder Questions.doc:</u> <input type="radio"/>	Attachment 1.	No
<u>Attach 2 Risk Report.xls:</u> <input type="radio"/>	Attachment 2.	No
<u>Attach 3 Bidder Exp and Cap.xls:</u> <input type="radio"/>	Attachment 3.	No
<u>AreasZones.pdf:</u> <input type="radio"/>	Area-Zone Map.	No
<u>signature page ITB RFP 10-20-11.doc:</u> <input type="radio"/>	Signature page.	No
<u>ITB03852 Amend One.doc:</u> <input type="radio"/>	Amendment 1 to ITB03852.	No
<u>List of North ID Accounts.xls:</u> <input type="radio"/>	List of North Idaho Accounts.	No
<u>Prelim Bid Tab - ITB02731.pdf:</u> <input type="radio"/>	Bid tabulation from ITB02731.	No
<u>Attach 1 Q and A.doc:</u> <input type="radio"/>	Questions and answers.	No

SPECIAL INSTRUCTIONS

STATE OF IDAHO STANDARD CONTRACT TERMS AND CONDITIONS AND SOLICITATION INSTRUCTIONS TO VENDORS: The State of Idaho Standard Contract Terms and Conditions and Solicitation Instructions to Vendors are hereby incorporated by reference into this solicitation as if set forth herein in their entirety, and are located on the Internet at http://purchasing.idaho.gov/terms_and_conditions.html. Note: These documents have been revised effective 10/5/2009 to provide details regarding the new Administrative Fee which will apply to Purchase Orders (PO) and Contract Purchase Orders (CPO). If you do not have internet access, you may

1: contact the Div. of Purchasing at 208-327-7465 to obtain a copy. The Standard Contract Terms and Conditions and Solicitation Instructions to Vendors shall apply to this solicitation and the State of Idaho Standard Contract Terms and Conditions shall apply to any contract resulting from this solicitation. Failure by any submitting vendor to obtain a copy of such shall in no way constitute or be deemed a waiver by the State of either document, or any part of them. No liability will be assumed by the Division of Purchasing for a submitting vendor's failure to consider the State of Idaho Standard Contract Terms and Conditions in its response to the solicitation.

- 2: Shipping: Prices must be stated as FOB-Destination, unless otherwise indicated in the solicitation.

INSURANCE: Within 5 days of notification of award, the apparent successful bidder will provide certificates of the insurance required by the specifications naming the State of Idaho as additional insured and will maintain the insurance during the life of the contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the 5 business day period may be cause for your quotation, bid, or proposal to be declared non-responsive.

The Contractor shall carry liability and property damage insurance that will protect them and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract whether such operations be by themselves or by anyone directly or indirectly employed by either of them.

The Contractor shall not commence work under the contract until he obtains all insurance required under this provision and furnishes a certificate or other form showing proof of current coverage to the State. All insurance policies and certificates must be signed copies. After work commences, the Contractor will keep in force all required insurance until the contract is terminated.

1.1 Commercial General and Umbrella Liability Insurance. Contractor shall maintain Commercial General Liability (CGL) and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 each

occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this contract.

1.1.1 CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

1.2 Commercial Automobile and Commercial Umbrella Liability Insurance. Contractor shall maintain Commercial Automobile Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

1.3 Workers Compensation Insurance and Employer's Liability. Contractor shall maintain workers compensation and employers liability insurance, and shall comply with Idaho Statutes regarding Worker's Compensation.

- 3: 1.3.1 The Commercial Umbrella and/or employers liability limits shall not be less than \$500,000 each accident for bodily insurance by accident or \$500,000 each employee for bodily injury by disease.

Additional Requirements:

State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the (agency) and its divisions, officers and employees as additional insured, but only with respect to the Contractor's activities to be performed under this Contract.

Notice of Cancellation or Change: The Contractor shall ensure that all policies of insurance are endorsed to read that there shall be no cancellation, material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s) without thirty (30) days prior written notice from the Contractor or its insurer to the Division of Purchasing.

Contractor shall further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, and its divisions, officers and employees.

-
- 4: Quantities given are estimated for bidding purposes only. Actual quantities ordered may vary. The State does not guarantee and shall not be held liable for the estimated quantities in the solicitation.
-

A. Written questions are due per subsection 3.3 of the Invitation to Bid.

B. If an addendum to this solicitation affects your bid, you may change your bid up to the Invitation to Bid closing time.

C. Please note subsection 4.8 "Statewide Paper Plastics ITB.doc" pertaining to the Administrative Fee and Quarterly Usage Report.

- 5: D. The Notice of Cancellation or Change clause found in the Special Instructions of this Invitation to Bid header document is not applicable to this solicitation. The following Notice of Cancellation or Change clause is applicable to this solicitation: "Notice of Cancellation or Change: The contractor shall ensure that should any of the above described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s), that written notice will be delivered to the Division of Purchasing in accordance with the policy provisions."

E. Opening of bids will occur at 10:30 AM Mountain time the next business day after the Solicitation CLOSING (Due) Date found on this header document. The location will be the address found at the top of this first page of this header document, next to the seal of the state of Idaho.

F. Bids may be submitted via manual submission only. See subsection 3.4, Bid Format and Submission in the attached document with the document file name "Statewide Paper Plastics ITB.doc".

Solicitation Closes In: 22 Days 8 Hours 25 minutes 53 seconds

[Close](#)

[Print](#)

©Copyright 1998-2012 Sicommnet, Inc. All rights reserved. rFBIP_Review Machine: prodappv5a IP: 164.165.210.143
When applicable, the Sicommnet SOSA governs transaction fees. Please review on a regular basis.
Marketplace Account Number: P0000000001 UserID: genericUID11 Company: undefined



State of Idaho
 Idaho Division of Purchasing
 650 W State Rm B-15
 PO Box 83720
 Boise ID, 83720-0075

Invitation to Bid

Fri Jun 1, 9:05:43 A.M. MDT 2012
 HH:MM:SS adjusted to system server hh:mm:ss

Close
 ScrollDown

Solicitation Nbr: ITB03852
 Reference Number:

Requisition Nbr: REQ015315
 Document Nbr: PREQ20379

Solicitation Date of Issue:
 FRI JUN 01, 2012

Solicitation CLOSING (Due) Date:
 THU JUL 19, 2012 05:00:00 PM MDT
 IN: 48 Days 7 Hours 54 minutes 14 seconds

Contact Person: JASON URQUHART

Phone Nbr: 208-332-1608

Fax Nbr: 208-327-7320

Email: jason.urquhart@adm.idaho.gov

Buyer: JASON URQUHART

Phone Nbr: 208-332-1608

Fax Nbr: 208-327-7320

Email: jason.urquhart@adm.idaho.gov

IMPORTANT NOTIFICATION. PLEASE READ:

You have not reviewed or downloaded the Solicitation Documents and are not registered with the buyer for this solicitation

To register with the buyer for this solicitation: [View or Download each Solicitation Attachment.](#)

[Click to view Current Participants](#)

SOLICITATION DESCRIPTION

STATEWIDE PAPER & PLASTICS, ETC., FOR IDAHO

SOLICITATION FILE ATTACHMENTS (To become available for award: Click Filename to view, or Use button to Save as a file)		
File name	Description	Viewed / Ver Viewed
Statewide Paper Plastics ITB.doc: <input type="button" value="↻"/>	Main body of the ITB.	No
Bid Sched - Stwide Paper and Plastics.xls: <input type="button" value="↻"/>	Bid Schedule.	No
Attach 1 Bidder Questions.doc: <input type="button" value="↻"/>	Attachment 1.	No
Attach 2 Risk Report.xls: <input type="button" value="↻"/>	Attachment 2.	No

<u>Attach 3 Bidder Exp and Cap.xls:</u> <input type="checkbox"/>	Attachment 3.	No
<u>AreasZones.pdf:</u> <input type="checkbox"/>	Area-Zone Map.	No
<u>signature page ITB RFP 10-20-11.doc:</u> <input type="checkbox"/>	Signature page.	No

SPECIAL INSTRUCTIONS

STATE OF IDAHO STANDARD CONTRACT TERMS AND CONDITIONS AND SOLICITATION INSTRUCTIONS TO VENDORS: The State of Idaho Standard Contract Terms and Conditions and Solicitation Instructions to Vendors are hereby incorporated by reference into this solicitation as if set forth herein in their entirety, and are located on the Internet at http://purchasing.idaho.gov/terms_and_conditions.html. Note: These documents have been revised effective 10/5/2009 to provide details regarding the new Administrative Fee which will apply to Purchase Orders (PO) and Contract Purchase Orders (CPO). If you do not have internet access, you may

1: contact the Div. of Purchasing at 208-327-7465 to obtain a copy. The Standard Contract Terms and Conditions and Solicitation Instructions to Vendors shall apply to this solicitation and the State of Idaho Standard Contract Terms and Conditions shall apply to any contract resulting from this solicitation. Failure by any submitting vendor to obtain a copy of such shall in no way constitute or be deemed a waiver by the State of either document, or any part of them. No liability will be assumed by the Division of Purchasing for a submitting vendor's failure to consider the State of Idaho Standard Contract Terms and Conditions in its response to the solicitation.

2: **Shipping:** Prices must be stated as FOB-Destination, unless otherwise indicated in the solicitation.

INSURANCE: Within 5 days of notification of award, the apparent successful bidder will provide certificates of the insurance required by the specifications naming the State of Idaho as additional insured and will maintain the insurance during the life of the contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the 5 business day period may be cause for your quotation, bid, or proposal to be declared non-responsive.

The Contractor shall carry liability and property damage insurance that will protect them and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract whether such operations be by themselves or by anyone directly or indirectly employed by either of them.

The Contractor shall not commence work under the contract until he obtains all insurance required under this provision and furnishes a certificate or other form showing proof of current coverage to the State. All insurance policies and certificates must be signed copies. After work commences, the Contractor will keep in force all required insurance until the contract is terminated.

3: 1.1 Commercial General and Umbrella Liability Insurance. Contractor shall maintain Commercial General Liability (CGL) and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this contract.

1.1.1 CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

1.2 Commercial Automobile and Commercial Umbrella Liability Insurance. Contractor shall maintain Commercial Automobile Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

1.3 Workers Compensation Insurance and Employer's Liability. Contractor shall maintain workers compensation and employers liability insurance, and shall comply with Idaho Statutes regarding Worker's Compensation.

1.3.1 The Commercial Umbrella and/or employers liability limits shall not be less than \$500,000 each accident for bodily insurance by accident or \$500,000 each employee for bodily injury by disease.

Additional Requirements:

State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the (agency) and its divisions, officers and employees as additional insured, but only with respect to the Contractor's activities to be performed under this Contract.

Notice of Cancellation or Change: The Contractor shall ensure that all policies of insurance are endorsed to read that there shall be no cancellation, material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s) without thirty (30) days prior written notice from the Contractor or its insurer to the Division of Purchasing.

Contractor shall further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, and its divisions, officers and employees.

-
- 4: Quantities given are estimated for bidding purposes only. Actual quantities ordered may vary. The State does not guarantee and shall not be held liable for the estimated quantities in the solicitation.
-

A. Written questions are due per subsection 3.3 of the Invitation to Bid.

B. If an addendum to this solicitation affects your bid, you may change your bid up to the Invitation to Bid closing time.

C. Please note subsection 4.8 "Statewide Paper Plastics ITB.doc" pertaining to the Administrative Fee and Quarterly Usage Report.

- D. The Notice of Cancellation or Change clause found in the Special Instructions of this Invitation to Bid header document is not applicable to this solicitation. The following Notice of Cancellation or Change clause is applicable to this solicitation: "Notice of Cancellation or Change: The contractor shall ensure that should any of the above described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s), that written notice will be delivered to the Division of Purchasing in accordance with the policy provisions."
- 5:

E. Opening of bids will occur at 10:30 AM Mountain time the next business day after the Solicitation CLOSING (Due) Date found on this header document. The location will be the address found at the top of this first page of this header document, next to the seal of the state of Idaho.

F. Bids may be submitted via manual submission only. See subsection 3.4, Bid Format and Submission in the attached document with the document file name "Statewide Paper Plastics ITB.doc".

Solicitation Closes In: 48 Days 7 Hours 54 minutes 14 seconds

[Close](#)

[Print](#)

June 27, 2012

AMENDMENT 1

TO: All concerned vendors

RE: ITB03852, Statewide Paper & Plastics, Cleaning Supplies, and Plastic Bags & Liners, closing 5:00 p.m. Mountain time, July 19, 2012.

I. The following are changes made to the referenced Invitation to Bid (ITB). The following is additional information added to and made part of the referenced ITB.

1. Bid Schedule, Schedule B, Kitchen and Dining Items. The Description for Item B-6 is changed to read as follows:

“Gloves, Disposable, Powder Free, Latex, Exam Gloves, 4 mil (minimum 4 mil, maximum 7 mil), Natural (brown or beige)”

2. Bid Schedule, Schedule B, Kitchen and Dining Items. The Description for Item B-7 is changed to read as follows:

“Gloves, Disposable, Powder Free, Latex, Exam Gloves, 4 mil (minimum 4 mil, maximum 7 mil), Natural (brown or beige)”

3. The current subsection 4.9.5 is renumbered to be subsection 4.9.6. The text for that subsection is as follows:

“Custom reports that may be requested from time to time by the Division of Purchasing. These reports must be provided electronically, and Excel format is acceptable.”

4. The following is added as subsection 4.9.5:

“4.9.5 The Contractor must provide an annual report identifying each account under the Contract. The report must provide each account number, the location name associated with each account number, and each location’s delivery address. This report must be provided electronically, and Excel format is acceptable. The due date for this report shall be no later than thirty (30) calendar days after each one (1) year anniversary of the Contract.”

II. The following are the attendee list and the minutes from the pre-bid conference held on June 19, 2012. This additional information is added to and is made part of the referenced ITB.

**Invitation to Bid for Statewide Paper & Plastics, Cleaning Supplies, and Plastic Bags & Liners for the State of Idaho
ITB03852
Pre-Bid Conference
June 19, 2012, 9:00 A.M. to 11:00 A.M.**

Pre-Bid Conference Agenda

**Agenda Item I. Welcome and Introductions
Agenda Item II. Purpose and Pre-Bid Information
Agenda Item III. Overview of the Invitation to Bid
Agenda Item IV. Question and Answer Session
Agenda Item V. Important Dates in the Invitation to Bid
Agenda Item VI. Adjourn**

I. Welcome and Introductions

Welcome by Jason Urquhart, Purchasing Officer with Idaho Division of Purchasing and Contract Administrator for the current Statewide Paper & Plastics, Cleaning Supplies, and Plastic Bags & Liners.

Introductions (this information, with the exception of the Division of Purchasing attendees and one attendee that called-in, was derived from the sign-in sheet):

Jason Urquhart, Purchasing Officer, Division of Purchasing
Carrie Champlin, Purchasing Support, Division of Purchasing

Amber Wick, Brady Industries	Mark Phillips, Brady Industries
Mark Armstrong, Brady Industries	Larry Amen, Gem State Paper
John Anderson, Gem State Paper	Chris Bradley, Gem State Paper
Greg Taylor, Waxie	Brent Taylor, Waxie
Mike Kettering, Hanson	Chris Hanson, Hanson
Kirk Scoresby, Staples	Jeff Marmor, WCP Solutions
Julie DeLong, WCP Solutions	Dennis Elton, WCP Solutions

Call-in: Craig McDaniel, Waxie

II. Purpose and Pre-Bid Information

First of all this pre-bid conference is a conference we designed to be for those that are interested in our bid. It's really more for you all rather than the State. It gives you the opportunity to meet State representatives in person and some of you I have met already and some of you this is the first time and I am glad to meet you. It is also an opportunity for you to ask some questions. There is a question and answer period that will follow today. Next week we have written questions due but this gives you an opportunity to maybe ask some questions today that will help you to formulate other

questions. In addition to that it's an opportunity for you to further familiarize yourself with our Invitation to Bid. So with that any oral information that we provide today is not official until you see it in the form of an amendment to the Invitation to Bid on our e-procurement system which is IPRO. So I may answer a question today, give you the best answer I can I can give you and we may have to modify that response and we will put that into an amendment probably a few days following the due date for written questions. So what we will do, we are recording this meeting and we will provide minutes from the meeting in an amendment. We will probably put that in the same amendment that we will with responses to the written questions that you submit. So, that is part 2 of our agenda.

III. Overview of the Invitation to Bid

Part 3 is an Overview of the Invitation to Bid and this is the reason I brought water because I am going to do some talking. So, first of all, the purpose of the Invitation to Bid, I think it is pretty clear, but it is to establish a contract with a single contractor for paper and plastic products, cleaning supplies and plastic bags and liners to State of Idaho agencies. I have asked you today to bring a copy of the Invitation to Bid and you may want to follow along as I cover some basic things regarding the Invitation to Bid.

Subsection 3.4 is the Invitation to Bid format and submission and you will note that in that subsection we are only accepting manual bids. With our e-procurement system, there is a function where you can upload a bid but not for this particular Invitation to Bid. For your submission you will have to mail it in, via Fed Ex (*or other carrier*), or walk it in, but it has to be a packaged sealed bid. You will not be able to upload your bid into IPRO. Within subsection 3.4, you can see subsection 3.4.1.1 and all the way through subsection 3.4.1.13 and you can find that on page 5 of the bid. 3.4.1.1 is the first required item in your Invitation to Bid and that is a completed Idaho signature page and then from there to all the way through 3.4.1.13, we have a list of all the required items that you need to submit as part of your bid. So like I said first is your Signature Page, 3.4.1.2 is a completed Bid Schedule, 3.4.1.3, bidders must identify which of any of the reports described in subsection 4.9.1 through 4.9.4 can be downloaded and it goes on from there. So there are several things that you must include as part of your bid and I wanted to bring your attention to that today.

Subsection 3.8 is titled "Award" and I will read that award statement. Award will be all or none and will be made to the lowest price based on the overall grand total schedules A through E found in the Bid Schedule. So it's the overall lowest priced responsive responsible bidder. We are looking, as I mentioned before, to award a single contract from this.

The next subsection I wanted to mention is subsection 4.1, Contract Term. The initial term of the contract shall be 3 years. After the initial term, and upon written mutual agreement between the Contractor and the State, the contract maybe renewed annually for up to 3 consecutive one year renewal periods. So that is what we have written into the Invitation to Bid for our contract term.

Subsection 4.8.1, this is towards the bottom of page 9. 4.8.1 is our Administrative Fee Requirement. You need to factor into your pricing the 1.25% that is identified in the first paragraph of that subsection. We will be collecting an administrative fee on the future contract. In addition to that administrative fee that is due quarterly we have a quarterly usage report and we give details in 4.8.2 in regards to how to submit that report.

In addition to that quarterly usage report, we have in subsection 4.9 that is titled "Other Reports" and we list a few different things that will be required either on a quarterly basis or on another time period. I believe we may have, I am just scanning the Invitation to Bid, we have a few things that are due quarterly and then we have some things that are due more frequently like a Risk Plan which is in 4.9.6. That risk plan includes at 4.9.6.1, a weekly risk report is required. Actually that is at 4.9.6.2. I'll just read that subsection. 4.9.6.2-Risk Report: The contractor must submit a risk report and that is

attachment to the Invitation to Bid and that is due on a weekly basis. The report must document any risks to the contract. Risk is defined as anything that impacts time, scope or cost. The report must be e-mailed to the DOP contact which is me. If the contractor determines there are no risks to report in a given week, the contractor must still send an e-mail to the DOP contact and indicate that the contractor has not identified any current risks. This will probably take you less than 5 minutes a week for that particular report.

