



Administered by  
**UNIVERSITY OF MAINE SYSTEM**  
Office of Strategic Procurement

**REQUEST FOR BIDS (RFB)**

**Paper Goods for Auxiliary Services  
University of Maine**

**RFB # 35-13**

ISSUE DATE:  
May 13, 2013

BIDS MUST BE RECEIVED BY:  
June 13, 2013 at 2:00 p.m.

DELIVER BIDS TO:

University of Maine  
Purchasing Office  
Attn: Gary Haslam  
5765 Service Building  
Orono, ME 04469  
[Gary.haslam@maine.edu](mailto:Gary.haslam@maine.edu)

## SECTION ONE

### 1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System, acting through the University of Maine is seeking bids for paper goods, as described in Section Three.
- 1.2 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 Scope of Work: The University is seeking a contractor to provide supply and distribution services for paper products and packaging typically used in the food service industry, as outlined in Attachment C.

It is the University's intent to establish a contract with a Bidder who has the specified experience, qualifications, resources, and equipment necessary to perform the work. Award is not a commitment to purchase a minimum or maximum quantity of services or dollar value from the Contractor. The contract shall cover the actual needs of the University as determined by the Office of Auxiliary Services.

The initial term of the contract shall be for three (3) years commencing upon signature and acceptance of a contract. With mutual written agreement of the parties, the contract may be extended for two (2) additional one (1) year periods.

- 1.4 Evaluation Criteria: Award will be made to the low bidder provided that all other requirements are satisfactorily met. Additional criteria include the ability and readiness to interface with the University's E-Commerce system (Agilysys Eatec Inventory & Procurement System), availability of products, and delivery schedules in the best interest of the University.
- 1.5 Alternates: Unless otherwise provided for in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; but conveys the general style, type, character, and quality of the article desired. Any article which the University, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. It is the bidder's responsibility to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the University to determine if the product offered meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the bidder clearly indicates in its bid that the product offered is an "equal" product, such bid will be considered to offer the brand name products referenced in the solicitation.
- 1.6 Award: It is the intent of the University to award this contract to one bidder. 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/ submissions, in whole or in part and is not necessarily bound to accept the lowest bid/ submission if that bid/ submission 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 both in-state or both out-of-state, the award will be made to the bid that arrives **first** at the Purchasing Office.

1.7 Additional Terms:

- 1.7.1 Laid-in Cost (also called Landed Cost) is the manufacturer's invoice cost to the distributor plus any applicable freight charges. The Laid-in cost is calculated by taking the last invoice cost charged to the distributor on a manufacturer's invoice, less any product-specific allowances, reflected on the invoice, plus applicable freight costs. Cost is not reduced by non-product-specific allowances such as cash discounts, freight pick up allowances, label allowances and growth or other performance-based incentives to reach final University net cost.
- 1.7.2 Off-invoice Allowance/Deviation refers to a customer specific allowance discount negotiated with a manufacturer for a specific dollar amount for a specified time frame. This would include, but not be limited to allowances given to non-profit organizations, colleges and universities. An off-invoice allowance is deducted from the University net cost to arrive at the University adjusted net cost.
- 1.7.3 Contract Mark-up Percentage is the percentage applied to the laid-in cost to determine the delivered price to the University. This percentage would represent all elements of the contracted price. It would typically consist of the distributors projected overhead: Packaging costs, delivery cost, storage and any other projected expenses associated with the distributor's function and anticipated profit.
- 1.7.4 University Net Cost is the cost to the University for the product after the Contract mark-up is added to the laid-in cost of the distributor.
- 1.7.5 University Adjusted Net Cost is the cost to the University after subtracting any negotiated off-invoice allowances. This would be calculated by taking the laid-in cost, applying the contract markup percentage for that product category, then subtracting any negotiated off-invoice allowances.
- 1.7.6 Rebates or Direct Rebates shall refer to revenues, points, or discounts that are redeemed after proof of purchase is provided. The term Rebate includes but are not limited to the following programs or types of programs: general manufacturer rebates, coupon programs, frequent buyer, and distributor's own rebate programs. Rebates are to be applied directly to the University and are exclusive of the Purchase Price.

- 1.8 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Director of Strategic Procurement 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.

- 1.9 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. Addenda will also be posted on our web site, [www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php). It is the responsibility of all bidders to check the web site before submitting a response to ensure that they have all pertinent documents. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Gary Haslam  
University of Maine  
Purchasing Office  
5765 Service Building  
Orono, ME 04469  
207-581-2689  
Gary.haslam@maine.edu

The deadline for inquires is May 30, 2013.

The University will respond to written inquiries not later than close of business, June 3, 2013.

- 1.10 Submission: One (1) SIGNED original and one (1) VIRUS FREE CD ROM copy of the complete bid must be submitted to the University of Maine Purchasing Office, 5765 Service Building, Orono, ME 04469 in a sealed envelope by **2:00 p.m. June 13, 2013**, for a public opening. The bid must be date stamped by the Purchasing Department in order to be considered. All CD copies must either be in Microsoft Office Software or Adobe Portable Document Format (PDF). All image files must be in one of the following formats: JPG, GIF, BMP, or TIF. We prefer images already inserted as part of the document such as a PDF. Individual image files on the CD must be clearly named and referenced in your proposal response. If you have any questions on the CD format please contact Gary Haslam at gary.haslam@Maine.edu or (207) 581-2689.

Bidders are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the 2:00 p.m. 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 check <http://www.maine.edu/alerts/> 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.**

- 1.11 Bid Envelope: The signed bid should be returned in an envelope or package, sealed and identified as follows:

From \_\_\_\_\_  
Name Due Date Time Bid No.

- 1.12 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.

