



Administered by  
**UNIVERSITY OF MAINE SYSTEM**  
Strategic Sourcing

**REQUEST FOR BID (RFB)**

**CUSTODIAL PAPER AND PLASTIC PRODUCTS**  
University of Maine System

**RFB # 01-15**

ISSUE DATE:  
JULY 11, 2014

BIDS MUST BE RECEIVED BY:  
AUGUST 1, 2014

DELIVER BIDS TO:

University of Maine System  
Office of Strategic Procurement  
Attn: Matthew Robinson  
104 Anderson Hall  
37 College Avenue  
Gorham, ME 04038

**Schedule of Events:**

RFB distributed on July 11, 2014

Questions from bidders due by July 22, 2014

Responses to questions by July 25, 2014

RFB submissions due by August 1, 2014

Final award made prior to August 8, 2014



**Index**

Section I – General Information .....	Pg. 03
Section II – General Terms and Conditions .....	Pg. 06
Section III – Performance Terms and Conditions .....	Pg. 10
Section IV – Bid Content .....	Pg. 14

## SECTION ONE

### 1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System, acting through Strategic Sourcing, purchases a significant quantity of custodial paper and plastic products. We are currently seeking a vendor(s) to partner with in procuring these products and any related services.

This Request for Bids (RFB) states the instructions for submitting bids, the procedure and criteria by which a vendor may be selected and the contractual terms by which the University intends to govern the relationship between it and the selected vendor.

- 1.2 Definition of Parties: The University of Maine System will hereinafter be referred to as the "University." Respondents to the RFB shall be referred to as "Bidder(s)" or "bidder(s)". The Bidder to whom the Contract is awarded shall be referred to as the "Contractor."
- 1.3 Products: See the attached list of items.
- 1.4 Evaluation Criteria: Bids will be evaluated primarily on cost, with the award to be made to the vendor who meets the University requirements and offers the best overall value. Factors include but are not limited cost, responsiveness to terms, conditions, and requirements as well as references.
- 1.5 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFB. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Matthew J. Robinson  
Office of Strategic Procurement  
University of Maine System  
37 College Avenue  
Gorham, Maine 04038  
matthew.j.robinon@maine.edu

The deadline for inquiries is July 22, 2014.

The University will respond to written inquiries not later than close of business, July 25, 2014.

- 1.6 Award: The University reserves the right to award this bid on a schedule by schedule basis, multiple schedules, or all to one bidder, whichever the University deems to be in its best interest, price and other factors considered. The University reserves the right to conduct any tests it may deem advisable and to make all evaluations. The University reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the University. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When tie bids are in-state or out-of-state, the award will be made to the bid that arrives **first** at the Office of Strategic Procurement.

- 1.7 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System Chief Procurement Officer within five (5) business days of the date of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.
- 1.8 Confidentiality: The information contained in bids submitted for the University's consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time, the winning bid will be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.
- The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of accepting a contract under this section, a contractor must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.
- 1.9 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bid process.
- 1.10 Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.
- 1.11 Bid Understanding: By submitting a bid, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.
- 1.12 Bid Validity: Unless specified otherwise, all bids shall be valid for ninety (90) days from the due date of the bid.
- 1.13 Non-Responsive Bids: The University will not consider non-responsive bids, i.e., those with material deficiencies, omissions, errors, inconsistencies, or incomplete.
- 1.14 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Facilities Management. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the bid may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications.
- 1.15 Submission: A **SIGNED** original and 2 copies of the bid must be received at the Office of Strategic Procurement, University of Maine System, Attn: Matthew Robinson, 104 Anderson Hall, 37 College Avenue, Gorham, Maine 04038, in a sealed envelope no later than **2:00 P.M. local time, Friday, August 1, 2014** for a public opening. The bid must be date/time stamped by the Office of Strategic Procurement to be considered. Bidders are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the 2:00 deadline due to unforeseen circumstances. Bidders assume the risk of the methods of

dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. A postmark on or before the due date WILL NOT substitute for receipt of bid. In the event of suspended University operations, the bid opening will be rescheduled for the next business day at the same time and location. Bidders may wish to call (207) 973-3298 to determine if University operations have been suspended. Bids received after the due date and time will be returned unopened. Additional time will not be granted to any single bidder, however, additional time may be granted to all bidders when the University determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.** The envelope must be **clearly** identified on the outside as follows:

Custodial Paper & Plastic Products Bid  
Name of Bidder  
Address of Bidder

## SECTION TWO

### 2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Administration:** The Associate Executive Director of Facilities Management or his/her designee shall be the University's authorized representative in all matters pertaining to the administration of this Contract.
- 2.2 **Contract Documents:** If a separate contract is not written, the Contract entered into by the parties shall consist of the RFB, the signed bid submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Contract Documents.
- 2.3 **Contract Modification and Amendment:** The parties may adjust the specific terms of this Contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Contract Administrator. Any agreed upon modification or amendment must be in writing and signed by both parties.
- 2.4 **Contract Term:** The Contract term shall be for a period of three (3) years commencing upon award of the contract. With mutual written agreement of the parties this contract may be extended for two (2) additional one-year periods.
- 2.5 **Contract Validity:** In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.
- 2.6 **Non-Waiver of Defaults:** Any failure of the University to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights.
- 2.7 **Cancellation/Termination:** If the Contractor defaults in its agreement to provide personnel, product or equipment to the University's satisfaction, or in any other way fails to provide service in accordance with the contract terms, the University shall promptly notify the Contractor of such default and if adequate correction is not made within forty-eight (48) hours, the University may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Except for such cancellation for cause by the University, either the University or the Contractor may terminate this Contract by giving sixty (60) days advance written notice to the other party. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the Contract during the notification period.
- 2.8 **Employees:** The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Contract Administrator or designee, notifies the Contractor in writing that any person employed on this Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Contract without the prior written consent of the Contract Administrator.
- 2.9 **Clarification of Responsibilities:** If the Contractor needs clarification of or deviation from the terms of the Contract, it is the Contractor's responsibility to obtain written clarification or approval from the Contract Administrator.

- 2.10 Contract Coordinator: The Contractor shall provide one (1) individual who will act as the Contract Coordinator for all work being performed under this contract. The Contract Coordinator will be responsible for meeting with the University's Project Coordinator, as requested, to coordinate work on this contract (e.g., project timelines; discuss safety planning and University safety policies that may apply). Coordination may be done on-site or via telephone. There will be no charge for services provided by the Contract Coordinator.
- 2.11 Litigation: This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state court located in the State of Maine.
- 2.12 Assignment: Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the University.
- 2.13 Equal Opportunity: In the execution of the Contract, the Contractor and all subcontractors agree, consistent with University policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, genetic information, or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of individuals with disabilities.
- 2.14 Independent Contractor: Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the University. The Contractor is not to be deemed an employee or agent of the University and has no authority to make any binding commitments or obligations on behalf of the University except as expressly provided herein. The University has prepared specific guidelines to be used for contractual agreements with individuals (not corporations or partnerships) who are not considered employees of the University.
- 2.15 Sexual Harassment: The University is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The University thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as University policy by the Board of Trustees. Failure to comply with this policy could result in termination of this Contract without advanced notice. Further information regarding this policy is available from the Office of Community Standards, 125 Upton Hall, Gorham, ME 04038.
- 2.16 Indemnification: The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the University and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the University or for which the University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

2.17 Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability (Written on an Occurrence-based form)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
2. Vehicle Liability (Including Hired & Non-Owned)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
3. Workers Compensation (In Compliance with Applicable State Law)	Required for all personnel

The University of Maine System shall be named as Additional Insured on the Commercial General Liability insurance.

Certificates of Insurance for all of the above insurance shall be filed with:

Office of Strategic Procurement  
University of Maine System  
16 Central Street  
Bangor, Maine 04401

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

As additional insured and certificate holder, the University should be included as follows:

University of Maine System  
16 Central Street  
Bangor, Maine 04401

2.18 The University of Maine campuses are tobacco-free. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, campus walkways, recreational and sporting facilities, and university or personally-owned, rented or leased vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, snus, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

2.19 Payments: Payment will be upon submittal of an invoice to the address shown on the purchase order by the Contractor on a Net 30 basis unless discount terms are offered. Invoices must include a purchase order number. The University is using several, preferred methods of payment: Bank of America's ePayables and PayMode electronic payment systems. Please indicate your ability to accept payment via any or all of these methods.