Subsection 4.9.6.3 on the next page, this is at the top of page 12. We require customer satisfaction surveys. On a semi-annual basis the contractor must send customer satisfaction surveys to each agency using the contract. The contractor shall provide 3 weeks for the agency to respond to each survey. And you can see on page 12, about the middle of the page, the table that is there. It is 5 simple customer service questions that you will be sending to each agency.

The next clause I wanted to look at is on the next page, page 13, and that is 4.11 the Public Agency Clause. A definition from Idaho Code is right there in that clause and so it means any city or political subdivision of the State, not limited to counties, school districts, highway districts etc. So other than state agencies, if it is a government agency in the State of Idaho, a political subdivision, they can use the contract. I just wanted to point that out.

Subsection 4.12, same page, Pricing Stability and Adjustments. Please note that we have tied price adjustments for most schedule items, that's schedules A through E, to the Producer Price Index and we have limited price adjustment frequency to no more often than semiannually.

Subsection 5.1, this is on page 15, this is Catalogs and Pricing. Please note that the bidder must submit its catalog as part of its bid and must also provide a web based catalog and ordering system.

Subsection 5.2-Delivery Requirements. Please note that we require delivery within 7 calendar days after receipt of order.

Subsection 5.4 -Training. Please note the requirements for initial and ongoing training that we have listed in subsection 5.4.

The next subsection that I wanted to mention is 5.10 and it is on page 20. 5.10 is dispensing equipment. Please note that we have detailed requirements regarding provision, repair and replacement of dispensing equipment. Note further that we require that toilet paper and hand towel dispensing equipment be provided and installed at no additional cost to the state. Removal of existing equipment in order to install toilet paper and hand towel dispensing equipment is also at no additional cost to the state. For all other dispensing equipment, the contractor can charge the agency for the purchase of the equipment at the list price in the catalog minus the contract discounts plus an hourly rate for installation. Please note other requirements that we have for dispensing equipment through subsection 5.10.

5.15, on page 23, we have a few requirements for transition from the current contract to the new contract. Please note those.

And then subsection 6.5 is titled "Allowed Variances". Please note that we have allowed for some variance from the identified specifications, in subsection 6.5.1 through 6.5.7, *which* provide details regarding that. We know that we have listed certain items in our Bid Schedules and we understand that not every item is perfectly alike. Similar items in the market are not perfectly alike so we have tried to account for that in subsection 6.5. And so, please read through those requirements carefully. The last page of the Invitation to Bid, page 27, is Exhibit A. Certain items are excluded from the contract or listed in this exhibit as optional and so please be aware of the items that are listed on this page.

There are also insurance requirements and we have identified our insurance requirements on our header page of the Invitation to Bid which is this document and I am sorry we have long room here but it's the page you should have seen when you opened up the document in IPRO with our State seal at the top and insurance requirements for this contract were under Special Instruction number 3. And we have listed a few different requirements there. The types of insurance required are Commercial General Liability with a limit of not less than one million each occurrence. Then we have certain other requirements for that CGL insurance. We also require Commercial Automobile and Commercial Umbrella Liability Insurance and the limit is not less than one million each accident. We do require Workers Compensation Insurance and Employers Liability. For the Employer Liability the limits are not less than half a million each accident for bodily insurance by accident and half a million each employee for bodily injury or disease.

We have also in the Invitation to Bid we have a few other attachments.

Attachment 1 to the Invitation to Bid is bidder's questions and that document is the document that you need to use to submit your written questions. If you fax them in on your letterhead, if you e-mail them to me and the questions are in the body of the e-mail, they will not get answered. You have to submit your questions using Attachment 1. It is a fairly simple form to follow. You identify the page or section, you identify what your question is and there is a column that the State will enter its responses into and then we will take all of those questions and our answers and attach them to an amendment and so you can follow and you can easily find what questions were yours and what our response is. And so it is a fairly simple way to deal with questions under this Invitation to Bid.

As Attachment 2 the form to use for the Risk Report that I had mentioned.

Attachment 3-we are requiring that you submit information regarding your company's experience and your capacity for fulfilling our contract.

We have *also* attached a document that identifies how the state divides up the areas and zones and really what you will be concerned with on that document is the divisions of the areas. We are not concerned about the zone division. You will see Areas A, B, and C identified on the Bid Schedules so you can submit pricing by area. We don't divide it all the way into all three areas. What we got in our Bid Schedule is you will have an area for pricing for Area A which is Northern Idaho and then a single price for both Areas B and C. That seemed to make sense to us.

And then lastly as I mentioned before we have attached the Idaho Signature Page.

IV. Question and Answer Session

So I have done pretty much all the talking so far and the next part of our agenda is the question and answer session. And before we move into that I would like to reiterate once again that any oral response that will be provided any oral information that we provide today during the pre-bid conference is not official until you see it in a form of an amendment to the Invitation to Bid. So with that I welcome any questions that you have and please go ahead if you have any questions regarding this invitation you may ask them at this time.

Q: Jason, will all questions submitted, if submitted properly show up on the amendment?

A: Yes

Q: And how long does that usually take?

A: I am anticipating getting that amendment out three business days after the due date *for receipt of written questions, which is June 26, 2012.*

Q: So we have to just keep checking to see if there is an amendment?

A: Yes

Q: And we are not notified of these changes?

A: Unless you are setup to receive certain notifications in IPRO, you won't be notified and you will have to check it on a daily basis.

Q: Jason, On Areas A, B, and C it's an all or nothing bid so if someone does not bid all three areas obviously that is going to jeopardize the successful bid?

A: That is correct

Q: Jason is it possible to get a list of the delivery locations in Area A?

A: I will try to get you that list.

(Please see the attached document with the document file name "List of North ID Accounts.xls". This information is provided to the best of our knowledge.)

Q: I have one more question, on the catalog and web-based ordering system; you guys are looking for a shopping cart technology where you go in use the P-card type set up?

A: Yes that is the basic of what we are looking for.

Q: Jason, on the manual submission, it says you guys obviously don't want any bound but stapled. Is 3 ring binders ok? You can pull them out?

A: Three ring binders are acceptable. We would prefer it to be stapled, it makes it more simple for us if we have to start pulling information out and moving it around and pulling it out of the three ring binders makes it more difficult. But if you want to put it in a three ring binder that would be acceptable.

Q: Jason, there is a term IPRO in 3.4.1.-What does that mean exactly? That is the only way you communicate through that?

A: Correct

Q: On the variances, particularly when it comes to chemicals if one particular brand is specified then the idea is to either have the same brand or another brand that matches as close as possible. Can you bid more than one brand or would you prefer just to pick one and go with that?

A: A single brand.

From Jason: Craig do you have any questions?

Q: Yes on the 5.2, oh wait a second let me think here 5.3 on the fill rates? is that only going to be judged based on the core list base of products or the whole catalog?

A: That will be the whole catalog.

Craig have you been able to hear everything today pretty good?

Pretty good, yes.

Q: So Jason I have a question on the catalog, if it is a three year bid and we change our catalog once a year does that have an effect on the bid if the catalog changes and something drops out of the catalog?

A: The things that have to be solidified are those that you are going to list on the Bid Schedule and you are certainly allowed to change your catalog once a year. Just notify us and let us know that that has changed.

Q: And I missed the part about the discounts to the catalog, how does that work?

A: On the last page of the Bid Schedule, let me pull it up so I can look at it, it's the additional discount information tab. There is a place for you to enter your discount from your catalog, your discount percentage.

Q: So you need pricing on the catalog?

A: What we will need as part of your bid is for you to give us your catalog identify that discount there, and that will be the discount in all your other items in the catalog except those that are listed on the Bid Schedule.

Q: So if our catalog does not show pricing we need to give you our price page with the catalog?

A: Yes

Q: Jason, a question on 5.2 the last paragraph, it says if you fail to meet delivery requirements the agency chooses to order from another source contractor maybe required to pay the difference. How does that work exactly?

A: So let's say that somebody orders a case of towels, just as an example, and you're not able to fulfill that and your price is \$10.00 a case and they go out and they have to pay \$15.00 for a case of towels, what they would do is then reduce what they pay on their next invoice by that \$5.00 difference.

Q: Jason, I think that you should mention 5.1.1

A: Ok, 5.1.1 where it says the catalog item number?

Q: Minimum order

A: Yes, I am not sure why you want me to mention this but minimum orders are stated in 5.11. The contractor must not have a minimum order amount greater than \$150.00 net. All orders received by the contractor that are at or above the minimum order amount must be accepted by the contractor. All orders accepted by the contractor regardless of whether or not it meets minimum order amount shall be FOB destination for a prepaid and allowed. Any combination of items may be used to meet the minimum order amount. Individual orders of less than the minimum order amount are exempt from the contract at the option of either the State or the contractor. Orders picked up by the agency at a contractor's distribution center are exempt from any minimum order amounts. The contractor must not require any minimum order quantities and the bidder must identify what its minimum order amount is with its bid.

Q: Let's say Company A has a minimum of what the state requires \$150 but Company B chooses to make it \$100 and you're going to accept the company to perform the bid based on the lowest price, would a different minimum make any difference have any bearing on that?

A: It will have no bearing on it (*no bearing on the bid evaluation*).

Q: Jason just to be clear the state is looking for the lowest bid as long as all the conditions have been met within the offering?

A: That is correct

Q: A question on delivery, some areas from what I have read might be desktop delivery others might be doc drop delivery is that correct? It just kind of depend on the agency?

A: It will depend on the agency.

Q: One other question on the fill rates? So does the fill rate calculate within the seven day period so let's say we receive two orders that's within the seven day period, how is the fill rate calculated on that?

A: Not sure I understand

Q: So let's say there were three items they received two the next day and they received the third item three days later is that at a 100% fill rate cause it was within the seven days?

A: Within the seven days meets the fill rate requirement.

V. Important Dates in the Invitation to Bid

We will move to the second to the last item in the agenda, section 5 Important Dates in the Invitation to Bid. Please see subsection 3.2 in the Invitation to Bid, excuse me 3.3, please see that subsection which is Inquiries. Questions related to this Invitation to Bid must be submitted in writing not later than 5:00 PM Mountain Time June 26, so next Tuesday and that would be to me. Written questions must be submitted via e-mail using Attachment 1 Bidder Questions. Questions submitted on any other form or via any other method will not be considered. So the e-mail containing the inquiry must contain or include the name of the representative of the party interested, who is responsible for the inquiry, the representative's business telephone number and the company name of the party interested. So the next important date upcoming is next Tuesday. Please submit your questions using Attachment 1 by 5PM that day. We have discussed this but we don't have a date set in stone for when we will respond to all those questions and as I mentioned I will endeavor to have them all answered in an amendment issued on IPRO within three business days of next Tuesday.

Q: Jason when you post those questions does it show who the questions was originated by?

A: It does not. And so that is a good point. Within the body of Attachment 1 please don't identify your company. Just ask your question and that will make it simple for us to protect the anonymity of your company.

If you would take a look at the IPRO header document that I showed just a moment ago, on the Invitation to Bid header document the solicitation closing date is on the first page towards the top on the left and currently solicitation closing date and time is identified as Thursday July 19th so we have a ways till we get to the closing day. And that is when you have to have your bid in to the Division of Purchasing office.

The bid opening will be the day following that so July 20th and it will be at 10:30 AM and the bid opening will be held at the Division of Purchasing Office. So 10:30 July 20th we will open the bids.

Do we have any other questions at this time? If not we are at the end of the conference.

Craig do you have any other questions at this time? No. Thank you.

Ok thank you everyone for your attendance. We very gratefully appreciate it. Good questions and I hope you have a great day.

VI. Adjourn

Approximate adjourn time was 9:40 AM.

III. The following are questions, statements, clarifications, and their responses regarding the referenced ITB. This additional information is added to and is made part of the referenced ITB.

Please see the Attachment with the document file name "Attach 1 Q and A.doc".

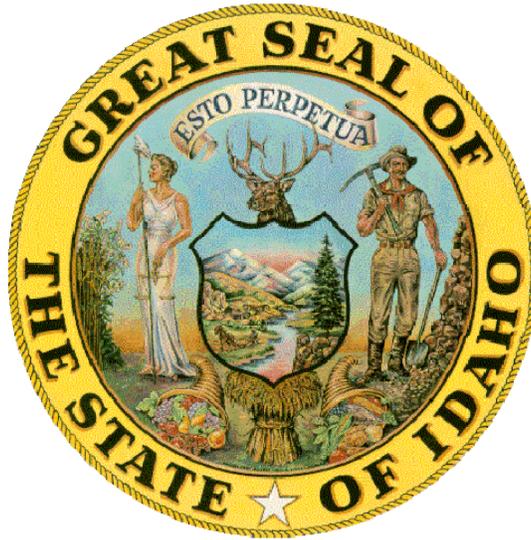
There are no other changes. If you have already submitted your bid and this addendum will alter your bid, please contact the Division of Purchasing.

Thank you for your interest in supplying the needs of the state of Idaho.

Sincerely,

/s/

Jason R. Urquhart, CPPB
Purchasing Officer



STATE OF IDAHO

INVITATION TO BID

**STATEWIDE PAPER & PLASTICS, CLEANING
SUPPLIES AND PLASTIC BAGS & LINERS**

**Invitation to Bid – Statewide Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners
Contract**

Table of Contents

	<u>Page</u>
1. Purpose	3
2. Usage Information	3
3. General Instructions, Information and Bidding Requirements	3
4. Special Terms and Conditions	8
5. Contract Requirements	15
6. Specifications	24
Exhibit A – List of Excluded and Optional Items to the Contract	27

1. PURPOSE

The purpose of this Invitation to Bid (ITB) is to establish a Contract with a single Contractor for paper and plastic products*, cleaning supplies and plastic bags and liners to State of Idaho Agencies.

(* These are primarily paper and plastics products for use in food service and janitorial applications. Bond and xerographic paper is excluded from this ITB per Exhibit A.)

2. USAGE INFORMATION

The following is estimated usage information:

The total annual estimated contract purchase amount made by State agencies is \$1,730,000.00.

The following is a detail of total annual estimated contract purchase amounts made by State agencies by Area (see the Area Map in the attached document with the document file name "AreasZones.pdf"), and the approximate number of State agency delivery locations by Area:

	Total annual estimated contract <u>purchase amounts</u>	Approx # of <u>delivery points*</u>
Area A	\$280,000	25
Area B	\$1,220,000	50
Area C	\$230,000	20

* Delivery points are considered to be the specific ordering desk within an Agency.

Figures do not include sales to Public Agencies (see subsection 4.11 for a definition of Public Agencies).

3. GENERAL INSTRUCTIONS, INFORMATION AND BIDDING REQUIREMENTS

3.1 Division of Purchasing (DOP) Contact

The DOP contact for this ITB is Jason Urquhart. He may be contacted at:

Direct delivery (UPS, FedEx, etc.): Division of Purchasing
650 W. State St., Room B-15
Boise, ID 83702

or

US Postal Service: P.O. Box 83720
Boise, ID 83720-0075
(208) 332-1608

3.2 Pre-Bid Conference

A non-mandatory pre-bid conference will be held on June 19, 2012 from 9:00 A.M. to 11:00 A.M. Mountain time. All parties interested may attend at their expense. Parties interested in attending this conference must submit a written request (email or fax is acceptable) to the DOP contact (see subsection 3.1 above) no later than two (2) business days prior to the date of the pre-bid conference. The written request must specify the name and title of each person who will be attending. A maximum of three (3) persons for each party interested will be allowed to attend.

Once the written request is received, the DOP contact will send directions for the location where the pre-bid conference will be held. Additionally, parties interested may attend the pre-bid conference via teleconference. The written request must specify whether attendance will be in-person or via teleconference. The DOP contact will provide teleconference information with the directions.

Failure to attend the pre-bid conference shall not relieve the bidder of meeting the requirements of this ITB, nor is attendance a requirement to submit a bid.

3.3 Inquiries

Questions relating to this ITB must be submitted in writing not later than 5:00 P.M. Mountain time, June 26, 2012, to the DOP contact (see subsection 3.1 above). Written questions must be submitted via email using Attachment 1, Bidder Questions. Questions submitted on any other form or via any other method will not be considered.

The email containing the inquiry must include:

- 3.3.1 the name of the representative of the party interested who is responsible for the inquiry;
- 3.3.2 the representative's business telephone number; and
- 3.3.3 the company name of the party interested.

3.4 Bid Format and Submission

Bids must be submitted manually, as follows:

- 3.4.1 Manual Submission: All submittal documents must be on standard 8½" x 11" paper. The bid should be stapled (and not bound). Do not submit your bid by facsimile, telegraph, mail-gram, or electronic mail.

The bid must be received by the date and time specified on the IPRO ITB header document. This date is subject to amendment, therefore bidders are cautioned to carefully read and respond to all amendments posted to IPRO regarding this solicitation. Late submittals will not be considered.

Each bid must contain the manual signature in ink (blue ink is preferred) on the Idaho Signature Page that is provided with this solicitation. The signature page must be signed by an authorized representative of the bidder.

Bidders may only submit one (1) bid in response to this solicitation; alternate bids will not be allowed and will be rejected.

The bid must be contained within a single envelope or package, and must be mailed, carrier shipped, or hand delivered to the location listed on the Idaho Signature Page. The bidder must list the following on the outside of the package:

Attn: Jason Urquhart, Idaho Division of Purchasing
Bidder Name (company name);
ITB Number;
ITB Title.

Bidders submitting manually must provide one (1) original of their bids, and one (1) electronic copy (on CD or USB drive) of their bids using Microsoft products such as Word and Excel. Electronic files must exactly reflect the information contained within the original bid. The electronic copy of the completed Idaho Signature Page may be submitted in a format other than that of a Microsoft product. Also, the bidder does not have to provide an electronic copy of its current standard paper and plastics, cleaning supply and plastic bags and liners catalog (see subsection 5.1.6.).

Bidders must provide the following as their bids:

3.4.1.1 Completed Idaho Signature Page. (Please see the attachment to the ITB with the document file name "signature page ITB_RFP 10-20-11.doc".)

3.4.1.2 Completed Bid Schedule (see the document with the document file name "Bid Sched – Stwide Paper and Plastics.xls"). (Do not submit your bid prices on any other form, and do not change the pricing structure of the Bid Schedule. Bidding on a form other than the Bid Schedule, or changing the pricing structure of the Bid Schedule, may cause your bid to be found non-responsive.)

3.4.1.3 Bidder must identify which, if any, of the reports described in subsections 4.9.1 through 4.9.4 can be downloaded by the State from the bidder's web-based catalog and ordering system. (See subsection 4.9.)

3.4.1.3.1 Bidder must submit a risk plan. (See subsection 4.9.6.1.)

3.4.1.4 A hard copy of the bidder's current standard paper and plastics, cleaning supply and plastic bags and liners catalog. (See subsection 5.1.6.)

3.4.1.5 A complete description of the bidder's web-based catalog and ordering system features and capabilities. The description must clearly identify that the web-based catalog and ordering system meets the requirements listed in subsections 5.1.1 through 5.1.5. (See subsection 5.1.7.)

3.4.1.6 Delivery times to specific Areas if better than seven (7) calendar days. Identify each Area to which the bidder can deliver earlier than seven (7) calendar days, and, the delivery time for each Area. (See subsection 5.2.)