- 1.13 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- 1.14 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.
- 1.15 Bid Validity: Unless specified otherwise, all bids shall be valid for ninety (90) days from the due date of the bid.
- 1.16 Non-Responsive Bids: The University will not consider non-responsive bids or proposals, i.e., those with material deficiencies, omissions, errors or inconsistencies.
- 1.17 Errors: Bids may be withdrawn or amended by bidders at any time prior to the bid opening. After the bid opening, bids may not be amended. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of selling at the price given or withdrawing the bid. If an extension error has been made, the unit price will prevail.
- 1.18 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 Director of Purchasing and AP Shared Services. 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. Protests should be delivered to the Director of Purchasing and AP Shared Services in sealed envelopes, clearly marked as follows:
- SPECIFICATION PROTEST, RFB #35-13
- 1.19 Authorization: Any contract or agreement for services that will, or may, result in the expenditure by the University of \$50,000 or more must be approved in writing by the Director of Strategic Procurement and it is not approved, valid or effective until such written approval is granted.
- 1.20 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.

## SECTION TWO

### 2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Administration:** The Executive Director of Auxiliary Services 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 and a purchase order, 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 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.
- 2.5 **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.
- 2.6 **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
- 2.7 **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.
- 2.8 **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.
- 2.9 **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.
- 2.10 **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.

- 2.11 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 advance notice. Further information regarding this policy is available from:

The University of Maine  
Karen Kemble  
Director of Equal Opportunity  
North Stevens Hall  
(207) 581-1226

- 2.12 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<br>(Written on an Occurrence-based form) | \$1,000,000 per occurrence or more<br>(Bodily Injury and Property Damage) |
| 2. Vehicle Liability<br>(Including Hired & Non-Owned)                    | \$1,000,000 per occurrence or more<br>(Bodily Injury and Property Damage) |
| 3. Workers Compensation<br>(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:

Purchasing Department  
University of Maine  
5765 Service Building  
Orono, Maine 04469

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 ACORD 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

- 2.13 Smoking Policy: The University of Maine is a tobacco free campus. This policy applies to faculty, staff, 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, walkways, recreational and sporting facilities, and University owned vehicles.

Tobacco is by definition includes possession of any lighted tobacco products, or use of any type of smokeless tobacco.

Additional information regarding the tobacco free campus policy is located at:  
<http://umaine.edu/tobaccofree/>.

- 2.14 **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.
- 2.15 **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.
- 2.16 **Parking Regulations and Use of Walkways:** The Contractor's vehicles and those of their employees working on campus must be registered with the campus's Police Department. Unregistered vehicles on the University campus are subject to a parking violation ticket and/or towing off campus. 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 at 581-4047.

**No Idle Policy:** It is the policy of the University of Maine to continually improve the efficient use of vehicle fuels to reduce emissions and operating costs. To reduce overall emissions on campus and improve air quality, all vehicles on University property are prohibited to idle unnecessarily.

- 2.17 **On-Line Ordering and Inventory System:** The Contractor is responsible for all setup, operation, maintenance, and licensing fees associated with the establishment and operation of an interface with the Agilysys Eatec University Dining Services Inventory and the Contractors order software. The University Dining Services software uses an Electronic Data Interchange (EDI) connection to transfer files between the University and Contractor.

The Contractor's system shall be compatible with Eatec and be EDI compliant by providing an FTP server where files are sent to and received from. For purchasing purposes, the Contractor shall be able to process EDI 850 P/O files, and upon successfully processing the order, return an EDI 855 P/O acknowledgement file to the University. In addition, for price or product updates, the Contractor shall provide an EDI 832 price/sale catalog for University to import into Eatec.

All product code changes, must be submitted in writing to the Director of Culinary Services one week prior to the effective date of the change.



- 2.18 Cancellation/Termination: If the Contractor defaults in this agreement to provide services 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 20 days, the University may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel the Contract with written notice.

Except for such cancellation for cause by the University, either party may without prejudice to any right or remedy, and after giving the other party (90) days written notice, terminate the contract.

- 2.19 Contract Data / Product Usage: The Contractor is required to provide the University with detailed data concerning the contract at the completion of each contract year or at the request of the University at other times. A monthly itemized breakdown as to the purchase quantity, pack, and variety of each item purchased shall be provided for each location. The University reserves the right to audit the Contractor's records to verify the data. This data may include, but is not limited to, dollar volume, items sold, and services rendered.

## SECTION THREE

### 3.0 PERFORMANCE TERMS AND CONDITIONS:

#### 3.1 ORDERING

- 3.1.1 The Contractor shall provide the name and contact information of the Sales Representative to place orders. Contractor representatives shall be available Monday through Friday, 8:00 AM to 4:00 PM, exclusive of holidays. Representatives shall have primary responsibility for all aspects of this contract and shall be authorized to accept emergency and special orders.
- 3.1.2 Orders shall be placed through the Agilysys Eatec® Inventory and Procurement System employing a Contractor-supplied interface.
- 3.1.3 PAR Levels. The Contractor is expected to efficiently manage inventory and maintain PAR levels to fulfill University requirements. Items designated as stock items shall be continuously available at the University's average order frequency and quantity. The University and Contractor shall mutually agree on required PAR Levels for stock items. Back orders on stock items are not acceptable.
- 3.1.4 Substitutes. In the event substitutes are required to fulfill a stock item, the product shall be of equal or better quality and of identical dimensions as the item replaced. The invoice cost shall not exceed the contract price.
- 3.1.5 If a stock item is not available or the University is required to order from another supplier, the University shall charge the cost differential back to the contractor. Substitutions or cancellations require prior approval of the Contract Administrator.
- 3.1.6 Custom Printed Products. The Contractor shall stock and warehouse all University custom printed items. Designated as stock, items shall be continuously available at the University's average order frequency and quantity. The University shall pay for custom printed items after delivery has been made to the University. At the end of the contract term, the University shall pay the Contractor for custom printed inventory remaining in stock at the Contractor's warehouse at the laid-in cost in accordance with this contract.

#### 3.2 DELIVERY

- 3.2.1 Deliveries. Over the contract period, pricing must be F.O.B. Destination. Prices quoted will be considered to include all charges for transportation, packaging, insurance, fuel, etc. necessary to complete tailgate delivery.
- 3.2.2 Deliveries must be made to the specified location on the individual order. Delivery locations are outlined in 3.4.
- 3.2.3 Deliveries shall be completed between 6:00 AM and 11:00 AM. The University will provide preferred delivery times for each specified location.