2.20 Parking Regulations and Use of Walkways: The Contractor's vehicles and those of their employees working on campus must follow university regulations. Contractors are advised that parking regulations are strictly enforced by campus police. Towing will be at the Contractor's expense. A copy of regulations can be obtained by calling the University Parking Office.





## SECTION THREE

### 3.0 PERFORMANCE REQUIREMENTS TERMS AND CONDITIONS:

3.1 Paper Product General Requirements: Products furnished under this specification shall meet or exceed the following minimum requirements:

3.1.1. All products shall be new, unused, and a currently standard product of an established manufacturer except for such deviations as may be required by this specification.

3.1.2. Paper products shall present a neat, well finished appearance inside and outside and shall be free of all imperfections and/or defects which might affect appearance, normal life, or serviceability.

3.1.3. Tissue shall be clean, soft, and shall be free from visible wood splinters and reasonably free from specks, holes, tears, wrinkles or other imperfections.

3.1.4. Paper products shall be uniform in color and trimmed with clean smooth edges.

3.1.5. Paper products shall have no disagreeable odor, either wet or dry.

3.1.6. Rolled products shall be wound evenly and tightly on a round paperboard core sufficiently rigid to prevent collapse under ordinary conditions.

3.1.7 Packaging shall be limited to cardboard and paperboard. Plastic wrapping or packaging is not acceptable.

3.1.8. Details not specified herein shall be in accordance with standard commercial practices for products of this type.

3.1.9 Quantities are approximate and may vary based on current year student population and effectiveness of conservation programs.

3.2 Plastic Product General Requirements: Products furnished under this specification shall meet or exceed the following minimum requirements.

3.2.1 All products shall be new, unused, and a currently standard product of an established manufacturer except for such deviations as may be required by this specification.

3.2.2 Products shall present a neat, well finished appearance inside and outside and shall be free of all imperfections and/or defects which might affect appearance, normal life, or serviceability.

3.2.3 Products shall be designed to contain odors when sealed.

3.2.4 Products shall be warranted to be leak proof under designed weight and capacity.

3.2.5 Quantities are approximate and may vary based on current year student population and effectiveness of conservation programs.

3.3 Paper Products, Paper Product Dispenser, Plastic Products Physical Requirements, and Delivery:

University of Maine - See Attachment A

University of Southern Maine – See Attachment B

University of Maine at Presque Isle – See Attachment C

## SECTION FOUR

### 4.0 BID CONTENT:

Bidders shall ensure that all information required herein is submitted with the bid. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the bid or rescission of an award. Bidders are encouraged to provide any additional information describing product and operational abilities. Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

#### 4.1 Business Profile:

4.1.1 **No financial statements are required to be submitted with your bids**, however, prior to an award the University may request financial statements from your company, credit reports and letters from your bank and suppliers.

4.1.2 **Please submit with your bid** a detailed history and description of your company and any published reports about your company.

4.1.3 Location and contact information for office which will service this Contract.

4.2 Employees: Detail the number of employees working at your company.

4.3 Delivery Time: Indicate lead time, in Days/hours, in order to deliver product to each campus.

4.4 Price Quotation: Firm fixed price over the life of the Contract. All pricing includes delivery. Pricing to be supplied on Schedule I by the bidder.

4.5 Samples: Provide two (2) samples of each of the products being proposed. Samples must be the exact same quality and size as what will be provided under this contract. Clearly mark or identify each sample type. Samples to include paper towels, toilet paper, can liners, and dispensers. Bidder must provide a sample package to the each of the three separate campuses, containing the items being proposed to the respective campus, by the RFB closing date and time.