3.4.1.7 Description of the bidder's methods for providing training to Agency personnel for both the initial training and training throughout the term of the Contract. (See subsection 5.4.)

3.4.1.8 Copies or samples of its current ordering forms. (See subsection 5.5.)

3.4.1.9 Identify the party responsible for freight charges and restocking fees for returns that are beyond the ten (10) business days described in subsection 5.7.1, or outside of any of the other parameters described in subsection 5.7.1. (See subsection 5.7.2.)

3.4.1.10 Copies or samples of all forms required for returns. (See subsection 5.7.4.)

3.4.1.11 Bidder must identify what its minimum order amount is. (See subsection 5.11.)

3.4.1.12 Descriptive Information: Bidders must include as part of their bid all descriptive information necessary for determining that the items bid meet the specifications. Bids that do not include this required information may be found non-responsive. If the descriptive information submitted does not clearly and completely demonstrate that all items bid meet the specifications, the entire bid will be found non-responsive.

For Schedule A through D items, descriptive information must be provided on the Bid Schedule in the columns with the following headings:

3.4.1.12.1 Manufacturer, Model # and Bidder's Product # for Item Bid

3.4.1.12.2 Size & Count / Case for Item Bid

3.4.1.12.3 Other Descriptive Information

For Schedule E items, descriptive information must be provided on the Bid Schedule in the columns with the following headings:

3.4.1.12.4 Manufacturer, Model # and Bidder's Product # for Item Bid

3.4.1.12.5 Dimensions (In Inches), Mic/Mil & Count/CS for Item Bid

3.4.1.12.6 Other Descriptive Information (Including Gallons for Bag or Liner Bid)

3.4.1.12.7 Do the Items Bid Meet the Specifications found in subsections 6.2 and 6.3 of the ITB? (Enter Yes or No)

The State reserves the right to request additional descriptive information from the bidder, and the bidder must comply with these requests. Failure of the bidder to comply with these requests will cause the entire bid to be found non-responsive.

3.4.1.13 A completed Attachment 3, Bidder's Experience and Capacity. See Attachment 3 for completion requirements (document with the document file name "Attach 3 Bidder Exp and Cap.xls").

3.5 Cost of Preparing the Bid

Costs of preparing a bid are the sole responsibility of the bidder. The State shall not provide reimbursement for such costs and shall not be liable for any bid preparation costs.

3.6 Bid Validity

(Clause 27, Firm Prices, of the Solicitation Instructions to Vendors, shall not apply to this solicitation.)

Bids must remain valid for ninety (90) calendar days after the bid submission deadline or until Contract execution, whichever is sooner. No bid will be accepted if marked "price prevailing at time of delivery," "estimated prices," "actual costs to be billed," or similar phrases. After the date and time of closing, no price increase will be allowed, unless otherwise stipulated by the State's solicitation documents. All bids must be in U.S. Dollars.

3.7 Bid Schedule Completion and Information

Bidder must bid on all items listed on Schedules A through E. Additionally, bidder must complete all shaded areas on all tabs of the Bid Schedule.

Pricing for items on Schedules A through E must be reflected as a discount percentage from the Catalog List Price. (For example, the bidder enters a 40.00% discount from a Catalog List Price of \$10.00; so, the Discounted Unit Price will calculate to be \$6.00.)

Under no circumstances shall the bidder enter a Discount Percent on Schedules A through E that is less than the discount percent that it enters at #1 on the Additional Discount Information, Etc. tab of the Bid Schedule.

Throughout the Bid Schedule, the maximum decimal places that will be allowed will be two. Additionally, all calculations, regardless of how Microsoft Excel rounds them, shall stand.

3.8 Award

Award will be ALL OR NONE and will be made to the lowest priced (based on the Overall Grand Total, Schedules A through E, found in the Bid Schedule) responsive, responsible bidder.

3.9 Service of Process

Contractor consents to service of process upon it by registered or certified mail, return receipt requested, at its last known address. Contractor must notify the State in writing of any change of address to which service of process can be made. Service shall be completed upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor shall have thirty (30) calendar days after completion of service in which to respond.

Alternatively, the bidder can register with the Idaho Office of the Secretary of State to conduct business in the State of Idaho; however, this must be completed no later than this ITB's Solicitation CLOSING (Due) Date.

4. SPECIAL TERMS AND CONDITIONS

4.1 Contract Term

The initial term of the Contract shall be three (3) years. After the initial term, and upon written, mutual agreement between the Contractor and the State, the Contract may be renewed annually for up to three (3) consecutive one (1) year renewal periods.

4.2 Definitions

The following terms shall have the specified meanings:

4.2.1 Contract – See the definition for “Agreement” in the Solicitation Instructions to Vendors, which are part of this ITB, clause 4, Definitions.

4.2.2 Agency – Any State of Idaho department, agency, or institution. For the purposes of this ITB, “Agency” shall also include Public Agencies (see subsection 4.11), unless specified otherwise.

4.2.3 Catalog Items – Items in a standard supplies catalog (minimum of 3,000 line items) containing product information compiled and published by an industry wholesaler or published for a distributor.

4.3 Use of the Contract

Use of the Contract is mandatory for Agencies (with the exception of certain contract exclusions set forth below) for Schedules A through E (see Bid Schedule), and optional for all Catalog Items not listed on Schedules A through E. Use of the Contract by Public Agencies is optional.

4.4 Contract Exclusions

Not all items available in the Contractor's catalog will be purchased under the Contract. Excluded and optional purchase items are listed in Exhibit A. Additionally:

4.4.1 The State or Agency reserves the right to individually bid one-time requirements for items available on the Contract with an estimated amount of five thousand dollars (\$5,000) or

greater. This can be a single item (such as a one-time requirement for a certain kind of towel with an estimated amount of five thousand dollars (\$5,000) or greater), or, it can be a combination of items.

4.5 Price List Access

For Contract pricing verification purposes, at any time during the Contract term, the State reserves the right to request from the Contractor access to the applicable price list used for the Contract's pricing basis, and may require a copy of the price list. The Contractor must comply with these requests.

4.6 Records Maintenance

The Contractor must maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Contractor for the costs authorized by this Contract. These records must be retained by the Contractor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

4.7 Audit Rights

The Contractor agrees to allow State and Federal auditors and State Agency staff access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

4.8 Administrative Fee and Quarterly Usage Report

4.8.1 Administrative Fee

The prices to be paid by the Agency (the price BID by Contractor) shall be inclusive of a one and one-quarter percent (1.25%) Administrative Fee. This additional percentage represents the Agency's contract usage administrative fee. On a quarterly basis, Contractor will remit to State of Idaho, Attn: Division of Purchasing, PO Box 83720, Boise, Idaho 83720-0075 an amount equal to one and one-quarter percent (1.25%) of Contractor's net (sales minus credits) quarterly Contract sales.

For Example: If the total of your net sales to the Agency for one quarter = \$10,000, you would remit $\$10,000 \times 0.0125 = \125 to the Division of Purchasing for that quarter, along with the required quarterly usage report.

4.8.2 Quarterly Usage Report

Contractor will furnish detailed usage reports as designated by the State. In ADDITION to any required detailed usage reports, Contractor must also submit a summary quarterly report of purchases made from the Contract utilizing the BPO SUMMARY USAGE REPORT FORM available for download at: <http://purchasing.idaho.gov/forms.html>. A Summary Usage Report Form must be submitted for each quarter (enter "0" if no purchases were made during a quarter).

4.8.3 Submission of Administrative Fee and Quarterly Usage Reports

Reporting Time Line (Fiscal Year Quarters):	Fee and Report Due:
1 st Quarter July 1 - Sept 30	October 31st
2 nd Quarter Oct 1 - Dec 31	January 31st
3 rd Quarter Jan 1 - Mar 31	April 30 th
4 th Quarter Apr 1 - Jun 30	July 31 st

E-mail your completed Quarterly Summary Usage Reports to purchasing@adm.idaho.gov.

Mail your check, in the amount of the Quarterly Administrative Fee, to: State of Idaho, Attn: Division of Purchasing, PO Box 83720, Boise, Idaho 83720-0075.

Failure to submit the required report or timely remit the Administrative Fee may be cause for disqualification of Contractor for future contracts, or other action by the State.

4.8.4 The hourly rate for repair, installation and removal of equipment listed on the Additional Discount Info, Etc. tab of the Bid Schedule, and any restocking fees and freight charges charged to Agencies per subsection 5.7.2, are not subject to the administrative fee.

4.9 Other Reports

The Contractor must submit the following reports:

4.9.1 The Contractor must provide a quarterly detailed line item usage report by Agency receiving location for all Agencies using the Contract identifying:

- 4.9.1.1 The name of the Agency receiving location
- 4.9.1.2 Description of each product purchased
- 4.9.1.3 Order number of each product purchased
- 4.9.1.4 Number of cases of each product purchased
- 4.9.1.5 Invoice date for each product purchased
- 4.9.1.6 Delivery date for each product purchased (if available)
- 4.9.1.7 Discounted unit price for each product purchased
- 4.9.1.8 If the item is an item that is listed on Schedules A through E, the report must identify the Bid Schedule Item Number.

The report must be separated into the three Areas of the State (Areas A, B, and C). This report must be provided electronically, and Excel format is acceptable. The quarterly due dates for this report are the same as those for the report specified in subsection 4.8.3.

4.9.2 The Contractor must provide a quarterly report identifying each Agency that is receiving any of the discounts listed at 2.a through 2.d on the Additional Discount Information, Etc. tab of the Bid Schedule. The report must identify what discounts the Agency receiving location has received, when the discounts were received, the total amount of each order with

the discounts and what the amounts of the orders would have been without the discounts. This report must be provided electronically, and Excel format is acceptable. The quarterly due dates for this report are the same as those for the report specified in subsection 4.8.3.

4.9.3 Quarterly fill rate information which shall include the number of orders received by the Contractor, number of orders processed delivered by the Contractor, back orders, and partially filled orders. The quarterly fill rate information must be provided by Agency as well as by overall statewide. This report must be provided electronically, and Excel format is acceptable. The quarterly due dates for this report are the same as those for the report specified in subsection 4.8.3.

4.9.4 The Contractor must provide an annual report identifying items that are high use (total annual purchases by State agencies greater than \$2,500.00) but that are not listed on the Bid Schedule. This report must be provided electronically, and Excel format is acceptable. The due date for this report shall be no later than thirty (30) calendar days after each one (1) year anniversary of the Contract.

4.9.5 Custom reports that may be requested from time to time by the Division of Purchasing. These reports must be provided electronically, and Excel format is acceptable.

The bidder must identify which, if any, of the reports described in subsections 4.9.1 through 4.9.4 can be downloaded from the bidder's web-based catalog and ordering system. (The Contractor must email any reports that cannot be downloaded from the bidder's web-based catalog and ordering system to the DOP contact (see subsection 3.1).)

4.9.6 Risk Plan, Risk Report and Customer Satisfaction Surveys

4.9.6.1 Risk Plan

The bidder must provide with its bid a risk plan that addresses the following:

4.9.6.1.1 How the bidder would deploy the contract statewide if it wins the Contract, factoring in the requirements of subsection 5.15.

4.9.6.1.2 Timeframes for deployment of the new Contract, factoring in the requirements of subsection 5.15.

4.9.6.1.3 The bidder's plan for enhancing contract usage.

4.9.6.2 Risk Report

The Contractor must submit a Risk Report (see Attachment 2 – Risk Report) on a weekly basis. The report must document any risks to the Contract. (Risk is anything that impacts time, scope or cost.) The report must be emailed to the DOP contact (see subsection 3.1).

If the Contractor determines that there are no risks to report in a given week, the Contractor must still send an email to the DOP contact, and indicate that the Contractor has not identified any current risks.

4.9.6.3 Customer Satisfaction Surveys

On a semi-annual basis, the Contractor must send customer satisfaction surveys to each Agency using the Contract. The Contractor shall provide three (3) weeks for the Agency to respond to each survey.

The survey shall ask the following:

4.9.6.3.1 For the Agency to enter a contact name and phone number for the person that completes the survey.

4.9.6.3.2 For the Agency to rate the Contractor’s performance based on each of the criteria on the following scale (the Agency must enter whole numbers only):

<u>Category</u>	<u>Score</u>
Poor or Inadequate Performance	0
Below Average	1 – 3
Average	4 – 6
Above Average	7 – 9
Excellent	10

The questions for the survey are on the following table:

Question Number	CRITERIA	SCALE (0-10)
1	Overall quality of service.	
2	Overall quality and speed of response and resolution to issues and concerns.	
3	Ability to meet delivery times.	
4	Overall quality and timeliness of communications.	
5	Overall customer satisfaction.	

4.9.6.3.2 For the Agency to submit the completed surveys to the Contractor. The Contractor must provide its contact information to the Agency on the survey.

The Contractor shall compile the information and submit the following to the DOP contact no later than two (2) weeks after the surveys are due from the Agencies to the Contractor:

4.9.6.3.3 The average score for each question.

4.9.6.3.4 The Contractor’s plan for improvement when any average is below 7.

4.9.6.3.4 The Contractor must also submit data showing any individual score from an Agency of less than 5, along with the Contractor’s plan of action for addressing the issue with the Agency.

4.10 Material Safety Data Sheets

Upon request, the Contractor must provide a Material Safety Data Sheet (MSDS) to the Agency for any item under the Contract which contains hazardous chemicals.

4.11 Public Agency Clause

Contract prices shall be extended to other "Public agencies" as defined in Section #67-2327 of the Idaho Code, which reads as follows:

67-2327. DEFINITIONS. "Public agency" means any city or political subdivision of this state, including, but not limited to counties; school districts; highway districts; and port authorities; instrumentalities of counties, cities or any political subdivision created under the laws of the state of Idaho; any agency of the state government; and any city or political subdivision of another state.

"State" means a state of the United States and the District of Columbia.

It will be the responsibility of the Public Agency to independently contract with the Contractor and/or comply with any other applicable provisions of Idaho Code governing public contracts.

4.12 Pricing Stability and Adjustments

The discounts listed by the bidder in the Bid Schedule will be fixed for the term of the Contract, unless modified via mutual, written agreement between the parties.

Requests for price adjustments to Bid Schedule items due to manufacturer price increases may be submitted to the State by the Contractor no more frequently than semi-annually, beginning six (6) months after the Start of Service Date of the Contract. The Contractor must provide evidence of such manufacturer increases (notices from manufacturers and other information requested by the State, such as copies of invoices) to the Division of Purchasing a minimum of thirty (30) calendar days prior to the requested price adjustment implementation date.

All price adjustments are subject to approval by the Division of Purchasing and no price adjustment shall be in effect until approved by the Division of Purchasing. The Division of Purchasing reserves the right to require supporting documentation for any adjustments.

Price adjustments, if approved by the Division of Purchasing, shall be as identified in the evidence submitted by the Contractor (see the last sentence of the second paragraph of subsection 4.12) or as set forth in the Producer Price Index (PPI), whichever is less. The State reserves the right to reduce the price of items in the Bid Schedule if the PPI indicates that a negative percent change has occurred. The PPI can be found at www.bls.gov.

The PPI Groupings, all of which are in Table 2 of the PPI, to be used for price adjustments are as follows:

<u>PPI Grouping</u>	<u>Bid Schedule Item Numbers To Which the Grouping Applies</u>
---------------------	--

Sanitary paper products	A-1 through A-31
Paper	B-1 through B-4; C-2 through C-3
Plastic resins and materials	B-5 through B-12; C-1; C-4 through C-10; E-1 through E-12
Cleaning and polishing products	D-1 through D-2; D-5; D-7 through D-10; D-13 through D-16
Soaps and synthetic detergents	D-3 through D-4; D-6; D-11 through D-12

For Bid Schedule items not associated with a PPI Grouping above, the State will consider the evidence that the Contractor submits (see the last sentence of the second paragraph of subsection 4.12).

If a price adjustment will be based on the PPI, the PPI to be used will be the PPI published three (3) months prior to the date of the requested adjustment. The percent change will be based on the unadjusted percent change from twelve (12) months prior to the month of the publication of that PPI. Adjusted prices shall be rounded to the next higher cent.

The Contractor must pass along to the State any manufacturer's price reduction upon the effective date of the price reduction.

4.13 Costs Allowed Under the Contract

The following are the only costs that the Contractor may charge to Agencies under the Contract:

4.13.1 The Discounted Unit Prices for the items listed on Schedules A through E of the Bid Schedule. (See subsection 4.8 regarding the administrative fee, and subsection 5.11 regarding FOB destination, freight prepaid and allowed pricing.)

4.13.2 The discounted price for all items listed in its catalog not specifically identified in Schedules A through E, and not specifically excluded by Exhibit A. (See subsection 4.8 regarding the administrative fee, and see subsection 5.11 regarding FOB destination, freight prepaid and allowed pricing.)

4.13.3 Restocking and freight charges in accordance with subsection 5.7.2.

4.13.4 The Contractor's hourly rate for repair, installation and removal of equipment (see #3 on the Additional Discount Information, Etc. tab of the Bid Schedule).

4.14 Leased Equipment

The Contractor shall not lease any equipment to the State under the Contract.

5. CONTRACT REQUIREMENTS

Unless otherwise indicated in subsections 5.1 through 5.16, all contract requirements described in section 5 shall be at no additional cost to the State.

5.1 Catalogs and Pricing

The State requires the ability to purchase paper and plastics items, cleaning supplies and plastic bags and liners through a standard supplies catalog provided by the Contractor.

The Contractor must supply and distribute, at no additional cost to the State, a current general line retail catalog in hard copy to Agencies upon request. The catalog, at a minimum, must include ordering information, catalog number, manufacturer number, product description, unit description, and list pricing. The catalog must contain a minimum of three thousand (3,000) line items representing commonly used paper and plastics items, cleaning supplies and plastic bags and liners. The Contractor will provide new catalogs to Agencies when they are available to the Contractor.

Pricing for items must be reflected as a discount percentage from the Catalog List Price. (For example, the bidder enters a 40.00% discount from the Catalog List Price of \$10.00; so, the Discounted Unit Price will be \$6.00.) In the event that a sales promotion, "everyday low prices" program, manufacturer reductions, or other event, would reduce these prices during the term of the Contract, the Contractor must charge the lower price to the using Agencies.

In addition to paper-based catalog information, at no additional cost to the State, the Contractor must provide a web-based catalog and ordering system. It is mandatory that this system be capable of being accessed by ordering Agencies using a standard internet web browser (such as Internet Explorer). This web-based catalog and ordering system must include, at a minimum:

5.1.1 The catalog item number, product description, unit of measure, and net State pricing for the particular Area of the State;

5.1.2 The Contractor's web-based catalog and ordering system must have links to the material safety data sheets for applicable products displayed on its web-based catalog and ordering system, or have direct links to material safety data sheets within its web-based catalog and ordering system;

5.1.2 Immediately after an Agency places an order in the Contractor's web-based catalog and ordering system, the system must provide a printable version of the order, either through a prompt or a button, so that the Agency can choose whether or not to print the order;

5.1.3 The Contractor's web-based catalog and ordering system must provide a quick reference capability that will locate desired items by description, catalog number, manufacturer, manufacturer part number, or other quick reference methods;

5.1.4 The Contractor's web-based catalog and ordering system must electronically transmit the order to the Contractor; and

5.1.5 The Contractor's web-based catalog and ordering system must accept credit cards for payment, and must provide safeguards for security of credit card information in compliance with PCI Data Security Standards (<https://www.pcisecuritystandards.org/>).