### 3.3 SCHEDULE

3.3.1 Academic Year (Mid-August to mid-June; approximately 32 weeks per year), Deliveries shall be Monday-Friday, five (5) days per week, when requested, to the locations in section 3.4.

3.3.2 Non-academic year (Mid-June to Mid-August and breaks; approximately 20 weeks per year), Deliveries shall be Monday-Friday three (3) days per week, when requested to the locations in section 3.4.

### 3.4 DELIVERY LOCATIONS:

3.4.1 Wells Commons

3.4.2 University Concessions

3.4.3 Marketplace at Memorial Union

3.4.4 Oaks Room Café at Folgler Library

3.4.5 Hilltop Commons

3.4.6 York Commons

3.4.7 The University may add or delete locations from this contract at any time during the contract term.

### 3.5 RECEIVING

3.5.1 All products shall be delivered in undamaged packaging, labeled with the commodity description, quantity, unit of measure, and UPC-A standard barcode.

3.5.2 Delivery documentation must include a packing slip identifying the purchase order number and an itemized list of each item delivered, including product code number, description, unit of measure and quantity delivered.

3.5.3 Deliveries shall be received by a Dining Service Manger or designate on duty. Unsigned deliveries will not be processed for payment.

### 3.6 PRICING

3.6.1 The University shall pay a University Net Cost calculated by adding the laid-in cost for the Bidder to the mark-up percentage.

3.6.2 Quoted Contract mark-up percentage shall remain in effect for the term of the contract.

## SECTION FOUR

### 4.0 SUBMISSION REQUIREMENTS:

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 operational abilities. Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

Business Profile: The financial statements are required to be submitted with your bid, 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 PRODUCTS

- 4.1.1 All products shall be prepared from first quality materials and produced under absolutely sanitary conditions; premises and employees.
- 4.1.2 Alternates: Unless otherwise provided for in this solicitation, the name of a certain brand, make, or manufacturer does not restrict bidders to specific brand, make, or manufacturer named; but conveys the general style, type, character, and quality of the article desired.
- 4.1.3 Any article which the University, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.
- 4.1.4 It is the Bidder's responsibility to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts, case counts, and technical detail to enable the University to determine if the product meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive.
- 4.1.5 Unless the Bidder clearly indicates in its bid that the product offered is an "Equal" product, such bid shall be considered to offer the brand named products referenced in the solicitation. Items Specified (ref Attachment A)
- 4.1.6 Sample Market basket: Attachment A represents approximately 76% of the total dollar volume of paper goods purchased over a 12 month period. The list is provided by the University for the convenience of the Bidders in preparing bids and will be used by the University to assess the results. The contract shall include other paper goods, which are not represented on the list. All items shall be subject to the same discount pricing and terms and conditions as specified in this document. (Ref Attachment C for sample list of additional products which most likely will be purchased under this contract
- 4.1.7 Weights and Measures: You may bid items which have case counts and measurements that are slightly different than specified. Please make notation of any item this may pertain to. The University will make the appropriate calculations when evaluating costs.

## 4.2 PRICING

- 4.2.1 Quoted Contract mark-up percentage shall be in effect for the duration of the contract.
- 4.2.2 For the purpose of this Bid you must use your most recent "laid-in cost" for delivery to your warehouse prior to May 1, 2013. Freight cost, to your warehouse must be included in your Laid-In Cost. Documentation (copy of invoice) must be provided to substantiate your laid-in cost for all items.
- 4.2.3 To assist with our evaluation, identify on the invoice the item being bid and which item number it corresponds to on the bid submittal form. If you do not currently purchase the specified item, and therefore cannot provide an invoice, please provide a laid-in-cost based on a written quote from your supplier and include a copy of the quote with your proposal. Pricing for any item that is based on a quote will be considered guaranteed firm for the first 12 months of the contract, at a minimum.
- 4.2.4 The University Net Cost is the selling price to the University and is calculated by adding the laid-in cost and the mark-up percentage markup.

## 4.3 SPECIFICATIONS AND BID SUBMITTAL

- 4.3.1 The bid submittal sheet is listed as Attachment A. This attachment is incorporated by reference and made part of this RFB solicitation. If there are any conflicts with the information provided in Attachment A, the RFB language shall prevail.
- 4.3.2 Electronic copy of the bid submittal sheet (Microsoft Excel Format \*.xls) shall be available upon request from the University of Maine System contact (ref Section 1.9).
- 4.3.3 Use only the format provided on the bid submittal sheets (Attachment A). The bid submittal sheets must be completed in full; all columns must be complete. Failure to do so may prevent the University from being able to fully evaluate your bid and may be cause for rejection.
- 4.3.4 Time for EDI Implementation: As outlined in 2.18, indicate your readiness for EDI implementation and time required for testing and system activation.

## 4.4 ADDITIONAL INFORMATION: Your Bid shall also include the following information:

- 4.4.1 Company Contact
- 4.4.2 Inside Sales Contact
- 4.4.3 Credit Manager
- 4.4.4 Payments Terms
- 4.4.5 Three (3) references from comparable accounts.

SIGNATURE PAGE

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

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

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

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

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

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

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

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

# ATTACHMENT A

## ATTACHMENT A

**Contract Mark-up Percentage for all Items: \_\_\_\_\_**

**COMPLETE THIS BID SUBMITTAL FORM IN ITS ENTIRETY**

**Attachment A to RFB 35-13 Bid for Paper Products**

Provide your bid (sell price) based on your most recent purchase laid-in (acquisition) cost prior to May, 2013, for each item. If you don't currently purchase the specified item, and therefore cannot provide an invoice, please provide a laid-in-cost based on a written quote from your supplier. Items bid via supplier quotes will be firm for the first 12 months of the contract, at a minimum. The University cost is the laid-in cost plus the markup as stated above. The same markup shall apply to all items