University of Maine:

Lynette Cassidy  
25 Androscoggin Hall  
Orono, ME 04469  
(207) 851-4808

University of Southern Maine:

Lee Forest  
25 Bedford Street  
Portland, ME 04101

University of Maine at Presque Isle:

Maxine Hathaway  
181 Main Street  
Physical Plant  
Presque Isle, ME 04769

4.6 Best Price: Bidder acknowledges that pricing offered is the best pricing available from your

- company. No other customer receives lower pricing.
- 4.7 Payment Method: Bidder must be able to accept electronic payments. (Section 2.19)
  - 4.8 References: A list of three references is required to be submitted with your bid. These references should be agencies your firm has done business with in the past year **with a similar scope to this one**. Provide company names with contact person, telephone number and email address.

**ATTACHMENT A**  
**University of Maine**

Products shall conform to the following requirements:

A.1 Toilet Tissue Physical Requirements

<b>UM Name</b>	1-PLY 96/CS ATLAS 125
<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	1
<b>Color</b>	White
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content.
<b>Quantity Used Previous Year</b>	1123 Cases

<b>UM Name</b>	2-PLY (LARGE ROLL) 12/CS (100 FT) TORK TJ0922A
<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	2
<b>Color</b>	White
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content.
<b>Quantity Used Previous Year</b>	204 Cases

A.2 Paper Towel Physical Requirements

<b>UM Name</b>	MULTIFOLD 12 PK/CS 4000/CS TORK MK520A STEFCO 61230
<b>Embossing</b>	None Specified but allowed

<b>Color</b>	Brown
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content..
<b>Quantity Used Previous Year</b>	288 Cases

<b>UM Name</b>	AUTOMATED HANDS FREE ENMOTION GP #89490 6 RLS/CS
<b>Embossing</b>	None Specified but allowed
<b>Color</b>	White
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content..
<b>Quantity Used Previous Year</b>	194 Cases

<b>UM Name</b>	MANUAL HANDS FREE KC #04142 12 RLS/CS (800 FT)
<b>Embossing</b>	None Specified but allowed
<b>Color</b>	Brown
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content..
<b>Quantity Used Previous Year</b>	807 Cases

<b>UM Name**</b>	AUTOMATED HANDS FREE ENMOTION GP #26480 7"x11" 6 RLS/CS (REQUIRES ENMOTION GP #59489)
<b>Embossing</b>	None Specified but allowed
<b>Color</b>	Brown

<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content..
<b>Quantity Used Previous Year</b>	Unknown

\*\*Paper towel item #26480 and dispenser #59489 combination will allow alternative item bids. Alternate paper items must have same size and similar wet tensile strength so as to avoid plumbing problems.

### A.3 Product Dispenser Requirements:

A.3.1 General: The University of Maine will not enter into a lease agreement and the dispensers will remain the property of the university at the end of the contract term.

Dispensers must be universal in nature able to accept similar product to what has been specified.

Keyed entry with enough keys supplied to issues to all University Custodial Staff if they are different than what is currently maintained.

A.3.2 Tissue Dispensers: The University of Maine intends to standardize all approximately 900 toilet paper dispensers across the campus. The awarded vendor is required to provide the dispensers and installation at no cost. Single roll dispensers may be required in locations with limited space. A sample of both double and single roll dispensers is to be sent along with product samples to the University of Maine. The intended date for all toilet paper dispensers to be transitioned is August 31, 2015.

3.4.3 Paper Towel Dispensers: The University of Maine requires new automated paper towel dispensers in their residence halls. The awarded vendor is required to provide the dispensers and installation at no cost. The new dispensers must be designed in a manner that reduces consumption versus manual dispensers. The University of Maine is currently evaluating an Enmotion GP #59489 with positive feedback thus far. Alternatives to that dispenser should have similar consumption reduction methods. The University of Maine reserves the right to choose any paper towel dispenser they would like . The installation deadline for the new dispensers in the residence halls is Res hall deadline January 31, 2015.

With the exception of the newly required paper towel dispensers for the residence halls, the University of Maine will not be changing the paper towel dispensers. The awarded vendor is expected to provide paper towels equivalent to the current #04142 and #89490 that will fit into the current dispensers.