Other desirable features (non-mandatory features) include order replication or repeats from a standard or previous order, order status inquiries, and identification of the available quantity of items.

Bidder must submit with its bid:

5.1.6 A hard copy of its current standard paper and plastics, cleaning supply and plastic bags and liners catalog; and

5.1.7 A complete description of the bidder's web-based catalog and ordering system features and capabilities. The description must clearly identify that the web-based catalog and ordering system meets the requirements listed in subsections 5.1.1 through 5.1.5.

5.2 Delivery Requirements

All deliveries must be completed within seven (7) calendar days after the Contractor's receipt of order for all items listed on the Bid Schedule and in the Contractor's catalog, unless the Contractor offers a shorter delivery time. Delivery points are considered to be the specific ordering desk within an Agency, unless the Agency requests otherwise. Agencies may require that deliveries be made to a loading dock or receiving area and delivery points may include stairs, basements, etc. There may be multiple delivery points within a building, including, but not limited to, different Agencies sharing a building. The Contractor must make deliveries to these specific delivery points at no additional cost to the State.

The Contractor must provide ordering Agencies with confirmation of order receipt and notification of backordered items within one (1) business day of receipt of order. The Contractor may provide this information via telephone or email, or both. For orders placed through the Contractor's web-based catalog and ordering system (see subsection 5.1), it is acceptable that this information appear in the system, rather than being provided separately by the Contractor via telephone or email.

Backorders must be indicated on the packing list. The Contractor must inform Agencies within the contractually required product delivery time of the availability date for backordered items.

Should the Contractor fail to meet the delivery requirements of the Contract for any order, and the Agency chooses to order from another source for the specific order, the Contractor may be required to pay the difference between the Contract price and the price charged to the Agency by the other source. At the Agency's option, the Agency may deduct the difference from a future invoice from the Contractor.

Bidder must identify delivery times to specific Areas if better than seven (7) calendar days.

5.3 Fill Rate

Following a sixty (60) calendar day period after the Start of Service Date of the Contract, the Contractor shall maintain a monthly overall average fill rate of no less than ninety-five percent (95%) for all Contract items, all State agencies. Items that are backordered or partially filled are not considered filled when calculating this fill rate.

5.4 Training

The Contractor must provide training, at no additional cost to the State, including initial training and training on an as-needed, on-going basis to individual Agencies on the following:

- 5.4.1 Order placement
- 5.4.2 Shipping
- 5.4.3 Billing
- 5.4.4 Receiving
- 5.4.5 Return of merchandise
- 5.4.6 Contractor's customer service structure and contact information
- 5.4.7 Order placement through the Contractor's web-based catalog and ordering system
- 5.4.8 Features and functions of the Contractor's web-based catalog and ordering system

No later than thirty (30) calendar days after the Start of Service Date of the Contract, the Contractor shall provide initial training to Agencies on all of the above (subsections 5.4.1 through 5.4.8). The initial training may be accomplished via the following methods:

- 5.4.9 Webinar; or
- 5.4.10 On-site training at each Agency's location (maximum one location per Agency in each Area); or
- 5.4.11 On-site training within each of the six (6) core Idaho cities (Coeur d'Alene, Lewiston, Boise, Twin Falls, Pocatello, and Idaho Falls); or
- 5.4.12 A combination of the training methods identified in subsections 5.4.9 through 5.4.11.

For any initial training provided on-site within the six (6) core Idaho cities, the Contractor shall provide a site within the core city with facilities conducive to training, and advertise the training opportunity to Agencies at least two (2) weeks prior to the training. The initial training shall cover the topics identified in subsections 5.4.1 through 5.4.8.

Initial training, including, but not limited to, the provision of training, training materials, training location and advertising of the training, shall be at no additional cost to the State.

Agencies will contact the Contractor to identify their training needs throughout the term of the Contract. A maximum of once annually per Agency, and upon Agency request, at no additional

cost to the State, the Contractor will provide training on-site at the Agency's location (maximum one location per Agency in each Area) on the topics listed in subsections 5.4.1 through 5.4.8. The Contractor shall schedule training at the Agency's convenience. The Agency may choose to accept another method of training that the Contractor provides in lieu of on-site training.

Bidder must provide with its bid a description of its methods for providing training to Agency personnel for both the initial training and training throughout the term of the Contract.

5.5 Ordering

The Contractor must have the capability to receive orders by telephone, facsimile and via its web-based catalog and ordering system.

Bidder must furnish copies or samples of its current ordering forms with its bid.

5.6 Telephone Support

The Contractor must accept collect telephone calls, or provide and maintain a toll-free number for Agency usage, or both.

At a minimum, the Contractor shall provide office and personnel resources for responding to Agency inquiries and for placement of orders, including telephone coverage, weekdays during the hours of 8:00 A.M. through 5:00 P.M. Mountain time, with the exception of federal holidays. These days shall be considered to be business days for the purposes of the Contract.

5.7 Returns and Overstocked Items

5.7.1 Agencies shall receive a full credit (including return freight charges, if applicable) for all items returned within ten (10) business days after receipt if products are in the original container, unused, and in resalable condition. For these returns, there shall be no restocking fees charged, and the Agencies shall not incur any return freight charges. The Contractor must notify the freight company and settle any claims.

The Contractor must identify to the State no later than the Start of Service Date of the Contract the customer service telephone number that Agencies must use to contact the Contractor to arrange for returns. The Contractor may also provide an email address, and may also identify a method to use in its web-based catalog and ordering system, if the system provides for the arrangement of returns.

Regarding the ten (10) business day period in the first paragraph of subsection 5.7.1, the Contractor shall provide full credit as described in that paragraph as long as:

5.7.1.1 The Agency has called the Contractor on its customer service telephone number during the hours of 8:00 A.M. through 5:00 P.M. Mountain time within the ten (10) business day period to make arrangements for a return; or,

5.7.1.2 The Agency has sent an email to make arrangements for a return (to the email address identified by the Contractor per subsection 5.7.1) no later than 5:00 P.M. Mountain time on the tenth (10th) day of the ten (10) business day period; or,

5.7.1.3 The Agency has made arrangements for a return via the Contractor's web-based catalog and ordering system, if the system provides for arrangement of returns, no later than 5:00 P.M. Mountain time on the tenth (10th) day of the ten (10) business day period.

5.7.2 For returns that are beyond the ten (10) business days described in subsection 5.7.1, or outside of any of the other parameters described in subsection 5.7.1, the bidder must identify with its bid the party responsible for freight charges and restocking fees.

5.7.3 Any damage that occurs during the shipping of the items will be marked on the receiving document or reported in writing within two (2) business days by the Agency to the Contractor.

5.7.4 Bidder must include with its bid copies or samples of all forms required for returns.

5.8 Billing, Invoicing and Payment

Cost centers or branch offices within an Agency may require separate invoicing as specified by each Agency, and each Agency will identify the frequency of invoicing it requires (per order, weekly or monthly). The Contractor must accept credit cards for payment for all methods of ordering (telephone, fax and through its web-based catalog and ordering system).

5.9 Contractor Support and Customer Service

5.9.1 The Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of implementation and service.

5.9.2 The Contractor shall be responsible for ensuring that the services comply with the Contract. The Contractor must provide competent, qualified personnel.

5.9.3 The Contractor must also furnish all necessary materials, tools, supplies, equipment, labor, and transportation for the execution and completion of the services.

5.9.4 The Contractor must provide a designated customer service representative for the Contract, or it may provide more than one designated customer service representative for the Contract, with each assigned to specific Agencies or Areas of the State. In both cases, the Contractor must identify these individuals, including contact information, in writing to the Division of Purchasing within fifteen (15) business days of notification of award of Contract, and must provide updates to the Division of Purchasing throughout the Contract's term for cases in which designated customer service representatives change. In the latter case, the Contractor must also identify the designated customer service representative to each Agency served, and must provide written updates to the Agencies throughout the Contract's term.

5.9.5 The Contractor must provide a maximum four (4) hour response time to all customer inquiries, including, but not limited to, order status, billing or pricing issues, and web-based catalog and ordering system assistance. It is understood that in some cases, depending upon the time of day that the Contractor receives the inquiry, the four (4) hour response time will carry over into the next business day.

5.10 Dispensing Equipment

5.10.1 Toilet Paper and Hand Towel Dispensing Equipment

The Contractor shall provide and install all toilet paper and hand towel dispensing equipment at no additional cost to the State, regardless of whether or not the dispensing equipment is automated. Removal of existing equipment in order to install equipment contemplated in this paragraph shall also be at no additional cost to the State.

The Contractor shall timely repair or replace, at no additional cost to the State, all malfunctioning* toilet paper and hand towel dispensing equipment, and all toilet paper and hand towel dispensing equipment that has been damaged to such a degree that the Agency finds the equipment to be unsightly, regardless of whether or not the Contractor provided the equipment to the Agency or was the installer of the equipment. However, if damage to the toilet paper or hand towel dispensing equipment is caused by Agency employees, or, in the case of an educational institution, students, see subsections 5.10.4.1 and 5.10.4.2.

* See the last paragraph of subsection 5.10.4 regarding malfunctioning equipment due to a need to replace batteries.

5.10.2 Other Dispensing Equipment

For dispensing equipment other than toilet paper and hand towel dispensing equipment, such as liquid hand soap dispensing equipment, the Contractor may charge the Agency for the purchase of the equipment at the list price found in its catalog, less the Contract discounts. Additionally, the Contractor may charge the hourly rate for repair, installation and removal of equipment that it has entered into the Additional Discount Information, Etc. tab of the Bid Schedule. Installation must include removal of any existing equipment, if removal of existing equipment is necessary in order to install the equipment.

For all dispensing equipment contemplated in subsection 5.10.2 that the Contractor has installed, or provided to the Agency for installation, the Contractor shall timely repair or replace, at no additional cost to the State, all malfunctioning* dispensing equipment, and all dispensing equipment that has been damaged to such a degree that the Agency finds the equipment to be unsightly. However, if damage to the dispensing equipment is caused by Agency employees, or, in the case of an educational institution, students, see subsections 5.10.4.1 and 5.10.4.2.

* See the last paragraph of subsection 5.10.4 regarding malfunctioning equipment due to a need to replace batteries.

Please note that Chemical Management Systems are listed on Exhibit A, and are therefore not contemplated by this subsection.

5.10.3 Dispensing Equipment in Place at Time of Start of Service Date of Contract
For State-owned dispensing equipment (all State-owned dispensing equipment contemplated in subsections 5.10.1 and 5.10.2) in place at the time of the Start of Service Date of the Contract, the Contractor may make arrangements with the Agency to keep the existing equipment in place, and to provide products that can be dispensed out of that equipment without damaging the equipment or the product, and without causing the equipment to malfunction. All products that the Contractor provides for dispensing equipment contemplated in this subsection must be listed in the catalog that it has submitted with its bid. It is in the Agency's sole discretion as to whether or not it will allow the Contractor to keep existing equipment in place.

For the dispensing equipment contemplated in subsections 5.10.1 and 5.10.2, Agencies may require that the State-owned dispensing equipment in place at the time of the Start of Service Date of the Contract be kept in place. The Contractor must comply with this requirement as long as it has a product in the catalog that it has submitted with its bid that will function with the equipment without damaging the equipment or the product, and without causing the equipment to malfunction.

Additionally, Agencies reserve the right to keep dispensing equipment (all State-owned dispensing equipment contemplated in subsections 5.10.1 and 5.10.2) in place at the time of the Start of Service Date until such time as products purchased under the previous contract have been depleted.

Please note that Chemical Management Systems are listed on Exhibit A, and are therefore not contemplated by this subsection.

5.10.4 Delivery, Repair, Removal and Installation of Equipment

If damage to dispensing equipment contemplated in subsections 5.10.1 and 5.10.2 is caused by Agency employees, or, in the case of an educational institution, students, then the Contractor may:

5.10.4.1 Remove the existing equipment and install new equipment.

In this case, the Contractor may charge the Agency the cost of the replacement equipment, less the Contract discounts, plus the hourly rate for repair, installation and removal of equipment that it has entered into the Additional Discount Information, Etc. tab of the Bid Schedule.

Or, the Contractor may:

5.10.4.2 Repair the equipment.

In this case, the Contractor may charge the hourly rate for repair, installation and removal of equipment that it has entered into the Additional Discount Information, Etc. tab of the Bid Schedule.

Delivery, repair, removal and installation of equipment contemplated in subsections 5.10.1 and 5.10.2 shall occur as follows:

5.10.4.3 For cases in which the Agency has placed an order for equipment: The Contractor shall deliver and install dispensing equipment (including removal of any existing equipment in order to install equipment) after receipt of order from an Agency. The Contractor shall install the equipment within seven (7) calendar days after the Contractor receives the order.

5.10.4.4 For cases in which the Contractor has discovered malfunctioning equipment, or is notified by the Agency that equipment is malfunctioning or is damaged, and the Contractor will repair the equipment or remove it and replace it: The Contractor shall repair the equipment or remove it and replace it within seven (7) calendar days of its discovery or notification by the Agency.

If the dispensing equipment is automated and is malfunctioning solely because the batteries need to be replaced, then the Contractor must advise the Agency to replace the batteries, not replace the equipment itself.

5.10.5 Equipment Removal

There may be cases in which an Agency requires removal of equipment contemplated in subsections 5.10.1 and 5.10.2 without replacing it with other equipment. In these cases, the Contractor may charge the hourly rate for repair, installation and removal of equipment that it has entered into the Additional Discount Information, Etc. tab of the Bid Schedule.

5.10.6 Installation and Removal of Dispensing Equipment in a Workmanlike Manner
Installation and removal of dispensing equipment shall be performed by the Contractor in a workmanlike manner. (Workmanlike manner shall mean: Executed in a skilled manner; e.g., generally plumb, level, square, undamaged and without marring adjacent work, and in accordance with any manufacturer's guidelines.) The Contractor must also take care so as to not damage surfaces when installing and removing dispensing equipment.

5.10.7 Battery Replacement

If battery replacement requires special tools or expertise in order to install, or, if battery replacement must be done by the Contractor in order to not void a warranty, then the Contractor must provide and install the batteries within seven (7) calendar days of notification by the Agency. Provision and installation of batteries as contemplated by this subsection shall also be at no additional cost to the State.

5.11 Minimum Orders

The Contractor must not have a minimum order amount greater than one hundred fifty dollars (\$150.00) net. All orders received by the Contractor that are at or above the minimum order amount must be accepted by the Contractor. All orders accepted by the Contractor, regardless of whether or not it meets the minimum order amount, shall be F.O.B. destination, freight prepaid and allowed. Any combination of items may be used to meet the minimum order

amount. Individual orders of less than the minimum order amount are exempt from the Contract at the option of either the State or the Contractor. Orders picked up by the Agency at a Contractor's distribution center are exempt from any minimum order amounts.

The Contractor must not require any minimum order quantities.

The bidder must identify what its minimum order amount is with its bid.

5.12 Packaging

All orders packed for shipping and delivery shall be individually wrapped and labeled with Agency's name, location (street address, building, floor and room number), specific delivery point designation, name of ordering person (if required by Agency), order number, and number of cases. A packing list must be included with each order. Packages containing multiple types or brands of products must be labeled as such.

5.13 New Products, Discontinued Products and Superseding Models

The Contractor must send notification of new products, discontinued products and superseding models to all Agencies (including a copy to the Division of Purchasing) as the Contractor is notified by the manufacturers.

5.14 Substitutions

No products shall be substituted for Catalog Items ordered by an Agency without the prior approval of the ordering Agency. Unapproved substitutions shall count against the fill rate; approved substitutions shall not count against the fill rate. The Agency has the right to return or reject unapproved substitutions upon receipt, and order from another source. If the Agency orders from another source, the Contractor may be required to pay the difference between the Contract price and the price charged to the Agency by the other source. At the Agency's option, the Agency may deduct the difference from a future invoice from the Contractor.

5.15 Transition

If the Contract is awarded to other than the current contractor, then the new Contractor shall be responsible for the following during the time period between award of the Contract and the Contract's Start of Service Date:

5.15.1 The Contractor shall contact all Agencies that use the current contract, and determine their dispensing equipment needs. The Contractor shall coordinate with each Agency what existing dispensing equipment will be kept in place and what equipment will be removed and replaced (see subsections 5.10 through 5.10.4).

5.15.2 The Contractor shall contact all Agencies that use the current contract, and determine their ordering needs for the first three (3) months of the Contract. Part of this activity will be to determine whether or not Agencies will have any quantities of product remaining for use with existing dispensing equipment. The Contractor shall allow Agencies to use up these remaining products before purchasing product from the Contractor and before replacement of the existing dispensing equipment.

5.15.3 The Contractor shall set up accounts for all Agencies that use the current contract, and shall identify account numbers to those Agencies. The Contractor shall also set up accounts and identify account numbers for any other Agencies that identify themselves to the Contractor as needing accounts and account numbers.

The State will endeavor to award the Contract a minimum of sixty (60) calendar days prior to the Start of Service Date.

Please note that the Contractor cannot accept orders until the Start of Service Date of the Contract.

5.16 Contract Review Meetings

The Contractor shall participate in and provide relevant Contract management and administration information to the State and participating Agencies for Contract review meetings, at no additional cost to the State. Discussion items will include, but not be limited to, fill rate information, Agency payment practices and trends, Contract implementation and administration issues, and other issues identified by the parties. The Contractor may attend these meetings in person, or may provide a conference call line to the State.

Either the State or the Contractor may request these meetings no more frequently than monthly for the first three (3) months of the Contract, and no more frequently than quarterly thereafter.

6. SPECIFICATIONS

6.1 Specifications Listed in the Bid Schedule

For Schedule A through D items, all specifications are listed in the Bid Schedule. See the columns with the following headings:

- 6.1.1 DESCRIPTION
- 6.1.2 SIZE
- 6.1.3 Count / Case
- 6.1.4 Manufacturer and Product #, or equal (ITB)

For Schedule E items, some specifications are listed in the Bid Schedule, and other specifications are listed in subsections 6.2 and 6.3. See the columns with the following headings:

- 6.1.5 DESCRIPTION (INCLUDING GALLONS)
- 6.1.6 DIMENSIONS (IN INCHES), MIC/MIL & COUNT/CS
- 6.1.7 COLORS

6.2 Classification – Plastic Bags and Liners

All plastic bags and liners must be manufactured from 100% Virgin Resin only.

6.3 Carton Label – Plastic Bags and Liners

Label must include all product information, including Liner Dimension Size, Micron or Mil Thickness, Color, Gallon Capacity, Number of Liners per Case, type of Polyethylene (LLD: linear low density, or HMW/HD: high molecular weight/high density, etc.), Net Case Weight, Bar Code, and Performance Standard (including wet and dry static load capacity in pounds).

6.4 Brand Name Use

The use of brand names in the specifications is for the purpose of designating the standard of quality, performance, and characteristics desired and is not intended to restrict competition.

6.5 Allowed Variances

In the specifications, the State has listed information such as sizes and count per case. Additionally, for plastic bags and liners, the State has listed gallons, dimensions and either microns or millimeters for bag and liner thickness. The State will allow for certain variances as follows:

6.5.1 For size specifications in Schedules A through C that are listed in inches, the State will allow plus or minus one inch for any dimension.

6.5.2 For size specifications in Schedules A through C that are listed in feet, the State will allow plus or minus ten feet for any dimension.