| Item # | Description / Specification  | Pack/size | Manufacturer                  | Manufacturers ID Number | Invoice Number | Laid-in Cost | University Net cost per unit | Usage Estimate in Units | Net Total cost | Your Brand | Manufacturer's Stock Number | Pack/Size | Your Order Number |
|--------|--|-----------|-------------------------------|-------------------------|----------------|--------------|------------------------------|-------------------------|----------------|------------|-----------------------------|-----------|-------------------|
| 1      | Napkin, Paper, 8.5" X 12-1/2" Multilayer folded to 4-1/4" x 6-1/2", to fit Dispensers (TORK Xpressnap)   | 12/500 CT | SCA Tissue North America      | 908EX                   |                |              | 0.000                        | 524                     | \$0.000        |            |                             |           |                   |
| 2      | Hot Cup, PerfectTouch, 12 oz., "Contains no polystyrene foam", Insulated, Non-Slip Grip, Non-Hot to Touch, with Umaine logo print (include 8 & 16oz) | 1000/CS   | Georgia Pacific North America | 534220620RS             |                |              | 0.000                        | 210                     | \$0.000        |            |                             |           |                   |
| 3      | Lid, Plastic, for 12-16 oz. Hot Cup, Dome, White, Sip Through Hole   | 10/100 CT | Georgia Pacific North America | 1503226                 |                |              | 0.000                        | 94                      | \$0.000        |            |                             |           |                   |
| 4      | Table covers, White, Banquet Size 54" x 108", 2 Ply Tissue/1Ply Poly   | 25 EA     | Hoffmaster                    | 210131                  |                |              | 0.000                        | 52                      | \$0.000        |            |                             |           |                   |
| 5      | Cup Plastic Clear 16oz, Cornware (include 7oz, 12oz, 20oz & 24oz)  | 6/116ct   | Pactiv                        | YPLA160C                |                |              | 0.000                        | 900                     | \$0.000        |            |                             |           |                   |
| 6      | Platter, Oval, Paper, 7.5" X 10 ", Premium Strength, Microwavable, White   | 4/125 CT. | Huhtamaki (Serene)            | 22752                   |                |              | 0.000                        | 53                      | \$0.000        |            |                             |           |                   |
| 7      | Towel Roll Hicap F/Enmtn Dispenser   | 6/800ft   | Georgia Pacific North America | 89490                   |                |              | 0.000                        | 140                     | \$0.000        |            |                             |           |                   |
| 8      | Food Tray, Paper, 3# Capacity, Leak Proof, Red Plaid *Must also provide 1#, 2#, and 5# capacity (Verify below)                                       | 2/250 CT  | Chinet                        | 35122045                |                |              | 0.000                        | 66                      | \$0.000        |            |                             |           |                   |
| 9      | Bowl, Clear Plastic, 32 oz. with Lid   | 200/32oz  | Eco Products                  | EP-RC32                 |                |              | 0.000                        | 200                     | \$0.000        |            |                             |           |                   |
| 10     | Bowl, Clear Plastic, 16 oz. with Lid   | 300/16oz  | Eco Products                  | EP-RC16                 |                |              | 0.000                        | 125                     | \$0.000        |            |                             |           |                   |
| 11     | Tray, Plastic Cater, Black Sqr Combo, 16" Dia.   | 25/16"    | Sabert                        | C9616                   |                |              | 0.000                        | 89                      | \$0.000        |            |                             |           |                   |
| 12     | Tray, Plastic Cater, Black Sqr Combo, 12" Dia.   | 25/12"    | Sabert                        | C9612                   |                |              | 0.000                        | 42                      | \$0.000        |            |                             |           |                   |
| 13     | Cup, Plastic Souffle, 2 oz., Wide Mouth Brim, Translucent  | 12/200ct  | Pactiv                        | YS200                   |                |              | 0.000                        | 95                      | \$0.000        |            |                             |           |                   |
| 14     | Lid, Plastic, Clr, F/1.5 - 2.5oz Portion Cup   | 24/100ct  | Pactiv                        | YLS2FR                  |                |              | 0.000                        | 25                      | \$0.000        |            |                             |           |                   |
| 15     | Fork, Black Plastic, Smtsk, Refill (to work with Dixie dispensers)   | 24/40ct   | Dixie (Georgia Pacific)       | SSF51                   |                |              | 0.000                        | 220                     | \$0.000        |            |                             |           |                   |
| 16     | Knife, Black Plastic, Smtk, Refill (to work with Dixie dispensers)   | 24/40ct   | Dixie (Georgia Pacific)       | SSK51                   |                |              | 0.000                        | 98                      | \$0.000        |            |                             |           |                   |
| 17     | Spoon, Black Plastic, Smtsk, Refill (to work with Dixie dispensers)  | 24/40ct   | Dixie (Georgia Pacific)       | SSS51                   |                |              | 0.000                        | 110                     | \$0.000        |            |                             |           |                   |
| 18     | Soup Spoon, Plastic, Heavy Medium Weight, White  | 2000ct    | Pactiv                        | YFWSSW                  |                |              | 0.000                        | 18                      | \$0.000        |            |                             |           |                   |

# ATTACHMENT A

**Contract Mark-up Percentage for all Items: \_\_\_\_\_**

**COMPLETE THIS BID SUBMITTAL FORM IN ITS ENTIRETY**

**Attachment A to RFB 35-13 Bid for Paper Products**

Provide your bid (sell price) based on your most recent purchase laid-in (acquisition) cost prior to May, 2013, for each item. If you don't currently purchase the specified item, and therefore cannot provide an invoice, please provide a laid-in-cost based on a written quote from your supplier. Items bid via supplier quotes will be firm for the first 12 months of the contract, at a minimum. The University cost is the laid-in cost plus the markup as stated above. The same markup shall apply to all items