### A.4. Can Liner Physical Requirements

\*Bags per case are based on current product proposed product can vary



<b>UM Name</b>	24 X 33 500/CASE CLEAR (HIGH D) 6 MICRON MINIMUM 500/CS
<b>Package Type</b>	Case w/Coreless Rolls
<b>Bag Type</b>	Low Density
<b>Color</b>	Clear
<b>Size(minimum)</b>	24" X 33"
<b>Bags per case*</b>	500
<b>Bag Thickness (minimum)</b>	6 micron
<b>Quantity Used Previous Year*</b>	407

<b>UM Name</b>	40 X 46 100/CS CLEAR (LOW D) 1.25 MIL 100/CS
<b>Package Type</b>	Case w/Coreless Rolls
<b>Bag Type</b>	Low Density
<b>Color</b>	Clear
<b>Size(minimum)</b>	40" X 46"
<b>Bags per case*</b>	100
<b>Bag Thickness (minimum)</b>	1.25 MIL

<b>Quantity Used Previous Year*</b>	564
-------------------------------------	-----

<b>UM Name</b>	40 X 46 100/CS BLACK (LOW D) 1.25 MIL 100/CS
<b>Package Type</b>	Case w/Coreless Rolls
<b>Bag Type</b>	Low Density
<b>Color</b>	Black
<b>Size(minimum)</b>	40" X 46"
<b>Bags per case*</b>	100
<b>Bag Thickness (minimum)</b>	1.25 MIL
<b>Quantity Used Previous Year*</b>	659

<b>UM Name</b>	38 X 60 100/CASE BLACK (LOW D) 1.25 MIL 100/CS
<b>Package Type</b>	Case w/Coreless Rolls
<b>Bag Type</b>	Low Density
<b>Color</b>	Black
<b>Size(minimum)</b>	38" X 60"
<b>Bags per case*</b>	100
<b>Bag Thickness (minimum)</b>	1.25 MIL
<b>Quantity Used Previous Year*</b>	766

A.5 Delivery

A.5.1 Frequency: Orders will be placed two (2) to three (3) times per year.

A.5.2 Locations: Deliveries will be made to the following locations:

Purchasing  
5765 Service Building  
Orono, ME 04469-5765

A.5.3 Equipment: Delivery vehicles must be appropriately sized to navigate campus roadways.

A.5.4 Hours: Normal business hours are 7:00am – 2:00pm. All deliveries will be coordinated to ensure staff availability.

## ATTACHMENT B

### University of Southern Maine

All proposed paper products must be the item specified or an equivalent with similar specifications that will be accepted into the current dispensing system. The University of Southern Maine **will not** be changing dispensing systems.

Products shall conform to the following requirements:

#### B.1 Toilet Tissue Physical Requirements

<b>USM Name</b>	EMBASSY 2 PLY TOILET PAPER 80/CS
<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	2
<b>Color</b>	White
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content.
<b>Quantity Used Previous Year</b>	4 Cases

<b>USM Name</b>	2-PLY JRT JR TOILET TISSUE 8/CS
<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	2
<b>Color</b>	White
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content.
<b>Quantity Used Previous Year</b>	40 Cases

<b>USM Name</b>	2-PLY JRT JR TOILET TISSUE 12/CS
-----------------	----------------------------------

<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	2
<b>Color</b>	White
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content.
<b>Quantity Used Previous Year</b>	1106 Cases

B.2 Paper Towel Physical Requirements

<b>USM Name</b>	Kraft Rolled Towels
<b>Embossing</b>	None Specified but allowed
<b>Color</b>	Brown
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content..
<b>Quantity Used Previous Year</b>	123 Cases

<b>USM Name</b>	White Household Paper Towels
<b>Embossing</b>	None Specified but allowed
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content..
<b>Quantity Used Previous Year</b>	6 Cases

B.3 Product Dispenser Requirements:

B.3.1 General: The University maintains approximately 400 Toilet Tissue Dispensers and 300 Paper Towel Dispensers on campus. The selected vendor is required to supply 20% replacement dispensers at no cost to the University. The University will not enter into a lease agreement and the dispensers will remain the property of the university at the end of the contract term.

Dispensers must be universal in nature able to accept similar product to what has been specified.