6.5.3 For size specifications in Schedule D listed in ounces or milliliters, the State will allow for differences in size up to plus or minus ten percent (10%) as long as the total case yield of undiluted chemical (no water added by the user) is equal to or greater than the total case yield of undiluted chemical identified for the item listed in the Bid Schedule. For example, the total case yield of undiluted product for item D-2 is twelve (12) quarts.

6.5.4 For gallons listed in Schedule E (see column with the heading DESCRIPTION (INCLUDING GALLONS)), the State will allow plus or minus one gallon.

6.5.5 For size specifications in Schedule E (see column with the heading DIMENSIONS (IN INCHES), MIC/MIL & COUNT/CS) listed in inches, the State will allow plus or minus one inch for any dimension.

6.5.6 For size specifications in Schedule E (see column with the heading DIMENSIONS (IN INCHES), MIC/MIL & COUNT/CS) listed in microns or millimeters, the State will allow for lesser thickness up to minus five percent (5%), and will allow thicknesses greater than that specified as well.

6.5.7 For count per case specifications, the items bid do not have to match exactly how the item specified is packaged; however, the total count per case must be at least as much. (For example, for an item specified with a count per case that identifies 80 packages of 550

each per case, the bidder would not have to match the units per package; however, the case for the item bid must have at least a total of 44,000 each.)

6.6 Environmental Certification

Where the specifications designate “EPA Compliant” or “Green Seal Certified”, the State will accept items that are “EPA Compliant”, “Green Seal Certified” or “EcoLogo Certified”.

EXHIBIT A

LIST OF EXCLUDED AND OPTIONAL ITEMS TO THE CONTRACT

Most standard, consumable paper and plastic, cleaning supplies and plastic bags and liners offered through the Contractor's catalogs are made part of this Contract. Several items are bid and contracted for separately by the State and are considered to be exempt from this Contract. In some cases, excluded items may be purchased from this Contract if they meet certain requirements as described below.

Excluded and Optional Items:

- Any imprinting of items, such as the imprinting of logos on paper or plastic bags (excluded)*
- Automobile Parts and Supplies (excluded)
- Batteries (Dry Cell) (excluded)
- Communications Equipment (excluded)
- Chemical Management Systems (automated janitorial chemical systems, laundry chemical systems and ware washing chemical systems) (excluded)
- Electric Lights Bulbs and Fluorescent (excluded)
- Cleaning equipment (powered), such as vacuum cleaners and buffers (optional)
- Envelopes (excluded except for less than case quantities and items not available on existing contracts)
- Industrial Tools, Equipment and Supplies (excluded) (Note: Paper and plastic, cleaning supplies and plastic bags and liners items that have a janitorial or food service application are not part of this exclusion.)
- Laboratory Equipment and supplies (excluded)
- Microcomputer Supplies (optional)
- Microcomputer Equipment and Peripherals (excluded)
- Office Furniture (excluded)
- Office Supplies (excluded)
- Paper, Bond and Xerographic (excluded)
- Photocopiers (excluded)
- Photocopier Supplies (optional)
- Print and Toner Cartridges (optional)
- Telephones and telephone systems (excluded)

* If an Agency requires imprinting of an item that is part of the Contract, the Agency may purchase the item from the Contract, and obtain imprinting elsewhere, or, the Agency may purchase both the item and the imprinting elsewhere, at the Agency's sole discretion. (Agencies must comply with bidding rules, including printing rules [<http://purchasing.idaho.gov/publications.html>, link is Getting It Printed: Understanding and Purchasing Printing], for the purchase of items outside of the Contract under this exclusion, and for the purchase of imprinting services.)

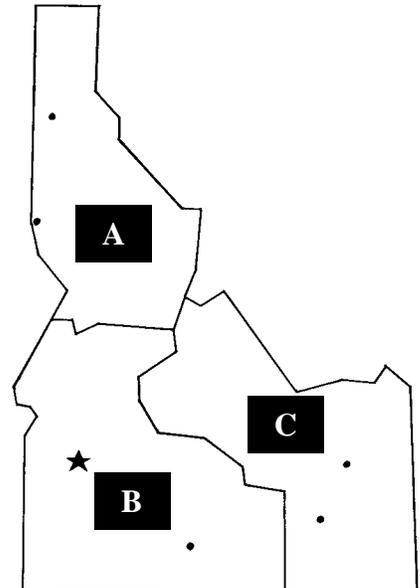
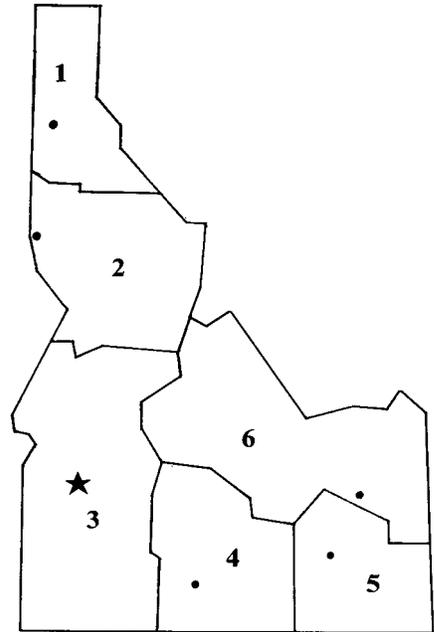
ZONE - AREA MAPS

Most statewide contracts (SBPO) are bid and awarded by Zones (6) or Areas (3) of the state. Bidders may submit bids and be awarded any number or all zones or areas. The bidding specifications will include detailed information regarding zones, areas, and delivery requirements. Zone and Area maps are also available at the Idaho Purchasing Homepage web site.

Zones

List of Counties per Zone:

<u>Zone 1</u>	<u>Zone 2</u>	<u>Zone 3</u>	
Benewah	Clearwater	Ada	Gem
Bonner	Idaho	Adams	Owyhee
Boundary	Latah	Boise	Payette
Kootenai	Lewis	Canyon	Valley
Shoshone	Nez Perce	Elmore	Washington
<u>Zone 4</u>	<u>Zone 5</u>	<u>Zone 6</u>	
Blaine	Bannock	Bonneville	
Camas	Bear Lake	Butte	
Cassia	Bingham	Clark	
Gooding	Caribou	Custer	
Jerome	Franklin	Fremont	
Lincoln	Oneida	Jefferson	
Minidoka	Power	Lemhi	
Twin Falls		Madison	
		Teton	



Areas

Area A

Combination of Zones 1 & 2

Area B

Combination of Zones 3 & 4

Area C

Combination of Zones 5 & 6



State of Idaho
Department of Administration
Division of Purchasing

C.L. "BUTCH" OTTER
 Governor
TERESA LUNA
 Director
BILL BURNS
 Administrator

650 West State Street B-15 (83702)
 P. O. Box 83720
 Boise, ID 83720-0075
 Telephone (208) 327-7465
 FAX (208) 327-7320
<http://www.adm.idaho.gov/purchasing/>

SIGNATURE PAGE For Use with a Manually Submitted Invitation to Bid (ITB) or Request for Proposal (RFP) Response

Bids or proposals and pricing information shall be prepared by typewriter or in ink and shall be signed in ink by an authorized representative of the submitting vendor. Two (2) copies of the bid or proposal shall be submitted, one (1) original and one (1) photocopy of the original, unless the RFP solicitation instructions specify otherwise. AT LEAST ONE BID OR PROPOSAL SUBMITTED BY THE VENDOR MUST BE AN ORIGINAL (NOT PHOTOCOPIED) SIGNATURE.

NO LIABILITY WILL BE ASSUMED BY THE DIVISION OF PURCHASING FOR A VENDOR'S FAILURE TO OBTAIN THE TERMS AND CONDITIONS AND ANY PROPERLY ISSUED SOLICITATION ADDENDUMS IN A TIMELY MANNER FOR USE IN THE VENDOR'S RESPONSE TO THIS SOLICITATION OR ANY OTHER FAILURE BY THE VENDOR TO CONSIDER THE TERMS, CONDITIONS, AND ANY ADDENDUMS IN THE VENDOR'S RESPONSE TO THE SOLICITATION.

The words "SEALED BID" and the bid number must be noted on the outside of your SEALED BID package. To insure that your SEALED BID is handled properly, the following information must be placed in the lower left corner of your bid package:

SEALED BID BUYER: SEALED BID FOR: BID NUMBER: CLOSES:

Send your sealed bid package to: Division of Purchasing
 PO Box 83720
 Boise, ID 83720-0075

When sending packages by FedEx, UPS, or other Couriers:
 Division of Purchasing
 650 West State Street B-15
 Boise, ID 83702

This ITB or RFP response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed below. By my signature below I accept the STATE OF IDAHO STANDARD CONTRACT TERMS AND CONDITIONS and the SOLICITATION INSTRUCTIONS TO VENDORS in effect at the time this ITB or RFP was issued, as incorporated by reference into this solicitation. As the undersigned, I certify I am authorized to sign and submit this response for the Bidder or Offeror. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

Please complete the following information:

BIDDER/OFFEROR (Company Name) BRADY Industries BID Number: ITB 03852
 ADDRESS 5198 Chinden Blvd BID Title: Statewide Paper & Plastics
 CITY, ST, ZIP Boise, Idaho 83714
 TOLL FREE 866-610-8870 PHONE 208-887-2199
 FAX 887-2224 E-Mail Mark.Phillips@Bradyindustries.com
 FEIN/SSN# 26-3959380

THIS SIGNATURE PAGE MUST BE SIGNED WITH AN ORIGINAL HANDWRITTEN SIGNATURE EXECUTED IN INK AND RETURNED WITH YOUR BID OR PROPOSAL FOR YOUR BID OR PROPOSAL TO BE CONSIDERED!

Original Signature (Manually Signed in Ink)
MARK Phillips
 Please type or Print Name

7/18/2012
 Date
General Manager
 Title

Table of Contents

Introduction

Brady Management and Experience

Risk Plan

On-Line Ordering

Business Capacity

Includes 3.4.1.6 through 3.4.1.11

Attachment 3 – Bidder’s Experience and Capacity

Completed Bid Schedule

Signature Page

Brady Management and Experience:

Brady Experience

Brady Industries is modest about how it speaks about experience. Brady Industries serves at the pleasure of its customers and recognizes the only way the customer can demonstrate how they value Brady Industries services is by where they spend their budget dollars. As a sixty-four (64) year old company, Brady Industries has a legacy of servicing customers well and as a result consistently outpacing the industry in sales growth. In one of the most competitive markets in the United States; Las Vegas Nevada, Brady Industries annual sales surpasses those of the next three largest competitors combined. Brady Industries will discuss individual elements of its support to the customer in subsequent items under this response and will provide customer references upon your request. The following similar services have been provided for the customers either in whole or in part based on their individual requirements, but most importantly, Brady Industries has a history of provision for all that this RFP requires.

Similar Services:

- **Contract Pricing** – Both core list and catalog category offerings for fixed time periods, with on-going management of the contract items for required additions or deletions as dictated by customer need.
- **Web Ordering** – Both from a Brady hosted ordering site and Brady maintained catalogs on customer platforms such as Oracle and Ariba.
- **Punch-Out** – We have Punch-Out (cXML) ability wherein we are able to process the results of our customer's transaction on our ordering site directly into their purchasing system. We have accommodated many other EDI alternatives as well as static catalogs according to customer need.
- **Seminars** – Training, workshops, in-servicing, equipment and product demonstrations all have been a regular part of the added value we provide these customers. In addition to training scheduled as needed we will also establish training schedules quarterly, semi-annually and annually in an effort to maximize participation by more of a customer's employees.
- **Spend Management** – Including budget review, recommended savings, implementation, and benchmarking. In addition, Brady Industries has also provided budget support in the Web Ordering with order approval by the customer defined dollar limits or required approval hierarchy by a supervisor(s).

- **Equipment Service and Repair** – Both site-based (mobile) repair and in-shop repairs have been a cornerstone of support for these customers. Brady Industries has provided both repairs on an impromptu or as needed basis as well as programmed maintenance with regular intervals of service on customer's equipment at their location.
- **Multiple Location/User Service Support** – Brady Industries is accustomed to dealing with a large number of users and multiple ship-to locations for each user. For example, between just two customers Brady Industries has over 1,100 ship-to locations; Clark
- **County Schools** – 514, ABM -634 (corporate wide). Sandia National Labs has over 8,000 employees of which 75% are eligible users for which we process web orders.
- **High volume transaction processing** – Brady Industries processes between 20,000 and 30,000 orders monthly. Whether received on-Line (Web or Punch-out), ftp, email, facsimile, postal service, via phone or will call, each order is entered promptly and accurately.
- **Fulfillment** – Brady Industries has Just-In-Time contracts with many of these customers in which the customer has required performance standards. Brady Industries surpasses these both contractually as well as maintains one of the highest levels of fulfillment for all of Brady Industries non-contractual customers. A large portion of Brady Industries customer procurement cost is the transactional processing, so Brady Industries strives to have it shipped, processed and completed correctly the first time.
- **Customer Service** – Certainly not last or least, Brady Industries has an infrastructure and service support team designed to meet the unique needs of each of the following customers. The designated Customer Service representatives are fully trained in the products and their application; as well as customers unique contract parameters.

Similar Contracts:

- **State of Arizona** – The State of Arizona awarded the sole-source provider for Custodial supply to Brady Industries. Brady Industries delivers to over 700 ship-to locations and processes orders electronically. Training and Budget Management services are provided that are similar those required by the State of Idaho RFP. Brady has been serving this customer for almost one year. The sales volume with the State of Arizona exceeds \$20,000,000.00 (\$20MM) annually. References available upon request.
- **Clark County School District (CCSD)** – CCSD is one of the five largest school districts in the United States. Brady Industries is CCSD's sole-source provider for Custodial supply. Brady Industries delivers to over 450 ship-to locations and processes orders electronically. Training and Budget Management services are provided that are similar those required by the State RFP. Brady has been serving this customer for over 30

years. The sales volume with Clark County School District exceeds \$4,000,000.00 (\$4MM) annually. References available upon request.

- **MGM Resorts International** – MGM is one of the premier resort and gaming organizations worldwide. With multi-state and multi ship-to locations, Brady serves as the primary vendor for all custodial supply. Brady Industries facilitates over \$9,000,000.00 (\$9MM) in sales transactions annually through a variety of order processing routes. This includes Integrated Punch-Out, Web-Ordering, fax and voice submissions. References available upon request.
- **Sandia National Labs** – One of the largest national laboratories in the US, Brady industries has been their sole-source JIT supplier since 2004. Maintaining a Brady Catalog on Sandia's Oracle platform, Brady Industries receives Oracle generated orders into Brady Industries P21 system. With over 8,000 employees and potential users of our catalog system, Brady Industries maintain a high level of response to a variety of technical as well as transactional inquires. Brady Industries has assisted Sandia in their acquiring LEED certifications and support their Green and Recycle initiatives. References are available upon request.
- **American Building Maintenance (ABM)** – A well known a respected building service contractor locally as well as nationally, utilizes Brady Industries as their primary supplier wherever there is a Brady facility. Brady Industries provides ongoing training and field support for ABM staff. Brady Industries processes all transactions through the On-Line Ordering System and deliver product to over 800 ABM and end user sites throughout our region. Brady Industries also services and repairs ABM equipment. Green reporting and implementation are performed regularly as part of Brady Industries ongoing service to ABM. Brady Industries has been a primary supplier to ABM for over 15 years. References are available upon request

Brady Key Personnel – The following key people will be responsible for coordination and ongoing viability of a resulting contract with the state of Idaho.

- **Mark Phillips, Idaho General Manager** – Mark is responsible for the initial response to this solicitation and ongoing oversight, Mark is authorized to deploy the personnel and assets to accomplish all that is required to fulfill the obligations of this RFP. With his extensive business administration and sales experience, along with his continued interaction with our customers, he is best poised to marry the capabilities of Brady Industries organization and systems to the unique needs of its state customer. With thirty years of experience, Mark joined Brady Industries in 2007 as General Manager of Brady Idaho. His prior experience included ownership and general management of Boulder Creek Janitorial Supply which was purchased by Brady Industries in 2007. He was also the top performing sales representative during his nine year tenure as a sales representative for Boulder Creek Supply.
- **Mark Armstrong, Idaho Sales Manager** – As Sales Manager, Mark is responsible for directing the marketing of all Regional and National sales programs. He will be responsible for assigning sales representation for the various State and Public agencies. In addition, Mark has oversight of Brady Industries Spend Management program and manages the implementation of the program with participating customers. As a twenty-five year veteran of Brady Industries and the industry, Mark has been responsible for the budgetary outcomes of Brady Industries customers before standard industry-wide programs were established. Mark joined Brady Industries in June of 2007. His prior experience included Sales Manager and General Manager for Gem State Supply in Boise, Idaho. During his career Mark has been responsible for the direction and leadership of sales representatives, training of both sales representative and customers. Mark represents Brady in such groups as BOMA, and APIC
- **Amber Wick, Idaho Operations Manager** - As the local responsible party for operations management, Amber is responsible for the daily oversight of customer service, new account set-up, warehouse and delivery, equipment service and problem resolution. Amber has been with Brady Industries for over seven years and has served in many of the capacities for which she now has oversight. She has established a team of support professionals that mirror her commitment to superior customer satisfaction and quick response.



- **Kaitlin Allen, Idaho Customer Service** – Kaitlin is one of Brady Industries outstanding operation support employees. Kaitlin is in customer service where she had one of the highest ratings for Brady Industries internal service benchmarks. One of her best attributes is her ability to take care of her customers and resolve any issues they may have.
- **The Brady Account Representative Team** – The men and women of Brady Industries sales force are all experienced professionals who earn their living by serving customers well. Each one of Brady Industries representatives has been trained at many of the manufacturer’s facilities and Brady Industries is able to assist its customers with everything from Job Loading, Spend Management, Green and LEED transition, Regulatory preparedness, Task Specific training and product knowledge.

Risk Plan:

Overall Risk Plan

We believe Brady Industries is fully equipped to support a contract resulting from this proposal. If the contract is awarded to our company it is imperative for us and the State of Idaho that we transition this business smoothly. It would be our goal that the State agencies see no decline in the level of service that they currently receive, and with our hard work hopefully see an increase in service level and contract utilization.

- **Initial Rollout:**

A. Depending on when the contract was awarded Brady Industries would request 40 days advance notice in order to implement the contract and to perform the following functions:

1. Obtain a list of all State Agencies and locations along with contact information for each purchaser.
2. Schedule and send an electronic survey to all State Agency contacts to determine their current satisfaction with service, along with obtaining information about things they would like to see implemented if any.
3. Fast track establishing accounts in our system for all State Agencies.
4. Establish Web Ordering with core list items in each shopping cart, and all applicable discounts for each agency.
5. Schedule all training Webinars and On-site trainings, compile a State contact list of Brady Employees and then communicate this information to all agencies.
6. Have Brady Account Representatives schedule appointments with contacts at State Agencies. At this appointment we will perform a site survey at each location. This survey will consist of looking at all current stock levels, determining with each customer if there will be a dispenser change out and scheduling amounts and time of install, determining when the customers current product will run out, analyzing the customers spend at each agency to determine if we could save the customer monies through innovative product, determining overall use of the contract at each location and areas of opportunities, obtaining any specific

information regarding invoicing and/or delivery instructions, and deliver a catalog with pricing to each contact.