| Item # | Description / Specification   | Pack/size  | Manufacturer                 | Manufacturers ID Number | Invoice Number | Laid-in Cost | University Net cost per unit | Usage Estimate in Units | Net Total cost | Your Brand | Manufacturer's Stock Number | Pack/Size | Your Order Number |
|--------|---|------------|------------------------------|-------------------------|----------------|--------------|------------------------------|-------------------------|----------------|------------|-----------------------------|-----------|-------------------|
| 19     | Quillon Pan Liner, 16" x 24", For 1-Time Use  | 1000 EA.   | Bag Craft                    | P030001                 |                |              | 0.000                        | 63                      | \$0.000        |            |                             |           |                   |
| 20     | Cutlery Kit, Knife/Fork/Spoon/Salt & Pepper/ 1-ply 12" x 13" Napkin. Plastic, White, Medium Weight    | 500ea      | Berkley Square               | 1239S/P-5               |                |              | 0.000                        | 190                     | \$0.000        |            |                             |           |                   |
| 21     | Film, PVC, All-Purpose Foodservice Wrap, 18" x 2000 Ft Roll, Cutter Box                               | 1 EA.      | Pactiv                       | 9063                    |                |              | 0.000                        | 300                     | \$0.000        |            |                             |           |                   |
| 22     | Glove, Vinyl Exam, Powder Free, X-Large. * Small, Medium, Large must also be available (Verify below) | 10/100 CT. | Akers Industries             | V423                    |                |              | 0.000                        | 725                     | \$0.000        |            |                             |           |                   |
| 23     | Food Storage Bag, Bun Tray Covers w/Ties, Self Dispensing Cartons, Clear, 21" x 6" x 35"              | 500/EA.    | Handgards                    | 304985430               |                |              | 0.000                        | 72                      | \$0.000        |            |                             |           |                   |
| 24     | Coffee Stirrer, Wood, 5 1/2" x 1/4", Unwrapped  | 10/100 CT  | Forster Mfg (Diamond Brands) | 310                     |                |              | 0.000                        | 24                      | \$0.000        |            |                             |           |                   |
| 25     | Plate, Paper, Wht 6"  | 8/125 CT.  | Huhtamaki (Chinet)           | 21225                   |                |              | 0.000                        | 125                     | \$0.000        |            |                             |           |                   |
| 26     | Plate, Paper, Wht 8.75"   | 1/500ct    | Huhtamaki (Chinet)           | 21237                   |                |              | 0.000                        | 294                     | \$0.000        |            |                             |           |                   |
| 27     | Biodegradable 9.75" x 12" Oval Platter  | 4/125 CT.  | Huhtamaki (Chinet) Serene    | 21248                   |                |              | 0.000                        | 17                      | \$0.000        |            |                             |           |                   |
| 28     | Paper Pulp Bowl 12 oz.  | 4/125ct    | Huhtamaki (Chinet)           | 21238                   |                |              | 0.000                        | 51                      | \$0.000        |            |                             |           |                   |
| 29     | Napkin, Beverage 10x10 2 Ply White  | 10/300ct   | SCA Tissue North America     | B1241                   |                |              | 0.000                        | 37                      | \$0.000        |            |                             |           |                   |
| 30     | Towel Multifold, Nat 9.5 x 9.125  | 16/250ct   | SCA Tissue North America     | MK520A                  |                |              | 0.000                        | 300                     | \$0.000        |            |                             |           |                   |
| 31     | Bag Paper Kraft, Extra Heavy, 16#, sizes also to include: 4#, 12#, 20#; verify below                  | 500ea      | Duro Bag                     | DRB 80044               |                |              | 0.000                        | 45                      | \$0.000        |            |                             |           |                   |
| 32     | Bowl Plastic Cater Black 10lb   | 25ct       | Pactiv                       | 92230K                  |                |              | 0.000                        | 23                      | \$0.000        |            |                             |           |                   |
| 33     | Lid Plastic Dome Clear for 10lb   | 25ct       | Pactiv                       | P92230                  |                |              | 0.000                        | 26                      | \$0.000        |            |                             |           |                   |
| 34     | Foil Aluminum Roll Heavy Weight, 18"-500ft  | roll       | Pactiv                       | W69328                  |                |              | 0.000                        | 30                      | \$0.000        |            |                             |           |                   |
| 35     | Lid Plastic Clr Flt w/ slit EC  | 15/61ct    | Pactiv                       | YLPLA24C                |                |              | 0.000                        | 113                     | \$0.000        |            |                             |           |                   |
| 36     | Box Pizza Non-Corrugated 2" deep 10x10  | 100/10x10  | Packer                       |                         |                |              | 0.000                        | 68                      | \$0.000        |            |                             |           |                   |
| 37     | Container Paper Round with Lid 8oz; include 12oz (verify below)                                       | 10/25ct    | Serene                       | KH8AYS-6000             |                |              | 0.000                        | 65                      | \$0.000        |            |                             |           |                   |
| 38     | Filter Coffee Tea 1.5gal 13x5   | 2/250ct    | Rockline Indust.             | 56-135/513              |                |              | 0.000                        | 27                      | \$0.000        |            |                             |           |                   |
| 39     | Cover Bun Rack Clear Roll   | 50ea       | Handgards                    | 303679973               |                |              | 0.000                        | 42                      | \$0.000        |            |                             |           |                   |
| 40     | Wrap Sandwich Ecocraft 14x14"   | 4/1000ct   | Bagcrt                       | 300899                  |                |              | 0.000                        | 22                      | \$0.000        |            |                             |           |                   |
| 41     | Box Popcorn/2.5oz   | 250ct      | Winchester                   |                         |                |              | 0.000                        | 19                      | \$0.000        |            |                             |           |                   |



**ATTACHMENT A**

**Contract Mark-up Percentage for all Items: \_\_\_\_\_**

**COMPLETE THIS BID SUBMITTAL FORM IN ITS ENTIRETY**

**Attachment A to RFB 35-13 Bid for Paper Products**

Provide your bid (sell price) based on your most recent purchase laid-in (acquisition) cost prior to May, 2013, for each item. If you don't currently purchase the specified item, and therefore cannot provide an invoice, please provide a laid-in-cost based on a written quote from your supplier. Items bid via supplier quotes will be firm for the first 12 months of the contract, at a minimum. The University cost is the laid-in cost plus the markup as stated above. The same markup shall apply to all items