Keyed entry with enough keys supplied to issues to all University Custodial Staff if they are different than what is currently maintained.

B.3.2 Tissue Dispensers: The standard dispenser is a Jumbo Bathroom Tissue Jr Size capable of housing 2 full rolls, smoked transparent covers are desired. Single roll dispensers may be required in locations with limited space.

B.3.3 Paper Towel Dispensers: Mechanical Touchless Roll Towel Dispenser

B.4. Can Liner Physical Requirements

\*Bags per case are based on current product proposed product can vary

<b>USM Name</b>	43X47 .95MIL CLEAR
<b>Package Type</b>	Case w/Coreless Rolls
<b>Color</b>	Clear preferred, natural/translucent acceptable
<b>Bags per case*</b>	100
<b>Quantity Used Previous Year</b>	238

<b>USM Name</b>	33X40 11MIC CLEAR MD
<b>Package Type</b>	Case w/Coreless Rolls
<b>Color</b>	Clear preferred, natural/translucent acceptable
<b>Bags per case*</b>	500
<b>Quantity Used Previous Year</b>	104

<b>USM Name</b>	24X33 6 MIC NATURAL
-----------------	---------------------

<b>Package Type</b>	Case w/Coreless Rolls
<b>Color</b>	Natural preferred, clear/translucent acceptable
<b>Bags per case*</b>	1000
<b>Quantity Used Previous Year</b>	147

<b>USM Name</b>	68X58 2.0MIL CLEAR
<b>Package Type</b>	Case w/Coreless Rolls
<b>Color</b>	Clear preferred, natural/translucent acceptable
<b>Bags per case*</b>	100
<b>Quantity Used Previous Year</b>	60

<b>USM Name</b>	29X44 1.0 MIL GREEN
<b>Package Type</b>	Case w/Coreless Rolls
<b>Color</b>	Green
<b>Bags per case*</b>	500
<b>Quantity Used Previous Year</b>	65

<b>USM Name</b>	CLEAR 14 MIC HV
<b>Package Type</b>	Case w/Coreless Rolls
<b>Color</b>	Clear
<b>Bags per case*</b>	200
<b>Quantity Used Previous Year</b>	25

#### A.5 Delivery

A.5.1 Frequency: Orders will be placed in 2 week intervals. Deliveries are expected to be the in 2 week intervals preferably with a consistent day of the week.

A.5.2 Locations: Deliveries will be made to 4 locations:

Portland – 501- Forest Ave, Custodial Storage Location

Gorham – 30 University Way, Facilities Management Building

A.5.3 Equipment: Delivery vehicles must be appropriately sized to navigate campus roadways. Tailgate delivery is acceptable with prior notice. Note: A forklift is available at 30 University Way and a loading dock is available at 501 Forest. With prior arrangement pallet loads can be accepted at either location.

A.5.4 Hours: Normal business hours are 8:00am – 2:00pm. All deliveries will be coordinated to ensure staff availability.



**ATTACHMENT C**

**University of Maine at Presque Isle**

All proposed paper products must be the item specified or an equivalent with similar specifications that will be accepted into the current dispensing system. The University of Maine at Presque Isle **will not** be changing dispensing systems.

Products shall conform to the following requirements:

**C.1 Toilet Tissue Physical Requirements**

<b>Type</b>	JRT 12/CS
<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	2
<b>Color</b>	White
<b>Roll Length</b>	1000'
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content.
<b>Quantity Used Previous Year*</b>	400 Cases

<b>Type</b>	Marcal Singles Pro 48/CS
<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	2
<b>Color</b>	White
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content.
<b>Quantity Used Previous Year*</b>	20 Cases

<b>Type</b>	JRT JR 12/CS
<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	1
<b>Color</b>	White
<b>Roll Length</b>	2000'
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content.
<b>Quantity Used Previous Year*</b>	30 Cases

C.2 Paper Towel Physical Requirements

<b>Type</b>	Multifold 16/PK 4000/CS 1-Ply Reliable
<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	1
<b>Color</b>	White
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer Recycle Content</b>	40% Must meet EPA Standards for minimum post consumer waste content..
<b>Quantity Used Previous Year</b>	40 Cases

<b>Type</b>	KRAFT ROLL 12/CS SCOTT
<b>Embossing</b>	None Specified but allowed
<b>Ply</b>	1
<b>Color</b>	Brown
<b>Minimum Recycle Content</b>	100% Recycled Content
<b>Post Consumer</b>	40% Must meet EPA Standards for minimum post consumer

<b>Recycle Content</b>	waste content.
<b>Quantity Used Previous Year</b>	40 Cases

C.3 Product Dispenser Requirements:

This campus will continue to use the current dispensers. All items must fit into the current dispensers as the current items do.