7. Compile all site surveys and order all necessary dispensers for each location. Establish roll out plan for installation of units with Brady Industries staff, then communicate this to each State Agency. Resolve any conflicts with scheduling that might arise.

8. Establish a "Go-Live" date for each agency depending on their current stock, and communicate this to all agencies through Account Representatives and follow up with email, phone calls.

9. Get with the State Purchasing department to review progress on implementation and establish reports and the preferred delivery method of those reports.

- **Compliance:**

If awarded the contract we understand it is our obligation to ensure that each State Agency is as close to 100% compliant with the contract as possible. Brady Industries believes this goal can be obtained in the following manner:

1. At Brady Industries we believe that our Account representatives are our greatest asset. With that being said, they are the ones who ultimately will help the agencies stay on contract. This will be achieved by utilizing, site surveys, cost in use analysis, product demonstrations, and quarterly spend analysis and opportunity reports. Our company believes that our Account Representatives are leaders in the industry and through constant contact with the customer we are able to save them monies while not sacrificing quality.

Additionally, our Account representatives will be incentivized to ensure that each State Agency is maintaining a 95% compliance rate on all items within the contract. Our General Manager and Sales Manager will review this on a monthly basis to ensure we are meeting this goal. All of our findings will be communicated back to the State Purchasing department at our quarterly meetings.

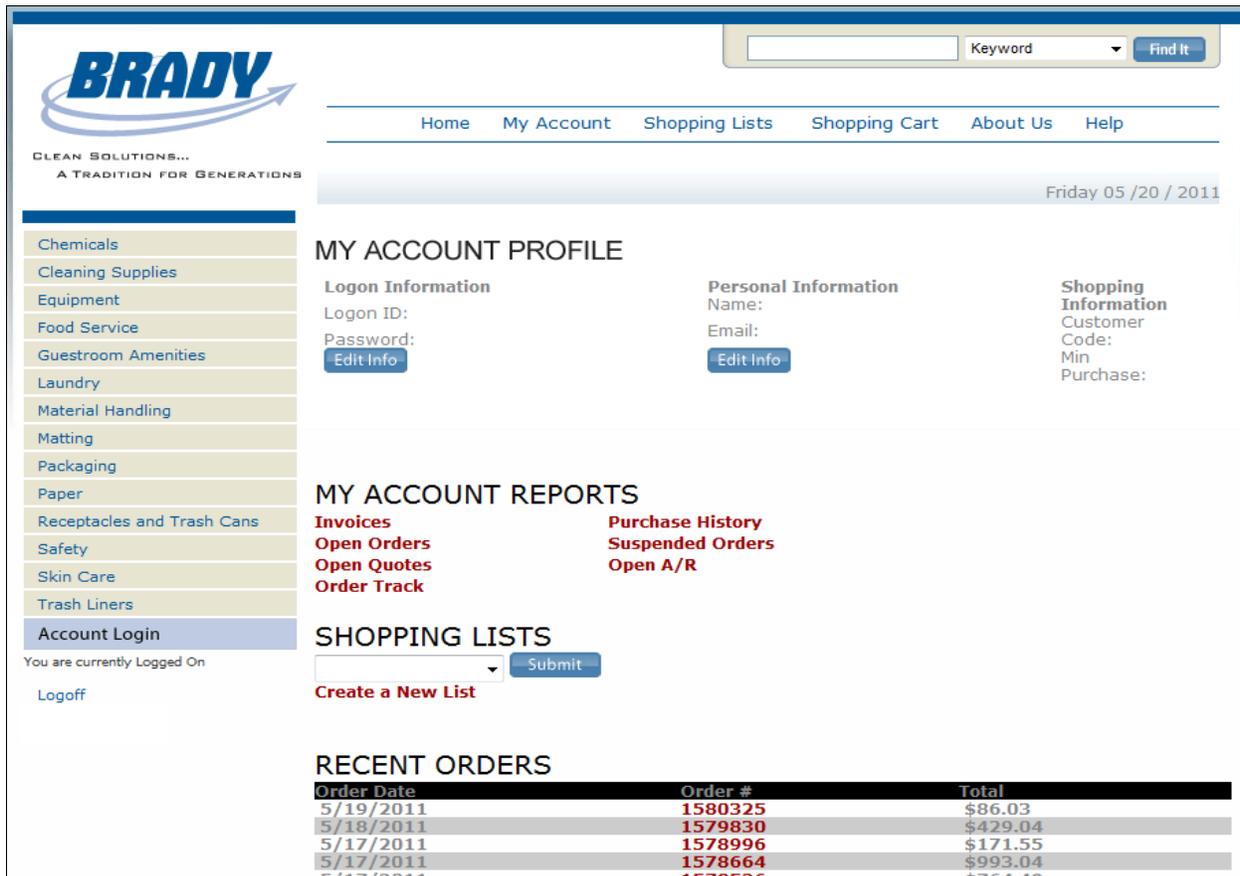
On-Line Order Website Features:

MY ACCOUNT

Once customers have logged in, the My Account page shows information specific to their company's orders, invoices, payables, and etc. Within each account we are able to set pricing for each account based on the area they are located within the State. Additionally, all orders are placed in 'Real Time', along with seeing up to the second inventory. The My Account page has two different "areas": profile information and transaction information. The following sections detail these areas.

PROFILE

INFORMATION



The screenshot shows the BRADY website's 'My Account' page. At the top left is the BRADY logo with the tagline 'CLEAN SOLUTIONS... A TRADITION FOR GENERATIONS'. A search bar with 'Keyword' and a 'Find It' button is at the top right. A navigation menu includes 'Home', 'My Account', 'Shopping Lists', 'Shopping Cart', 'About Us', and 'Help'. The date 'Friday 05 /20 / 2011' is displayed on the right. A left sidebar lists various product categories like 'Chemicals', 'Cleaning Supplies', 'Equipment', etc., with 'Account Login' highlighted. The main content area is titled 'MY ACCOUNT PROFILE' and is divided into three sections: 'Logon Information' (Logon ID, Password, Edit Info), 'Personal Information' (Name, Email, Edit Info), and 'Shopping Information' (Customer Code, Min Purchase). Below this is 'MY ACCOUNT REPORTS' with links for 'Invoices', 'Open Orders', 'Open Quotes', 'Order Track', 'Purchase History', 'Suspended Orders', and 'Open A/R'. The 'SHOPPING LISTS' section has a dropdown menu and a 'Submit' button, along with a 'Create a New List' link. The 'RECENT ORDERS' section features a table with columns for Order Date, Order #, and Total.

Order Date	Order #	Total
5/19/2011	1580325	\$86.03
5/18/2011	1579830	\$429.04
5/17/2011	1578996	\$171.55
5/17/2011	1578664	\$993.04
5/17/2011	1579526	\$764.40

The profile information section lists customer's login ID, name, e-mail address, customer code, and minimum purchase amount (if any). Customers can maintain their account information by selecting the

Edit Info button in the profile information area. A field will appear to enable the customer to change their password or profile e-mail address.

TRANSACTION INFORMATION

In the bottom half of the My Accounts section, various transaction information is available to the customer.

This section displays the last three months of open orders.

RECENT ORDERS		
Order Date	Order #	Total
5/19/2011	1580325	\$86.03
5/18/2011	1579830	\$429.04
5/17/2011	1578996	\$171.55
5/17/2011	1578664	\$993.04
5/17/2011	1578526	\$764.49

Additional transaction information is available through the My Account Reports section. The section includes but is not limited to: Invoices, Customer Purchase History, Open Orders, Suspended Orders, Open Quotes, Open Payables, and Order Track.



In any area where this image is displayed:  , customers can export information to an Excel file.

MY ACCOUNT REPORTS	
INVOICES	PURCHASE HISTORY
OPEN ORDERS	SUSPENDED ORDERS
OPEN QUOTES	OPEN A/R
ORDER TRACK	

INVOICES

Customers can use the Invoices section to find information on invoices and search by a specific date or date range. Customers can further refine their results by ship-to, specific invoice number, PO number, or order number. The results can be viewed online or downloaded as a Microsoft Excel file.

Run A Report
Enter criteria to display your report below, then click the 'submit' button. The date format is as follows:
(MM/DD/YYYY)

Start Date:  End Date: 

Ship-To: 

- or -

Display a single invoice by: 

To Download a report to *Microsoft Excel*, enter criteria in the above parameters and click the Microsoft Excel icon.

- selecting a long date range may increase download time.
- the required version is *Excel 2000* or higher for data downloads.



The results of the invoice search will be displayed in a grid format showing summary information. Customers can drill down for detail information by clicking on the red invoice number.

INVOICE REPORT

Search for:

- Ship-To: 139355

[Print Page](#)

View the details of an Invoice by clicking on the Invoice number



Invoice Number	Ship-To	Customer PO Number	Invoice Date	Order Number	Invoice Value
3409070	Test Account		2/8/2010	1305467	\$0.68
3409245	Test Account		2/8/2010	1305671	\$0.68
3409247	Test Account		2/8/2010	1305677	(\$0.68)
3409250	Test Account		2/8/2010	1305702	(\$0.68)
3409292	Test Account		2/8/2010	1305754	\$0.68
3409344	Test Account		2/8/2010	1305803	(\$0.68)
3409380	Test Account		2/8/2010	1305857	\$0.68
3409411	Test Account		2/8/2010	1305886	\$0.68
3409413	Test Account		2/8/2010	1305888	(\$0.68)
3409414	Test Account		2/8/2010	1305890	(\$0.68)

[1](#) [2](#) [3](#)

[Search Again](#)

All of the information that would be present on an invoice is displayed in the Invoice Details section. Information such as billing address, shipping address, order date, invoice number, PO number, items ordered, quantity ordered, and pricing are clearly displayed for customer's review.



INVOICE DETAILS

Print

Brady Industries, Inc.
 7055 Lindell Road
 Las Vegas, NV 89118-4703
 702-876-3990
 1-702-876-1580

Invoice # 3409070

Please Remit To:
 Brady Industries, Inc.
 7055 Lindell Road
 Las Vegas, NV 89118-4703

Bill To:
 Test Account
 7055 Lindell Rd
 Las Vegas, NV 89118

Ship To:
 Test Account

Order Date 2/8/2010	Tracking # N/A	PO # N/A	Invoice Date 2/8/2010
-------------------------------	--------------------------	--------------------	---------------------------------

Order # 1305467	Pick Ticket# N/A	Ship To Instructions N/A
---------------------------	----------------------------	------------------------------------

Item Code	Net Price	Unit Size	Unit Name	Qty Shipped	Extended Price
BB0032 32oz Spray Bottle	\$0.68	1.00	EACH	1.00	\$0.68

Tax	\$0.00
Other Charge	\$0.00
Total	\$0.68

Search Again



How to Import into Excel

Below is an example of invoice information exported into Excel.

My Invoices				
Invoice Number	Customer PO Number	Order Number	Invoice Date	Invoice Value
3409070		1305467	2/8/2010	\$0.68
3409245		1305671	2/8/2010	\$0.68
3409247		1305677	2/8/2010	(\$0.68)
3409250		1305702	2/8/2010	(\$0.68)
3409292		1305754	2/8/2010	\$0.68
3409344		1305803	2/8/2010	(\$0.68)
3409380		1305857	2/8/2010	\$0.68
3409411		1305886	2/8/2010	\$0.68
3409413		1305888	2/8/2010	(\$0.68)
3409414		1305890	2/8/2010	(\$0.68)
3409694		1306090	2/9/2010	\$0.68
3409780		1306189	2/9/2010	(\$0.68)
3409781		1306192	2/9/2010	\$0.74
3409806		1306200	2/9/2010	\$0.74
3409807		1306206	2/9/2010	(\$0.74)
3409809		1306211	2/9/2010	\$0.74
3409810		1306216	2/9/2010	(\$0.74)
3409811		1306222	2/9/2010	\$0.74
3409812		1306225	2/9/2010	(\$0.74)
3409824		1306237	2/9/2010	\$0.74
3409825		1306243	2/9/2010	(\$0.74)
3409831		1306272	2/9/2010	(\$0.74)
3410061		1306462	2/9/2010	\$0.74
3410081		1306681	2/9/2010	(\$0.74)
3442985		1340078	4/6/2010	\$2.04
3443559	Employee Purchase	1340320	4/7/2010	\$2.11
(Records 1-26 of 26)				

PURCHASE HISTORY

Customers can use the Purchase History section to find information on previous purchases. Customers can see their purchase activity by item or by category, with the ability to drill down into the category

Response to State of Idaho

hierarchy to the item level. Customers can retrieve summary or detail level information on an item basis, or download their previous purchases to Microsoft Excel.

PAST PURCHASE HISTORY

Choose a method and specify criteria, then click the "submit" button to display your report.
When choosing a category, double click the category name to drill down to it's subcategories or double click "Up A Level" to go back to the main category. Once you have found your category, select it from the list and click "submit".

Type of Report:

Date Range: **Start** **End**

Display Purchases by:

Display As:

Item totals can be run for:

- **Specific items or a range of items**
- **Specific customer part numbers or a range of customer part number**
- **Manufacturer/Vendor**
- **Invoices**
- **Categories**

If you run an item or category report by category, you can report on all categories, or only a single category. If you choose to report on a single category and that category has subcategories, results include those subcategories. If you are reporting on an end-level category (items), the report shows the list of item results. The selection box also enables you to drill down through categories to return results only on a specific lower level category and not the sub categories.

PAST PURCHASE HISTORY

Choose a method and specify criteria, then click the "submit" button to display your report. When choosing a category, double click the category name to drill down to it's subcategories or double click "Up A Level" to go back to the main category. Once you have found your category, select it from the list and click "submit".

Type of Report:

of Months to Include:

Display Purchases by:

Display As:

If the customer runs an Item Totals Report, the following page appears if there are results to return:

Search For:

- Dates Included:** 05/21/09 to 05/21/11
- Item:** All items

 [Print Page](#)

Item Totals Report

Item ID	Last Invoice Date	Total Invoice Lines	Total Extended Price	Quantity	UOM
AA0025 36501500 Dairy Brush	2010-04-07	1.00	\$1.95	<input type="text"/>	EACH
BB0032 32oz Spray Bottle	2010-02-09	24.00	\$0.00	<input type="text"/>	CASE
CI8010 BRADY MULBERRY METERED AERO 12 CN/CS	2010-04-06	1.00	\$2.04	<input type="text"/>	CAN

[Search Again](#)

Customers can sort the list of past purchases by any of the columns listed by clicking the column header (e.g., Item Code, # of Invoiced Lines, Total Ext Price, etc.). It can be drilled down to the invoice level by clicking on the items' Item ID.

Search For:

- Dates Included: 05/21/09 to 05/21/11
- Item: BB0032


[Print Page](#)

Item Totals Report

Quantity to add: UOM: CASE ▼

Order Number	PO Number	Invoice Number	Invoice Date	Qty Invoiced	Invoice Amount
1305467		3409070	2/8/2010	1.00	\$0.68
1305671		3409245	2/8/2010	1.00	\$0.68
1305677		3409247	2/8/2010	-1.00	(\$0.68)
1305702		3409250	2/8/2010	-1.00	(\$0.68)
1305754		3409292	2/8/2010	1.00	\$0.68
1305803		3409344	2/8/2010	-1.00	(\$0.68)
1305857		3409380	2/8/2010	1.00	\$0.68
1305886		3409411	2/8/2010	1.00	\$0.68
1305888		3409413	2/8/2010	-1.00	(\$0.68)
1305890		3409414	2/8/2010	-1.00	(\$0.68)

1 2 3

[Search Again](#)

From this set of data, customers can add an item to your shopping cart or a shopping list by entering a quantity in the Qty to Add to Cart/List field and clicking either Add to Cart or Add to List.

Category totals reports can be viewed in either report or graphic format as long as the customer is not reporting on an end-level category (items). If the customer is reporting on an end-level category (items), the report format only is available and shows the list of item results.

PAST PURCHASE HISTORY

Choose a method and specify criteria, then click the "submit" button to display your report.
When choosing a category, double click the category name to drill down to it's subcategories or double click "Up A Level" to go back to the main category. Once you have found your category, select it from the list and click "submit".

Type of Report: Category Totals ▾

of Months to Include 24 ▾

Display Purchases by: Category ▾

[All Top Level Categories]

Chemicals

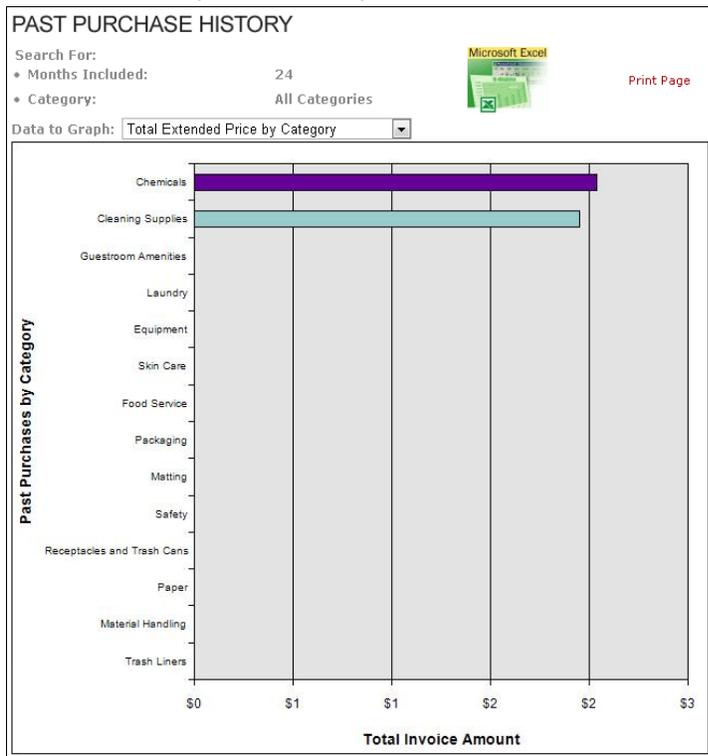
Cleaning Supplies

Equipment

Display As: Report ▾

Submit

Here is an example of the Graph format:



Both the chart and report format of the Category Report is drillable to allow the customers a convenient way to obtain additional detail.

OPEN ORDERS

Customers can use the Open Orders section to find information on open orders with Brady Industries. Customers can define search criteria (or leave blank to see all open orders), or download your open orders to Microsoft Excel.

Run A Report
Enter criteria to display your report below, then click the 'submit' button. The date format is as follows:
(MM/DD/YYYY)

Start Date:  End Date: 

Ship-To:

- or -

Display a single order by:

To Download a report to *Microsoft Excel*, enter criteria in the above parameters and click the Microsoft Excel icon.

- **selecting a long date range may increase download time.**
- **the required version is *Excel 2000* or higher for data downloads.**



Select the field by which you want to search (PO number or order number) from the Search By drop-down field. In the blank field to the right of the Search By field you can indicate a precise PO number or order number if you want a specific transaction and you have the number. If you want to search a range of dates, use the Date Range fields. The search results are displayed in a grid format with summary information such as order number, canceled value, invoice value, order value, ship-to id, required date, order date, customer name, and PO number. Additional detail regarding the open order can be obtained by clicking on the red order number.

OPEN ORDERS REPORT

Search for:

- All records

View the details of an Order by clicking on the Order Number.