| Item # | Description / Specification   | Pack/size | Manufacturer | Manufacturers ID Number | Invoice Number | Laid-in Cost | University Net cost per unit | Usage Estimate in Units | Net Total cost | Your Brand | Manufacturer's Stock Number | Pack/Size | Your Order Number |
|--------|---|-----------|--------------|-------------------------|----------------|--------------|------------------------------|-------------------------|----------------|------------|-----------------------------|-----------|-------------------|
| 42     | Straw/Translucent/Wrapped/7.75in  | 24/500ct  | Serene       | YSTWJ77SSER24           |                |              | 0.000                        | 17                      | \$0.000        |            |                             |           |                   |
| 43     | Container Paper Kraft, 7.75x5.5x1.8 #2                                  | 1/200ct   | Fold Pak LLC | 02BPEARTH               |                |              | 0.000                        | 115                     | \$0.000        |            |                             |           |                   |
| 44     | Container Paper Kraft, 4.38x3.5x2.5 #1                                  | 9/50ct    | Fold Pak LLC | 01BPEARTH               |                |              | 0.000                        | 35                      | \$0.000        |            |                             |           |                   |
| 45     | Container Paper Round (no lid) 8oz; include 12oz (verify below)         | 20/25ct   | Solo         | H4085-J8000             |                |              | 0.000                        | 52                      | \$0.000        |            |                             |           |                   |
| 46     | Wipe Antibacterial Probe  | 1/200ct   | Cooper       | 9150-0-8                |                |              | 0.000                        | 20                      | \$0.000        |            |                             |           |                   |
| 47     | Film, PVC, All-Purpose Foodservice Wrap, 12" x 2000 Ft Roll, Cutter Box | 1/12"     | Pactiv       | 9062                    |                |              | 0.000                        | 40                      | \$0.000        |            |                             |           |                   |
| 48     | Box Bakery, Plain White, 11 x 7.25 x 3                                  | 250/cs    | Eastbag      | 231005854               |                |              | 0.000                        | 11                      | \$0.000        |            |                             |           |                   |
| 49     | Bowl Plastic Cater Black 5lb  | 25ct      | Pactiv       | 92220K                  |                |              | 0.000                        | 10                      | \$0.000        |            |                             |           |                   |
| 50     | Lid Plastic Dome Clear for 5lb  | 25ct      | Pactiv       | P92220                  |                |              | 0.000                        | 10                      | \$0.000        |            |                             |           |                   |

**GRANT TOTAL: \$0.000**

\*2 Verify 8oz & 16oz available  
 YES NO

\*5 Verify 7oz, 12oz, 20oz & 24oz available  
 YES NO

\*8 Verify 1#, 2#, & 5# available:  
 YES NO

\*22 Verify Small, Medium, Large available  
 YES NO

\*31 Verify 4#, 12# & 20# available  
 YES NO

**\*Attachment C:**  
 Verify that you are able to supply additional items as per Attachment C if awarded this contract  
 YES NO

## Attachment C

Sample list of items we purchase

| <b>Item Description</b>                | <b>Unit</b> | <b>Pack/Size</b> | <b>1 Year Volume</b> |
|--|-------------|------------------|----------------------|
| Bag Paper Brown 4 Lb                   | Bale        | 8/500 CT         | 2                    |
| Bag Paper 12lb Hvy Duty Kraft          | Bale        | 500/12LB         | 2                    |
| Bag Paper Brown X Hvy 16 Lb            | Bale        | 500/EA           | 21                   |
| Bag Paper Brown X Hvy 20 Lb            | Bale        | 2/250 CT         | 20                   |
| Bag Pastry Disposable                  | Box         | 200/18 IN        | 9                    |
| Bag Plas 6.5x7in Hi-Den Saddle         | Case        | 2000/6.5X7       | 13                   |
| Bag Plas Bun Pan 21x6x35 .85ml         | Case        | 1/500            | 72                   |
| Bag Plas Reclose Gal Xx-Heavy          | Box         | 1/250            | 5                    |
| Bib Plas Adult Lbstr Design            | Box         | 500/EA           | 4                    |
| Board Cake Full Sheet                  | Box         | 1/50 CT          | 2                    |
| Bowl Plas Cater Blk 10 Lb              | Case        | 1/25 EA          | 23                   |
| Lid Plas Dome Clr For 10lb Bwl         | Case        | 1/25 EA          | 26                   |
| Bowl Plas Cater Blk 5 Lb               | Case        | 1/25 EA          | 10                   |
| Lid Plas Dome Clr For 5lb Bowl         | Case        | 25/EA            | 10                   |
| Bowl Plas Clear 16 Oz                  | Case        | 10/50 CT         | 3                    |
| Bowl Pulp Wht 12 Oz Village            | Case        | 4/125            | 51                   |
| Box Bakery 11x7.25x3 Plain Wht         | Case        | 250/CS           | 11                   |
| Box Bakery 2pc                         | Case        | 25/25X18         | 2                    |
| Box Pizza Corr 16"                     | Case        | 50/CS            | 11                   |
| Box Pizza Non-Cor 2 In Dp              | Case        | 100/10X10        | 68                   |
| Box Popcorn 2.5oz                      | Case        | 250ct            | 19                   |
| Bucket Paper Popcorn Premier           | Case        | 150/85 OZ        | 10                   |
| Bucket Paper Popcorn Stock Prt         | Case        | 150/130 OZ       | 4                    |
| Chopsticks Bamboo                      | Box         | 1/800ct          | 18                   |
| Circle Cake 10" Rnd Corr               | Case        | 1/250 CT         | 9                    |
| Circle Cake Papr Prchmt                | Case        | 1000/8-7/8"      | 2                    |
| Circle Cake Pizza                      | Case        | 250/12 IN        | 2                    |
| Container Paper Kraft, 7.75x5.5x1.8 #2 | Case        | 1/200ct          | 115                  |
| Container Paper Kraft, 4.38x3.5x2.5 #1 | Case        | 9/50ct           | 35                   |
| Container Biodeg Clamshell 6"          | Case        | 400/6X6X3        | 4                    |
| Container Paper 8 Oz (no lid)          | Case        | 20/25 CT         | 30                   |
| Container Paper 12 Oz (no lid)         | Case        | 20/25 CT         | 22                   |