C.4. Can Liner Physical Requirements:

<b>UMPI Name</b>	24 X 33 500/CS BLACK .72 MIL
<b>Package Type</b>	Case w/Coreless Rolls
<b>Quantity Used Previous Year</b>	50

<b>UMPI Name</b>	33 x 40 100/CS BLACK 1.5 MIL
<b>Package Type</b>	Case w/Coreless Rolls
<b>Quantity Used Previous Year</b>	60

<b>UMPI Name</b>	33 x 40 250/CS CLEAR 16 MIC
<b>Package Type</b>	Case w/Coreless Rolls
<b>Quantity Used Previous Year</b>	60

<b>UMPI Name</b>	43 x 48 100/CS BLACK 2 MIL
<b>Package Type</b>	Case w/Coreless Rolls
<b>Quantity Used Previous Year</b>	70

<b>UMPI Name</b>	43 x 48 100/CS CLEAR 2 MIL
<b>Package Type</b>	Case w/Coreless Rolls

<b>Quantity Used Previous Year</b>	50
------------------------------------	----

C.5 Delivery

A.5.1 Frequency: Orders will be placed two (2) to three (3) times per year.

A.5.2 Locations: Deliveries will be made to the following two (2) locations:

Physical Plant – 181 Main Street, Presque Isle, ME

Various student dormitories – 181 Main Street, Presque Isle, ME

A.5.3 Hours: Normal business hours are 8:00am – 2:00pm. All deliveries will be coordinated to ensure staff availability.

**SCHEDULE I – PRICING**

<b>Campus</b>	<b>Description</b>	<b>Unit</b>	<b>Case Cost</b>
<b>UM</b>			
UM	PAPER, TOILET TISSUE 1-PLY 96/CS ATLAS 125	96/CS	
UM	PAPER, TOILET TISSUE 2-PLY (LARGE ROLL) 12/CS (100 FT) TORK TJ0922A	12/CS	
UM	PAPER, TOWELS MULTIFOLD 12 PK/CS 4000/CS TORK MK520A STEFCO 61230	12/CS 4000/PK	
UM	PAPER, TOWELS AUTOMATED HANDS FREE ENMOTION GP #89490 6 RLS/CS	6/CS	
UM	PAPER, TOWELS MANUAL HANDS FREE KC #04142 12 RLS/CS (800 FT)	12/CS	
UM	PAPER, TOWELS AUTOMATED HANDS FREE ENMOTION GP #26480 7"x11" 6 RLS/CS	6/CS	
<b>USM</b>			
USM	Kraft Rolled Towels	6/CS	
USM	White Household Paper Towels	24/CS	
USM	EMBASSY 2 PLY TOILET PAPER	80/CS	
USM	2-PLY JRT JR TOILET TISSUE	8/CS	
USM	2-PLY JRT JR TOILET TISSUE	12/CS	
<b>UMPI</b>			
UMPI	T.T. JRT 2-PLY 1000' ROLLS 12/CS	12/CS	
UMPI	T.T. 2-PLY SINGLES MARCAL PRO 48/CS	48/CS	
UMPI	T.T. JRT JR 1-PLY 2000' ROLLS 12/CS	12/CS	
UMPI	TOWELS MULTIFOLD 16/PK/CS 4000/CS 1-PLY RELIABLE	4000/PK 16/CS	
UMPI	TOWELS KRAFT ROLL 12/CS 800' SCOTT	12/CS	



SIGNATURE PAGE

COMPANY NAME: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Cell Phone)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Date)