[Print Page](#)


Order #	Canceled Value	Invoice Value	Order Value	Ship To	Req Date	Order Date	Name	PO #
1542644	\$13.70	\$0.00	\$27.40	107499	3/24/2011	3/24/2011	County School District	
1550832	\$0.00	\$0.00	\$0.00	107499	5/1/2011	4/6/2011	County School District	
1553546	\$0.00	\$0.00	\$0.00	107499	5/16/2011	4/11/2011	County School District	
1575280	\$0.00	\$0.00	\$907.20	107499	5/11/2011	5/11/2011	County School District	

You can sort the list of orders by the available columns listed by clicking the column header (e.g., Order #, Canceled Value, Invoice Value, etc.). Once customers are in the Open Order Detail section, customers can request either the whole order or components of the open order to be expedited.



OPEN ORDERS REPORT

Open Order Detail
Search for:

- Order Number: 1575280
- Ship-To: 107499 Clark County School District
- Shipment Tracking: N/A

Print Page

Item Code	Description	Open Value	Open Qty	Unit Size	Net Price	Order Qty	Unit Name	Expedite
FUEL	FUEL Surcharge	\$0.00	1.00	1.00	\$0.00	1.00	EACH	<input type="checkbox"/>
JA0001	CLOROX UTLRA 6.15% GERMICIDIAL BLEACH	\$907.20	84.00	1.00	\$10.80	84.00	CASE	<input type="checkbox"/>

EXPEDITING AN ORDER

Customers can use this page to expedite an order. This allows customers to inquire as to the status of orders, or request other information on a specific order line easily from the web interface. The Expedite checkbox allows customers to indicate which line item or items that needs to be expedited. Click the checkbox for each line you want to expedite and click Submit. The Order Details page with e-mail information appears.



Order Details

From: Order@bradyindustries.com
Subject: Expedite Order 1575280 Requested

CHAS MOON at COUNTY SCHOOL DISTRICT on 5/21/2011 at 3:50:23 PM requested that the following be expedited on Order 1575280.

Open Items:

FUEL - 1	
JA0001 - 84	<--Expedite this item

Enter any comments in this text box:

This page lists all the open items on the order, and indicates which one(s) was expedited. It also includes the order number. The text box allows you to enter any specific questions or comments to which you may want the answers. Click the Submit button to send the e-mail.

SUSPENDED ORDERS

Manager shoppers (and administrators) have a feature on their My Account page called Suspended Orders. This feature allows them to search for and approve suspended orders. Orders are suspended any time a regular shopper goes over the amount they are allowed on a single order as determined by the customer's administration. Customers can utilize the search fields to retrieve any or all suspended orders that require their approval.

Run A Report
Enter criteria to display your report below, then click the 'submit' button. The date format is as follows:
(MM/DD/YYYY)

Start Date:  End Date: 

- or -

Display a single Suspended Order by:

To Download a report to *Microsoft Excel*, enter criteria in the above parameters and click the Microsoft Excel icon.

- **selecting a long date range may increase download time.**
- **the required version is *Excel 2000* or higher for data downloads.**



If there are any suspended orders, approval managers can approve or disapprove suspended orders by clicking on the Web Reference #.

Suspended Orders List						Print Page
Search for:						
<ul style="list-style-type: none"> All records 						
View the details of a Suspended Order by clicking on the Web Reference Number.						
Please note that item prices will be recalculated at the time of checkout.						
Web Reference #	PO Number	Order Date	Shopper Name	# of Lines	Order Value	
	Steve	2/24/2010 9:30:11 AM	Anonymous	5	1844.8300	
	Steve	2/24/2010 9:55:12 AM	Anonymous	3	199.2496	
13126	martin	11/24/2010 8:35:41 AM	Anonymous	1	17.7500	
13179	martin	11/24/2010 8:35:41 AM	Anonymous	2	45.0800	
13232	martin	11/24/2010 8:35:41 AM	Anonymous	2	112.8200	
13373	martin	11/24/2010 8:35:41 AM	Anonymous	1	23.2806	
13399	martin	11/24/2010 8:35:41 AM	Anonymous	1	62.7600	
13541	martin	11/24/2010 8:35:41 AM	Anonymous	1	1171.8712	
14807	martin	11/24/2010 8:35:41 AM	Anonymous	1	25.4206	
16584	SAUL	1/4/2011 3:41:19 PM	Anonymous	1	140.8900	

When approval managers click the web reference number, the shopping cart will be loaded with the order that was suspended and approval managers can then change any quantities that he/she desire, and checkout with that order. The order will then process as normal. The only difference in the checkout process is that now all the information has already been entered. Any credit card details are masked with "*" characters, but approval managers can replace them with new information if desired.

Note: Approval managers will be notified via e-mail any time an order is suspended.

OPEN QUOTES

Customers can use the Open Quotes section to find information on their open quotes with Brady Industries. Customers can define search criteria (or leave blank to see all open quotes), or download open quotes to Microsoft Excel.

Run A Report
Enter criteria to display your report below, then click the 'submit' button. The date format is as follows:
(MM/DD/YYYY)

Start Date:  End Date: 

- or -

Display a single quote by:

To Download a report to *Microsoft Excel*, enter criteria in the above parameters and click the Microsoft Excel icon.

- **selecting a long date range may increase download time.**
- **the required version is *Excel 2000* or higher for data downloads.**



Customers can set up criteria to view a certain open quote or range of open quotes. Customers will need to select the field by which they want to search (PO number or quote number) from the Search By drop-down field. In the blank field to the right of the Search By field customers can indicate a PO number or quote number if they want a specific transaction and have the number. If customers want to search a range of open quotes, use the Date Range fields. Set you beginning and ending values, and click the Submit button.

A page similar to the following displays if there are results to return:

OPEN QUOTE REPORT

Search for:

- All records

Open Quote List

Print Page



Expire Date	Quote #	PO #	Require Date	Order Date	Quote Value
	1101536		2/11/2009	2/11/2009	\$554.12
	1122151	025	3/19/2009	3/19/2009	\$233.53
	1148698		5/4/2009	5/4/2009	\$227.91
	1149574		5/5/2009	5/5/2009	\$22.28
	1161044	Steve	5/26/2009	5/26/2009	\$1,383.97
	1178514		6/25/2009	6/25/2009	\$172.09
	1183049	Don	7/6/2009	7/6/2009	\$43.32
	1196463		7/29/2009	7/29/2009	\$289.58
	1199136		8/3/2009	8/3/2009	\$2.54
	1199138		8/3/2009	8/3/2009	\$12.68

1 2 3 4 5 6 7 8 9 10

Customers can sort the list of open quotes by any of the columns listed by clicking the column header (e.g., Expire Date, Quote #, PO #, etc.).

Additional information on the open quote can be found by clicking on the red quote number:



OPEN QUOTE DETAILS

Open Quote Detail

Search for:

[Print Page](#)

- Quote Number: 1122151

Item Code	Description	Order Qty	Unit Name	Unit Size	Net Price	Unit Price	Price Size	Unit Price	Unit Name
JC0050	CLOTH CUSTODIAL CLEANING 20#	6.00	CASE	1.00	\$33.63	\$33.63	1.00		CASE
LA3821	33X38 DRAW TAPE LINER 1.3 MIL BLK 100/CS	1.00	CASE	1.00	\$18.05	\$18.05	1.00		CASE
LB0024	24X24 LINER 5 MIC NAT 1000/CS	1.00	CASE	1.00	\$13.70	\$13.70	1.00		CASE

1 2 3 4 5 6 7 8 9 10

Page 1 of 10

OPEN A/R

Customers can use the Open Receivables section to find information on open receivables in with Brady Industries and make payments by credit card to open invoices. Customers can define search criteria (or leave blank to see all open receivables), or download their open accounts receivables to Microsoft Excel. They can also see a complete statement of their account, including aging information and make a payment against their account.

Run A Report
Enter criteria to display your report below, then click the 'submit' button. The date format is as follows:
(MM/DD/YYYY)

Start Date:  End Date: 

- or -

Display Open AR by Invoice #:

To Download a report to *Microsoft Excel*, enter criteria in the above parameters and click the Microsoft Excel icon.

- selecting a long date range may increase download time.
- the required version is *Excel 2000* or higher for data downloads.



Complete Statement
To see a complete statement, click here >

Customers can set up criteria to view a certain open receivable or range of open accounts receivable. In the Search By field customers can indicate an invoice number if a specific transaction is desired. If customers want to search a range of open accounts receivable, they will need to use the Date Range fields.

OPEN ACCOUNT RECEIVABLES

Search for:

- All records

Click on an Invoice Number to view the detail.

Print Page



Invoice Number	Invoice Date	Discount Date	Due Date	Invoice Amount	Open Amount
3504927	7/23/2010	8/10/2010	8/10/2010	\$4,416.12	\$12.50
3507266	7/28/2010	8/10/2010	8/10/2010	\$614.49	\$4.44
3510800	8/3/2010	9/10/2010	9/10/2010	\$801.28	\$39.90
3511698	8/4/2010	9/10/2010	9/10/2010	\$2,247.55	\$2.89
3513696	8/6/2010	9/10/2010	9/10/2010	\$1,040.27	\$22.04
3514738	8/9/2010	9/10/2010	9/10/2010	\$297.00	\$99.75
3514945	8/9/2010	9/10/2010	9/10/2010	\$1,154.67	\$19.95
3515498	8/10/2010	9/9/2010	9/9/2010	\$880.71	\$119.70
3515537	8/10/2010	9/10/2010	9/10/2010	\$201.12	\$39.90
3516500	8/11/2010	9/10/2010	9/10/2010	\$707.79	\$19.95

1 2 3 4 5 6 7 8 9 10 »

Additional detail on the open invoices can be obtained by clicking on the red invoice number. The Invoice Details section contains all of the information that is on paper invoices.



INVOICE DETAILS

Print

Brady Industries, Inc.
 7055 Lindell Road
 Las Vegas, NV 89118-4703
 702-876-3990
 1-702-876-1580

Invoice # 3692136
Please Remit To:
 Brady Industries, Inc.
 7055 Lindell Road
 Las Vegas, NV 89118-4703

Bill To:

*THEY HAVE THEIR OWN DOCK
 LAS VEGAS, NV 89119

Ship To:

LOADING DOCK #17
 LAS VEGAS, NV 89109

Order #	Pick Ticket#	Order Date	Tracking #	PO #	Invoice Date
1575074	N/A		50-17	07204	
Order #		Ship To Instructions			
1575074		N/A			

Item Code	Net Price	Unit Size	Unit Name	Qty Shipped	Extended Price
CH0010 BRADY CLEAR GLASS AERO 12 CN/CS	\$28.73	12.00	CASE	8.00	\$229.85
CK2000 SPARTAN COG NABC DISINF BATHROOM CLNR	\$99.60	4.00	CASE	4.00	\$398.40
CK3000 SPARTAN COG CLEAN BY PEROXY 4 2 LT/CS	\$78.76	4.00	CASE	5.00	\$393.80
JA0001 CLOROX UTLRA 6.15% GERMICIDIAL BLEACH	\$20.18	1.00	CASE	5.00	\$100.88
LA4401 37X44 LINER 1.2 MIL BLK 200/CS	\$47.05	1.00	CASE	4.00	\$188.20
LA4860 43X48 LINER 1.7 MIL CLR 100/CS	\$51.07	1.00	CASE	5.00	\$255.35
PC0100 SCA MB550A MULTIFOLD TOWEL WHT 4000/CS	\$33.49	1.00	CASE	8.00	\$267.92
PI0625 BRADY SOFTONE TISSUE 80 RLS 500 SHTS	\$34.52	1.00	CASE	6.00	\$207.14

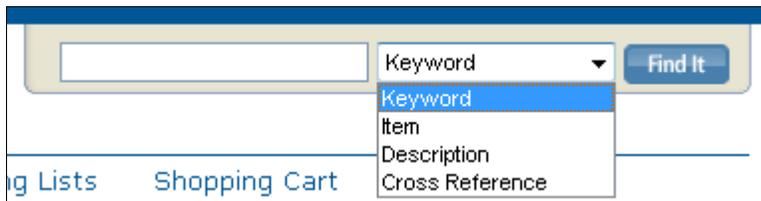
Tax	\$165.36
Other Charge	\$5.50
Total	\$2,212.40

Shopping

PRODUCT SEARCH FEATURE

The Product Search feature allows customers to conduct a simple search for items based on keyword, item code, item description, vendor, customer part number, manufacturer part number, or alternate code short code, UPC Code, or master category description. Customers can have their internal item numbers associated with Brady items so that they can search the B2B website using their own numbers.

A keyword search will search all the fields associated with an item (including item code, description, alternate code, etc.) for the string of text customers specify.



The screenshot shows a search interface with a text input field on the left. To its right is a dropdown menu currently set to 'Keyword'. The dropdown menu is open, showing four options: 'Keyword' (highlighted in blue), 'Item', 'Description', and 'Cross Reference'. To the right of the dropdown is a blue button labeled 'Find It'. Below the search field, there are two links: 'My Lists' and 'Shopping Cart'.

To search for an item, select one of the options by which to search and type a search string into the Product Search field (e.g., 24 tooth blade, Lenox, etc.). If the specified field contains the search text, results are returned. If there are results, a page like the following will open:

SEARCH RESULTS

Search within these results for:

Results
 For Logged on Shoppers Only
 To view quantity breaks and List Pricing, click the price as shown.
 You searched for: **Keyword Contains brush**
 Results Displayed: 1 - 10 of 42

Results Page: [1](#) [2](#) [3](#) [4](#) [5](#)

Item ID	Description		Price	UOM	Quantity
02461	WIN BRUSH 17" POLYPRO BA	Out of Stock	\$326.51	EACH ▾	<input type="text"/>
2030ER	WIND BRUSH ROLLER 14 IN	Out of Stock	\$171.28	EACH ▾	<input type="text"/>
2046	Wind Brush Strip 14 in	In Stock	\$16.57	EACH ▾	<input type="text"/>
5010WI	WINBRUSH ROLLER 12	In Stock	\$40.89	EACH ▾	<input type="text"/>
50PIPEO	UNGER PIPE BRUSH 11"	Out of Stock	\$27.37	EACH ▾	<input type="text"/>
52264	52264 SAN. VIB1 BRUSH (16)	Out of Stock	\$18.89	EACH ▾	<input type="text"/>
55-8214	UNGER SWIVEL BRUSH GRAY	Out of Stock	\$27.01	EACH ▾	<input type="text"/>
55-8827	UNGER 18" SANITARY BRUSH	In Stock	Call for Price.		
56262651	BRUSH REPLACEMENT KIT	Out of Stock	\$386.59	EACH ▾	<input type="text"/>
6311	6311 Toilet Bowl Brush Holder, fits 6310	Out of Stock	\$3.60	EACH ▾	<input type="text"/>

Results Page: [1](#) [2](#) [3](#) [4](#) [5](#)

SEARCH WITHIN ITEM SEARCH

Once the initial item search results display, a 'Search within these results for' field is available for the customers to enter in more detail and further refine the items returned. Customers may continue to refine the Item Search Results until there is only one page of items in the Item Search Results or until the customer selects an item and selects a button at the bottom of the page, such as Add to Cart or Add to List. A refined results trail Refined Value is visible so customers can see what search criteria has entered thus far to obtain the current item result set. All fields are currently available for the Product, Advanced, and Keyword searches.



SEARCH RESULTS

Search within these results for:

Submit

DISCOUNTS

Discounts that are available for certain shoppers and certain purchasing methods discounts can be applied by customer or by customer by item. Once the discounts are in place, it is easily visible throughout the entire website. Below is an example of the discount showing at the item level.

ITEM DETAIL

Item Code: **CH0010**

[Add To Cart](#)

Alternate Item ID: 3010300149
4010350069
4137201
4138274

[Add To List](#)

[Add To RFQ](#)

Description: BRADY CLEAR GLASS AERO 12 CN/CS
Foaming non-fogging formula. Quickly cleans windows, glass, mirrors & tile. Leaves a surface that will not steam or fog when moisture is applied. Non-ammoniated. 12 per case.



UOM: CAN

Availability: In Stock

Price: \$1.27

Click price for price breaks and List Pricing

List Price: \$1.30/CAN

Quantity:

Unit Size: 1

[Continue Shopping](#)

[Update Quantity](#)

[CH0010_MSDS](#)

When the shopper goes to the shopping cart, they can also see a total of the discounts that have been applied to the order.

SHOPPING CART DETAIL

To modify the contents of your cart, enter new quantities or check the appropriate boxes and click the Update Cart button. To proceed with your online order click Checkout.
To exit, Continue Shopping.
To save the items in your Shopping Cart select the Update Cart button. The items and quantities will then be saved in your shopping cart when you log off.

Order Required Date

Product	Qty	Price	Total	Add To List	Availability	UOM	Unit Size
 CH0010 BRADY CLEAR GLASS AERO 12 CN/CS	<input type="text" value="2"/> CAN	\$1.27/EA	\$2.54	Remove	<input type="checkbox"/>	In Stock	CAN ▾ 1

Total web discounts already applied: \$0.06

Subtotal: \$2.54

[Empty Cart](#) [Add To List](#) [Update Cart](#) [Continue Shopping](#) [Checkout](#)



ORDER SUMMARY

The Order Summary page displays the accumulated discounts for the order:

Checkout Process

① Shopping Cart ② Shipping / Billing ③ **Submit Order** ④ Order Confirmation

Home >> Shopping Cart >> Shipping Information >> **Order Summary**

SUBMIT ORDER

Order Summary

Please review your order below and click Submit Order to submit your order. Otherwise, click Continue Shopping to return to your shopping cart.

Ship Method	PO Number
U01 UPS Next Day Air	1234
Ship To	Payment Method
B2B Ship To 1 admin user B2B Ship To 1 Addy 1 B2B Ship To City 1, PA 19067 USA 111-222-3333	Pay by Invoice

Cart Required Date 6/2/2009

Description	Quantity	Price	Extended Price	Pkg Qty	Unit Size	Required Date
2255016 B2BITEM1	2	\$4.32/BOX	\$8.64	1	1	6/2/2009

Total web discounts already applied: \$2.00

Subtotal \$8.64

\$0.00

Tax \$0.00

Total \$8.64

EXIT CHECKOUT **SUBMIT ORDER**

Taxes are an estimate and are subject to change based on jurisdiction. Freight will be determined at time of invoicing.



ORDER CONFIRMATION

The Order Confirmation page also displays the accumulated discounts.

Checkout Process
① Shopping Cart
② Shipping / Billing
③ Submit Order
④ **Order Confirmation**

[Home](#) >> **Order Confirmation**

ORDER CONFIRMATION

Order Confirmation
 Thank you for your order. Please keep a copy of this order for your records.
[Click here for a printable version of this page.](#)

Web Reference 2010432

Ship Method	PO Number
U01 UPS Next Day Air	1234
Ship To	Payment Method
B2B Ship To 1	Pay by Invoice
admin user	
B2B Ship To 1 Addy 1	
B2B Ship To City 1, PA 19067	
USA	
111-222-3333	

Cart Required Date 6/2/2009

Description	Quantity	Price	Extended Price	Pkg Qty	Unit Size	Required Date
2255016 B2BITEM1 descyyzcx	2	\$4.32/BOX	\$8.64	1	1	6/2/2009

Total web discounts already applied: \$2.00

Subtotal \$8.64

Freight	\$0.00
Tax	\$0.00
Total	\$8.64

Taxes are an estimate and are subject to change based on jurisdiction. Freight will be determined at time of invoicing.