|                                   |      |           |     |
|-----------------------------------|------|-----------|-----|
| Container Paper Rnd W/Lid 8 Oz    | Case | 10/25 CT  | 32  |
| Container Paper Rnd Lid 12oz      | Case | 10/25CT   | 33  |
| Container Paper Rnd W/Lid 16oz    | Case | 10/25 CT  | 3   |
| Container Plas Blk 2comp Mw       | Case | 150/11X8  | 2   |
| Container Plas Blk Micro 37 Oz    | Case | 150/8"    | 9   |
| Container Plas Clr Dessert 5oz    | Case | 20/50 CT  | 3   |
| Container Plas Clr Hng Apet       | Case | 280/32 OZ | 4   |
| Container Plas Clr Hng Ld 32oz    | Case | 2/100 CT  | 3   |
| Container Bowl Plas Clr Pla W/Lid | Case | 200/32OZ  | 200 |
| Container Bowl Plas Clr Pla W/Lid | Case | 300/16OZ  | 125 |
| Container Plas Hng 9x3 B/C Hex    | Case | 1/110 CT  | 11  |
| Container Plas Hng Clr 1c 6in     | Case | 4/125CT   | 3   |
| Container Plas Hng Clr 5in        | Case | 375/CT    | 7   |
| Container Plas Hng Sndw Clr       | Case | 1/250 CT  | 6   |
| Container Plas Lid Cmbo Blk       | Case | 150/16 OZ | 2   |
| Container Plas Pie Wdg Hng Clr    | Case | 8/63CT    | 6   |
| Cover Bun Rack Clr Roll           | Case | 50/52X80  | 42  |
| Cover Table Wht 2ply Pap+1poly    | Case | 25/54X108 | 52  |
| Cup Foam 6oz                      | Case | 40/25CT   | 5   |
| Cup Paper French Fry 16 Oz        | Case | 20/50 CT  | 2   |
| Cup Paper French Fry 32 Oz        | Case | 10/50 CT  | 2   |
| Cup Paper Hot 12 Oz Wpb           | Case | 20/50 CT  | 4   |
| Cup Paper Hot 16 Oz Wpb           | Case | 20/50 CT  | 5   |
| Cup Paper Hot 20 Oz Wpb           | Case | 15/40 CT  | 6   |
| Cup Paper Hot Perf Touch 8 Oz     | Case | 20/50 CT  | 6   |
| Cup Paper Hot Perf Touch 12 Oz    | Case | 20/50 CT  | 172 |
| Cup Paper Hot Perf Touch 16 Oz    | Case | 20/50 CT  | 32  |
| Cup Plas Clr 5 Oz Rigid           | Case | 20/50 CT  | 8   |
| Cup Plas Clr Parfait 9 Oz         | Case | 12/20 CT  | 2   |
| Cup Plas Clr Pla 7oz              | Case | 20/50CT   | 51  |
| Cup Plas Clr Pla 12oz             | Case | 10/68CT   | 105 |
| Cup Plas Clr Pla 16oz             | Case | 6/116CT   | 583 |
| Cup Plas Clr Pla 20oz             | Case | 10/60CT   | 9   |
| Cup Plas Clr Pla 24oz             | Case | 10/58CT   | 152 |
| Cup Plas Clr Tall 10oz Rgd        | Case | 20/25CT   | 4   |
| Cup Plas Portion Trans 1oz        | Case | 10/250CT  | 2   |
| Cup Plas Prtn Trans 2oz           | Case | 12/200CT  | 95  |
| Cup Plas Prtn Trans 4oz           | Case | 12/200CT  | 4   |

|                                |      |            |     |
|--------------------------------|------|------------|-----|
| Cup Plas Trans 5oz Soft        | Case | 27/90 CT   | 4   |
| Cup Plas Trans 12oz Soft       | Case | 15/57 CT   | 2   |
| Cup Plas Trans 14 Oz Soft      | Case | 24/40 CT   | 5   |
| Dish Plas Clr 8 Oz Sundae      | Case | 4/125 CT   | 6   |
| Dish Plas Clr 12 Oz.Sundae     | Case | 10/50 CT   | 3   |
| Doily Lace Rnd Wht 10 In       | Box  | 1/1000CT   | 2   |
| Doily Lace Rnd Wht 12in        | Box  | 1/1000CT   | 8   |
| Film Pvc Roll 2000ft           | Box  | 1/18"      | 214 |
| Film Pvc Roll 2000ft           | Box  | 1/12IN     | 24  |
| Film Pvc Roll 3000 Ft          | Box  | 1/12IN     | 11  |
| Film Pvc Roll 3000ft           | Box  | 1/18IN     | 57  |
| Filter Coffee 12cup 9.75 X4.5" | Box  | 2/500 CT   | 7   |
| Filter Coffee Papr Altra 15x5  | Box  | 1/500 CT   | 3   |
| Filter Coffee Ppr U3 18x7.5    | Box  | 250/3 GAL  | 4   |
| Filter Coffee Tea 1.5gal 13x5  | Box  | 2/250 CT   | 27  |
| Foil Almn Roll Hvy Wgt 500 Ft  | Box  | 1/18"      | 30  |
| Foil Almn Roll Std Wgt 1000 Ft | Box  | 1/12 IN    | 6   |
| Foil Almn Sheet 12"X10.75" Pop | Case | 6/500 CT   | 5   |
| Fork Plas Ivory Lbstr 2 Tine   | Case | 5/500 CT   | 1   |
| Fork Plas Mimi Tasting Silver  | Box  | 500/EACH   | 3   |
| Glass Plas Mini Tasting Clr    | Box  | 200/2.5 OZ | 3   |
| Fork Plas Refill Mw Smtsk Blk  | Case | 24/40 CT   | 220 |
| Glove Poly Smooth Elbow Length | Case | 1/250 CT   | 4   |
| Glove Vinyl Fdsv Pf Sml        | Case | 10/100 CT  | 50  |
| Glove Vinyl Exam Med Pf        | Case | 10/100 CT  | 204 |
| Glove Vinyl Exam Lg Pf         | Case | 10/100 CT  | 255 |
| Glove Vinyl Exam Xlg Pf        | Case | 10/100 CT  | 238 |
| Griddle Pad Hvy Duty 4.5x5.5   | Case | 4/10 CT    | 18  |
| Griddle Screen 4x6in           | Case | 10/20CT    | 7   |
| Hairnet Large Size Dark Brown  | Box  | 10/144 CT  | 10  |
| Hat Chef Papr Pleat Wht W/Sb   | Box  | 12/7 IN    | 4   |
| Holder Hot Dog Prefold Perf    | Case | 1/500 CT   | 2   |
| Kit Cutlery Pp Wh Fks S&P Nap  | Case | 500/EACH   | 190 |
| Knife Plas Refill Mw Smtsk Blk | Case | 24/40 CT   | 98  |
| Label Roll "Use First" Supr-Re | Roll | 500/1-1/2" | 12  |
| Label Roll Prep Superremovable | Roll | 1/500 CT   | 10  |
| Label Roll Rmvbl Rnd Fri Tri   | Roll | 750/2"     | 6   |
| Label Roll Rmvbl Rnd Mon Tri   | Roll | 750/2"     | 8   |