ITEM DETAIL PAGE

The item detail page contains additional information such as item number, cross reference numbers, product description, availability, pricing, and size. **In addition, for all items that have an MSDS sheet required, there is a link in this page which will take you to a PDF version which can be printed or saved (See Below).**

ITEM DETAIL

Item Code:	CH0010	Add To Cart
Alternate Item ID:	3010300149 4010350069 4137201 4138274	Add To List
Description:	BRADY CLEAR GLASS AERO 12 CN/CS Foaming non-fogging formula. Quickly cleans windows, glass, mirrors & tile. Leaves a surface that will not steam or fog when moisture is applied. Non-ammoniated. 12 per case.	Add To RFQ
UOM	CAN	
Availability:	In Stock	
Price:	\$1.27	
Click price for price breaks and List Pricing		
List Price:	\$1.30/CAN	
Quantity:	<input type="text" value="1"/>	
Unit Size:	1	
Continue Shopping		Update Quantity
CH0010_MSDS		

MY SHOPPING LISTS FEATURE

This feature allows customers to create, view, and edit shopping lists. A shopping list is a list of items and quantities that allows you to quickly order a group of items together. This is useful if you have a particular job or service you offer that always requires the same items. To access the My Shopping Lists page, click the My Shopping Lists link, if available. This brings up a page that allows you to view existing lists, or create new ones.

SHOPPING LISTS

Select an existing shopping list and then click submit.

Existing List:

Enter a name for your new shopping list and then click submit:

Create a new list:

MY LIST PAGE

The My List page allows customers to view, edit, and add to a shopping list or add to a shopping cart. Customers can now sort items on shopping lists by criteria other than by the order you entered them. The Item and Description headings on the Shopping List Detail page are now hyperlinks that can be used to sort the list by item or description. Shopping lists are available to each user account on the B2B website. Items, their respective quantity, and unit of measure can be added to shopping lists. The shopping lists create a faster shopping experience for customers that order same items consistently.



SHOPPING LISTS

Shopping List Detail

List name: **test**

Item Code	Pkg Qty	Unit Size	UOM	Quantity	Add to Cart	Default Sort
140949 WINBAG, PAPER WIDE AREA VAC 10/PK	1	1	PACK ▾	<input type="text" value="1"/>	<input type="checkbox"/>	Remove
2046 Wind Brush Strip 14 in	1	1	EACH ▾	<input type="text" value="23"/>	<input type="checkbox"/>	Remove
54-61143855 LEMON-EZE 32OZ 12/CS	1	1	QRT ▾	<input type="text" value="1"/>	<input type="checkbox"/>	Remove

- [Delete List](#)
[Continue Shopping](#)
[Copy List](#)
[Update List](#)
[Add List To Cart](#)
[Add Checked To Cart](#)

SHOPPING CART PAGE

The Shopping Cart page allows customers to view and edit their shopping cart. Customers can modify items and quantities in this screen as well as the order required date. If customers would like to order ahead for a future delivery, the order required date can be used.

SHOPPING CART DETAIL

To modify the contents of your cart, enter new quantities or check the appropriate boxes and click the Update Cart button. To proceed with your online order click Checkout.
 To exit, Continue Shopping.
 To save the items in your Shopping Cart select the Update Cart button. The items and quantities will then be saved in your shopping cart when you log off.

Order Required Date

Product	Qty	Price	Total	Add To List	Availability	UOM	Unit Size
 CH0010 BRADY CLEAR GLASS AERO 12 CN/CS	<input type="text" value="2"/> CAN	\$1.27/EA	\$2.54	Remove <input type="checkbox"/>	In Stock	CAN	1

Total web discounts already applied: \$0.06

Subtotal: \$2.54

SHIPPING INFORMATION PAGE

The Shipping Information page allows customers to enter address information and select shipping options for their orders. In this section, the ship-to addresses are pre-populated in a drop down menu option based on the customer account. Additional order notes can also be added to all order documents.

Checkout Process

① Shopping Cart ② **Shipping / Billing** ③ Submit Order ④ Order Confirmation

[Home](#) >> [Shopping Cart](#) >> [Shipping Information](#)

SHIPPING INFORMATION

Shipping Information
Choose a shipping method from the drop down list, then choose a shipping address (logged on customers only) or enter a free form

*Shipping Method	<input type="text" value="Airborne Express"/>	Company:	<input type="text" value="MARK VII"/>
<input checked="" type="checkbox"/> Set as default		*First Name	<input type="text" value="M.J."/>
Other Method	<input type="text"/>	*Last Name	<input type="text" value="Keenan"/>
Ship To Address	<input type="text" value="#1 Arvada, CO"/>	*Address 1	<input type="text" value="5981 Tennyson Street"/>
<input type="checkbox"/> Set as default		*Phone Number	<input type="text"/>
*Email Address	<input type="text" value="admin@p21.com"/>	*City	<input type="text" value="Arvada"/>
Notes	<input type="text"/>	*State	<input type="text" value="CO"/>
		*Zip	<input type="text" value="80003"/>
		Country	<input type="text"/>

PAYMENT PAGE

Based on how a customer is set up with Brady Industries, customers may be able to pay by credit card or utilize a PO number. The credit card transactions are secured using PCI data security standards.

PAYMENT INFORMATION

Please fill out the payment information below

Payment Type	Pay By Credit ▾	<input type="checkbox"/> Use Shipping Address as Billing Address
* PO Number	<input type="text"/>	* First Name <input type="text"/>
* Card Type	Use New Card ▾	* Last Name <input type="text"/>
		* Address 1 <input type="text"/>
		Address 2 <input type="text"/>
		* City <input type="text"/>
		* State <input type="text" value="--Select a State--"/>
		* Zip <input type="text"/>
		Country <input type="text" value="United States"/>

Click Submit Order once you have finished entering your shipping and billing information to continue with the order checkout process. Click Continue Shopping if you want to add items to your order before proceeding.

Customers will be able to review their order one final time before being submitted for processing. If any changes are required, shoppers can go back into their shopping cart and make the necessary modifications.



SUBMITTING THE ORDER

SUBMIT ORDER

Please review your order below and click Submit Order to submit your order. Otherwise, click Exit Checkout to return to your shopping cart.

Ship Method

Our Truck

PO Number

DO NOT PROCESS

Ship To

Test Account

Payment Method

Pay by Invoice

7055 Lindell Road
Las Vegas, NV 89118
USA

Cart Required Date 5/21/2011

Description	Quantity	Price	Extended Price	Unit Size	Required Date
CH0010 BRADY CLEAR GLASS AERO 12 CN/CS	2 CAN	\$1.27/EA	\$2.54	1	5/21/2011

Total web discounts already applied: \$0.06

Subtotal \$2.54

Tax \$0.21

Total \$2.75

[Exit Checkout](#)

[Submit Order](#)

Taxes are an estimate and are subject to change based on jurisdiction. Freight will be determined at time of invoicing.



ORDER CONFIRMATION PAGE

Once the order has been submitted, the Order Confirmation page displays your web reference number, as well as the summary of the final order, including freight and tax.

Checkout Process
① Shopping Cart
② Shipping / Billing
③ Submit Order
④ Order Confirmation

[Home](#) >> [Order Confirmation](#)

ORDER CONFIRMATION

Order Confirmation
 Thank you for your order. Please keep a copy of this order for your records.
[Click here for a printable version of this page.](#)

Web Reference 5266

Ship Method	PO Number
Airborne Express	Payment Method
Ship To	Pay by Invoice
MARK VII	
M.J. Keenan	
5981 Tennyson Street	
303 555 1111	
Arvada, CO 80003	

Cart Required Date 9/15/2008

RAY 2V422							
Industrial Battery, Voltage Rating 1.5v	2	\$0.74/PK	\$1.48	1	1.00	9/15/2008	
02619C							
94761 7 X 50 YD P120F	1	\$106.02/C	\$106.02	100	100.00	9/15/2008	
HOM 120GFI							
Homeline 20 AMP Single Pole Square D Bre	1	\$4.23/EA	\$4.23	1	1.00	9/15/2008	
						Subtotal	\$111.73
						Freight	\$0.00
						Tax	\$6.61
						Total	\$118.34

Taxes are an estimate and are subject to change based on jurisdiction. Freight will be determined at time of invoicing.

Business Capacity:

Business Capacity – We believe Brady Industries is fully equipped to support a contract resulting from this proposal either as a sole supplier or one of multiple awards.

- **Account and Order Size** – There is no minimum order size for state agencies or participating public agencies, therefore there is no need for order consolidation by each agency. Brady Industries will work with each agency during the spend management review to help them achieve their most economic purchase in an effort to reduce their administrative cost and our carbon footprint in delivery.
- **Fees** – There is no delivery fee, fuel surcharge or small order fees for state agencies or cooperative members.
- **Multiple Accounts** – Brady Industries Profit 21 Enterprise Software provides for unlimited number of accounts and ship to locations for each account. Accounts are easily added upon approved credit, which will be fast tracked for any state agency based on pre-approved credit for all state agencies. New accounts are added within the same day based on this pre-approval. By way of example as to Brady Industries capabilities to manage multiple accounts and ship-to locations, Brady Industries presently has over **15,000** active individual accounts.
- **Multiple Ship -To Locations** – Each individual customer account can have an unlimited number of ship-to locations all tied to their original account. *For Example:*
 - If the state highway department wanted centralized billing but each district to have their own sub account, they may have as many districts buy from under the banner of the single account while each district's purchases would be tracked separately. Reporting for this account can be done collectively and separately as the customer may desire.
 - One of Brady Industries current customers cleans multiple locations throughout the state but wants centralized billing. They have a primary account with 263 ship-to locations beneath it. They have individual budgets by ship-to location and Brady Industries tracks their performance through the spend management program.

Again by way of example, in addition to the 15,000 active accounts mentioned above, Brady Industries has over 32,000 ship-to locations for those accounts.

- **Reporting** – All manner of reporting is available both by individual accounts as well as by ship-to beneath those accounts. This reporting can be set up to be downloaded directly from our Web Page, or we can have the reports generated automatically to be emailed to you per the reporting requirements time frame. Reporting includes:
 - **Purchasing History:**
 - By ship-to Agency or in total
 - Amount and Description By item (Note: This will show discounted costs if applicable)
 - By Order and or Invoice Number
 - By category of products
 - By Green and Recycle Content
 - By Area "A,B,C"
 - By Delivery Date
 - By Core List
 - By comparison with a previous period
 - **Equipment Service History:**
 - Service repair history in total or by machine
 - Service turn-around
 - Estimate vs actual repair cost
 - Warranty service performed
 - Preventive Maintenance due
 - **Fulfillment:**
 - Order Fill-Ratio
 - Order turn-around
 - Order expediting

- **Budgeting:**
 - Spend Management and Performance review
 - Earned Discounts (Educational, Volume)
 - Volume rebates
 - Small and Disadvantaged percentage of spend

- **Accounting:**
 - Open Accounts Receivables
 - Statement of Accounts
 - Aged Trial Balance
 - Cash Receipts
 - Invoice reprints and proofs of delivery

- **Custom:**

While Brady Industries has many preformatted reports, Brady is also able to create customer specific reports easily and at no cost to our customer. Brady's IT department works with customers to understand their specific requirements and provide the information they requested in the format and time frame that best suits their need. This can then be delivered via posting onto your Web Account or sent directly to your email.

- **Format:**

Brady Industries is able to provide this reporting in whatever fashion the customer desire including printed form and any number of electronic outputs.

- **Automation:**

Brady Industries is able to automate any required reporting so that it is provided to our customer at the periods they desire, or on demand.

- **Inventory** – As mentioned in previous sections, Brady Industries maintains an inventory sufficient to provide for the highest level fulfillment to customers. While others may boast larger building or dollars of inventory, they often include other commodities not related to this RFP. Brady Industries inventory and logistics are all dedicated to janitorial supply and equipment.
 - **Value:**
 - Total average corporate inventory exceeds ten-million dollars (\$10MM).
 - Although Idaho maintains our own inventory within the state, it helps to have access to other corporate locations as we can ship from any point directly to a State Agency. This eliminates any order being delivered outside the 7 day window for fill rates.
 - **Line Items:**
 - Brady Industries has over 15,000 active line items that serve a wide customer base.
 - Brady Industries will stock specific items for unique customer needs.
 - **Management:**
 - Brady Industries has a corporate purchasing department that facilitates inventory management and oversight for all our locations.
 - In addition to corporate purchasing Brady Industries has local purchasing control personnel in Idaho that tailors purchase's for our local community.
 - Brady Industries P21 industry specific software provides local purchasing agents all the information they require to maintain maximum fill ratios for customer satisfaction along with inventory turns for good asset management. Brady Industries system automatically trends increased usage and adjusts par and re-order levels. It allows for seasonal trends for items such as snow and ice-melt. ***Equally important it allows Brady Industries to forecast increased sales and adjust purchasing parameters accordingly. This would be of critical importance to the state should Brady Industries be awarded a purchasing contract as a result of the response to this RFP.*** On a daily basis, Brady Industries P21 system reviews status of all items stocked as well as specials orders placed on behalf of the Boise location. Based on monthly usage, lead

time of the suppliers, safety stock levels and new forecasts the system provides our purchasing personnel with suggested orders by manufactures. Brady Industries purchasing personnel consider this information as well as the manufacturers order requirements, price increases and any other present market conditions and order accordingly.

- **Performance:**

- Brady Industries standing minimum order fulfillment goal is 96.5%. Brady Industries characteristically outperforms this requirement.
- As part of Brady Industries spend management program, in addition to steering the agencies toward items that will provide a greater degree of savings, Brady Industries also tries to steer them toward items that are consumed by a greater range of customers. This allows for greater sales velocity and greater purchasing discounts afforded the agency, but it also allows for greater inventory levels and maximum fulfillment ratios.

- **Transportation:**

- **Vehicles:**

Brady Industries maintains a fleet of delivery vehicles that include tractors with 52' and 28' trailers, 24' Straight Box delivery trucks, standard delivery vans for hot-truck deliveries and for Brady Industries mobile equipment repair, laundry and ware-wash technicians. Brady Industries routinely adds vehicles to accommodate increased sales and geographic coverage which we will continue do in order to service any resulting contract and sales velocity with the state. Brady Industries vehicles are deployed for both the delivery of goods and pick-up of equipment requiring service from our customer locations.

- **Schedule of Deliveries:** All deliveries are taken inside the customers building or to the area designated by the receiving personnel on location.
 - Metro Areas (Boise, Nampa/Caldwell, Twin Falls and surrounding area, Pocatello, Idaho Falls) - All orders placed by five o'clock local time are delivered next day or as required by the customer.
 - All other areas will be delivered once per week.
(Note: We have attached a detailed list by city detailing the specific delivery schedule.)
 - **Night time or off hour deliveries are scheduled with each agency as they have need.**

Order Capacity – Brady Industries has several methods by which an agency can place orders. In addition, Brady Industries has the ability to adapt to the increased volume that may result from a purchasing contract with the state. Order parameters and logistics are as follows:

- **Order Size** – There is no minimum order size for state agencies or cooperative agencies utilizing the state contract.
- **Surcharges** – Brady Industries has no added or hidden fees and charges to the customer.
 - There are no small order charges
 - There are no delivery charges
 - There are no fuel surcharges
 - There are no pallet charges although we encourage and participate in pallet recycling.
- **Order Methods** – Brady Industries has a variety of ways for customer to place orders.
 - **Phone** – Brady Industries has a customer service team Monday through Friday 8am to 5pm local time available to receive orders by phone. If awarded the bid, Boise will have two dedicated customer service specialists to handle all State Agency orders and/or returns. After hours phone orders can be left in the customer service voice mailbox. These orders will be placed the following business day and confirmations provided to the contact on file or as instructed in the voice mail. Roll-over lines allow the customers to call one number and still receive the next available customer service agent.

- Local orders can be placed by calling (208)887-2199.
- Customers outside the local area can place orders by calling the Brady Industries Toll-free number (800) 293-4698.
- **Facsimile** – Orders can be faxed to the customer service department at (208) 887-2224 for receiving orders at any time of day or night. (See attached order form. This would be personalized for each agency as needed)
- **Will call** – Customers can place their orders at any of the local Brady Industries facilities in person.
- **Email** – Orders placed by email will be entered by the customer service personnel and scheduled for delivery according to time of receipt or as the customer requires.
- **Web Ordering** – Brady Industries B2B web based ordering system (www.bradyindustries.com) is available any time of day or night and places orders in real time. Inventories are committed; deliveries are scheduled as if the customer placed the order personally. Any customer with a standard web browser can utilize our B2B ordering system. Only those items approved by a contract with the state would be available to this user. All budgetary boundaries or approval guidelines established by the customer would govern their order entry. All orders placed through the Brady B2B site would be confirmed by email to the originator or the customer designated point of contact.
- **Punch-Out** – Customers that have sophisticated purchasing systems can interface with our P21 systems to process orders in both systems simultaneously.
 - Brady Web based punch-out interface allows pre-authorized state agencies to have orders placed through our on-line ordering system to be loaded directly into the state eProcurement System.
 - Although not the state's primary concern, Brady Industries is also able to interface with any agencies purchasing platform for import into the P21 system, regardless of sophistication or lack thereof. For example if a customer simply wanted to be able to place an order from an excel spreadsheet, Brady Industries is able to accommodate this through automated ftp protocols.
- **Security** – All PCard transactions are processed securely as described under **item 5.1.5** of this bid.

- **Returns** - Brady Industries will pick up and restock product at no-charge to the State within the 10 day window. The agency would need to contact Brady Industries via a phone call, fax or email and we will arrange the pick up of the product from the agency. (Note: we have attached a sample return form which we would personalize for each agency)

Outside of the 10 day window Brady Industries will not charge a restocking fee for returns. If the agency is serviced by a Brady vehicle, then there will be no charge for the pick up of the return. However, if we have to ship the product back to our warehouse then the agency would be charged for the shipping costs.

(Note: It is our goal to provide outstanding customer service, however, returns outside the 10 day window must be in the original package, the original package cannot be damaged or contaminated in any way, and the product must not be past an expiration date listed on the container. In those instances, we would not be able to pick the product up for return to our warehouse)

- **Training** – Brady Industries believes that communication and training are essential to any programs success. Therefore, if the State of Idaho were to award the contract to Brady Industries we would propose to implement the following:
 1. Since repetition is the key to success, we would initially establish 3 Webinars before the contract started that State personnel could participate in depending on their schedule. In this Webinar we would cover; Order placement - Web based, and order form, Billing information, Return Item information and forms, Provide detailed information of contact personnel for each area, Delivery Information and schedules and a thorough tour of our B2B site, reporting and capabilities.
 2. In addition to the Webinars, we would also host a on-site training meeting in each of the core cities listed in the RFP. The information we would cover would be the same as above, with more personal interaction. At this time we would also obtain any specific delivery instructions from the agencies which we would enter into our system.
 3. To supplement items 1&2 we will also have our account representatives walk each person who orders through the system and process individually to make sure that they are completely comfortable with the process.

On an on-going basis we will be conducting quarterly Webinars for any new personnel who are ordering or for any State employees who might still be facing challenges with the ordering process. Additionally, if our account representatives or customer service notice that an individual is having difficulties with the ordering process we will immediately schedule a one on one session to get that person comfortable with the process.

- **Capacity** – Brady Industries processes between 20,000 and 30,000 orders monthly through the various methods just described. Brady Industries has the ability to easily double this number and would gladly employ additional Idaho personnel to facilitate any added work load resulting from a contract with the state.