|                                |      |            |     |
|--------------------------------|------|------------|-----|
| Label Roll Rmvbl Rnd Sat Tri   | Roll | 750/2"     | 5   |
| Label Roll Rmvbl Rnd Sun Tri   | Roll | 750/2"     | 5   |
| Label Roll Rmvbl Rnd Thu Tri   | Roll | 750/2"     | 8   |
| Label Roll Rmvbl Rnd Tue Tri   | Roll | 750/2"     | 7   |
| Label Roll Rmvbl Rnd Wed Tri   | Roll | 750/2"     | 7   |
| Label Useby Dissolvable 2x3 Wt | Roll | 1/250 CT   | 8   |
| Lid Paper Vent For H4085 Cont  | Case | 20/25 CT   | 31  |
| Lid Plas Clr F/1.5-2.5oz Prtn  | Case | 24/100CT   | 25  |
| Lid Plas Clr F/3-4oz Prtn Cup  | Case | 20/120CT   | 2   |
| Lid Plas Clr Hi Dome 2comp Mw  | Case | 150/11X8   | 2   |
| Lid Plas Clr Pla Flt W/Slt Ec  | Case | 15/61CT    | 113 |
| Lid Plas Dme Wht F/12/16 Cup   | Case | 10/100 CT  | 94  |
| Liner Paper Pan Quillo         | Case | 1/1000CT   | 63  |
| Napkin Bev 10x10 2ply Wh       | Case | 10/300CT   | 37  |
| Napkin Dinner 2ply White       | Case | 3000/15X17 | 12  |
| Napkin Disp Xpresnap Envir Nat | Case | 12/500 CT  | 524 |
| Pad Scour Comm Hvy Duty 6x9    | Box  | 3/12 CT    | 56  |
| Sponge Cellulose W/Med Grn Pad | Box  | 8/5 CT     | 15  |
| Pan Foil Stm Tbl Deepxh 2-9/16 | Case | 100/HALF   | 4   |
| Pan Foil Stm Tbl Full Dp 3-3/8 | Case | 40/FULL    | 2   |
| Paper Patty Square 5.5 In      | Case | 8/1000CT   | 6   |
| Placemat Paper Econ Lbstr      | Box  | 1000/10X14 | 2   |
| Plate Paper Wht Pulp 8.75"     | Case | 1/500CT    | 294 |
| Plate Paper Wht Vacate 6"      | Case | 8/125 CT   | 125 |
| Plate Plas Impact Wht 9inch    | Case | 4/100CT    | 4   |
| Plate Plas Wht 6 Inch          | Case | 8/125CT    | 12  |
| Plate Plas Wht Rectangular     | Case | 200/4X9    | 3   |
| Platter Paper Pulp 7.5x10      | Case | 4/125 CT   | 53  |
| Platter Paper Pulp Wht 9.75x12 | Case | 4/125 CT   | 17  |
| Sleeve Paper Hot 12-20oz       | Case | 1/1200CT   | 12  |
| Spoon Plas Mini Tasting Silver | Box  | 500/EACH   | 3   |
| Spoon Plas Mw Smtsk Refill Blk | Case | 24/40 CT   | 110 |
| Spoon Plas Serving Blk         | Case | 1/144 CT   | 4   |
| Spoon Soup Plas Medwt Pp Wht   | Case | 2000/CT    | 18  |
| Stirrer Coffee Wood Unwrap     | Case | 10/1000CT  | 24  |
| Straw Plas Wrpd Jmbo Strp 7.75 | Case | 24/500CT   | 17  |
| Tissue Facial Flt Bx 2ply Wht  | Case | 30/100 CT  | 15  |
| Tong Plas Blk 6.25" Sm Serving | Case | 72/6.25"   | 33  |

|                                  |      |           |     |
|----------------------------------|------|-----------|-----|
| Toothpick Frill 3"               | Case | 10/1000ct | 11  |
| Towel Multifold Nat 9.5x9.125    | Case | 16/250 CT | 300 |
| Towel Roll Hicap F/Enmtn Disp    | Roll | 6/800'    | 140 |
| Towelette Wet Nap                | Box  | 1000/EA   | 8   |
| Tray Food Papr 1lb               | Case | 4/250CT   | 10  |
| Tray Food Papr 2lb               | Case | 4/250CT   | 2   |
| Tray Food Papr 3lb               | Case | 2/250CT   | 52  |
| Tray Food Papr 5lb               | Case | 2/250CT   | 2   |
| Tray Plas Cater Blk Square Combo | Case | 25/16 IN  | 89  |
| Tray Plas Cater Blk Square Combo | Case | 25/12 IN  | 42  |
| Wipe Antibacterial Probe         | Case | 1/200 CT  | 20  |
| Wrap Food Dry Wax Fld 10x10.75   | Case | 8/500CT   | 5   |
| Wrap Food Dry Wax Fld 6x10.75    | Case | 10/1000CT | 5   |
| Wrap Sandwich Ecocraft 14x14in   | Case | 4/1000CT  | 22  |

This is not a complete list of products, as the University's student needs and desires change.  
University of Maine Dining plans to keep pace with new trends.