



**Helping People Help Themselves**

**REQUEST FOR PROPOSAL (RFP) – OFFICE and PRINTER SUPPLIES**

**ISSUED BY:**

**Regional Consolidated Services**

Serving Alamance and Randolph counties

**DUE DATE**

**Friday, May 16, 2025**

**By 5:00 pm**

Regional Consolidated Services  
109 North Main Street  
Randleman, North Carolina 27317  
Telephone: 336-629-5141

Regional Consolidated Services  
PO BOX 487  
Randleman, North Carolina 27317

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## General Information

Regional Consolidated Services (RCS) is a private nonprofit human service agency providing services to residents in six North Carolina counties. Funding is through Federal, State and Local sources. Programs operated are Head Start, Workforce Innovation and Opportunity Act and Home Care.

### I. Purpose

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals for office supplies for all programs administered by Regional Consolidated Services in our two county areas which include Alamance and Randolph.

### II. Solicitation Process and Terms

#### Instructions for Submission

1. All RFP's must be submitted no later than Friday, May 16, 2025, by 5:00 PM. Late RFP's will not be accepted. **Please submit One Original (clearly marked) and two copies of the RFP.**
2. Qualification statement of bidder to include, but not be limited to, an overall description of your company, including the length of time your company has been in business and a list of your facility locations
3. RFPs must be submitted in the required format.
4. Bidder must submit a proposal on the enclosed forms. An authorized official of the bidding firm must sign the bid. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities of any kind.
5. Bidders must complete a bid packet. Incomplete bids are subject to rejection.
6. All questions concerning bid requirements or specifications should be e-mailed directly to the RCS Purchasing Agent. (bwilliamson@regionalcs.org). All questions will be answered via email to all bidders promptly. In order to maintain a fair and open process. No verbal questions will be accepted.
7. Bids must include the names, addresses, and telephone numbers of three references that can attest to the recent and past performance/quality of the bidder in related work.

**All bids must be submitted in a sealed package and addressed to:**

Regional Consolidated Services  
Brittany Williamson – Finance Assistant  
109 North Main Street  
Randleman, NC 27317

**Please mark package: "Office Supplies RFP Packet"**

### III. General Provisions and Requirements

1. Bids will be evaluated promptly after opening, the award of the contract will be done at the earliest possible date.
2. This RFP does not commit RCS to award a contract.
3. No costs will be paid to cover the expense of preparing a RFP.
4. The bidders are agreeing to all parts of the RFP.
5. Ownership of all data, material and documentation originated and prepared by the bidder pursuant to the contract shall belong to RCS.
6. There will not be any routine ordering of supplies over the internet as this process hinders our procurement policy.
7. Each bidder submitting a RFP will be notified in writing of the decision concerning its RFP.
8. Bids will be awarded based on a rating scale. RCS officials will have sole responsibility as to the acceptability of any offers and reserves the right to reject any or all bid proposals.
9. All RFPs will be evaluated using the evaluation criteria listed below.

\* \* **Please submit one original and two copies of your response.** Any submission shall constitute an irrevocable offer for thirty days following the deadline for its submission. Information contained in the proposal is confidential and shall remain so until an Agreement is signed.

#### A. EVALUATION CRITERIA

1. Qualification statement of bidder to include but not be limited to an overall description of your company, including the length of time your company has been in business and a list of your facility locations.
2. The primary consideration in selecting agencies or organizations to deliver services will be the effectiveness of the agency or organization in delivering comparable or related supplies based on demonstrated performance. Determinations will take into consideration such matters as whether the organization has:
  - a. The ability to meet the order demands at a reasonable cost;
  - b. A satisfactory record of past performance;
  - c. A satisfactory record of integrity, business ethics and fiscal accountability;
  - d. Must not be on the federal government's Debarment List of vendors.
3. A list of the groups for which you have performed similar projects. Provide a reference or contact person for each. **Must have at least three.**

#### 4. Criteria rating scale

1. Cost (Prices/Charges)	50 points
2. Product/Service Quality	10 points
3. Prior Successful Experience (References)	20 points
4. Financial Stability (years in Business)	10 points
5. Small business, women or minority owned	<u>10 points</u>
	100 total

## B. REJECTION OF PROPOSALS

Without incurring any cost or liability whatsoever, RCS reserves the right to reject any or all submissions in whole or in part if they do not meet the technical requirements, or if they are found to be unresponsive (i.e., late, failed specifications). All proposals will be reviewed for completeness of the requirements. Proposals may be rejected in any case where it is determined that the proposal are not competitive or where the cost is not reasonable. Proposals that contain false or misleading statements may be rejected if in the opinion of RCS the information was intended to mislead RCS regarding a requirement of the RFP.

Any submission shall constitute an irrevocable offer for thirty days following the deadline for its submission. Information contained in the proposal is confidential and shall remain so until an Agreement is signed.

## C. General Information about RCS Supply Usage

1. What is the annual volume of all requested items?

*The volume of office supplies for our 2024-2025 FY is est. to be \$50,000*

2. Do you have usage information for those items?

*Usage for each item would be difficult to estimate. Some items were not purchased last year but were purchased the year before.*

3. How will the cost be evaluated? Line item vs Usage?

*We will compare the line item prices. Then the overall totals will be compared. As stated in the bid packet pricing, service and billing will each be considered.*

## D. There are five different parts to the bid.

1. The office supply list. When filling this price list out. Please put the item number (of the brand you sell), Price that goes with the unit amount. If you quote a price for a different unit count, please make note of this.
2. Name Brand Printer Cartridge list.
3. Generic Brand Printer Cartridge list.
4. Cleaning supply List
5. Breakroom supply list.

**\*\*\*Regional Consolidated Services Bid Packet** This entire section must be completed and submitted no later than 5:00 pm, **Friday, May 16, 2025**, in order to be considered for this bid solicitation.

**COMPANY PROFILE**

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone#:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**E-mail address :** \_\_\_\_\_

**Company Representative(s) Contacts:** \_\_\_\_\_  
\_\_\_\_\_

**Federal Tax ID #:** \_\_\_\_\_

**Years in business / experience:** \_\_\_\_\_

**General Information - Brief history of firm including size and any specialty areas.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Account Services**

**1. What are your procedures for ordering from your company? (Someone picks up orders/Faxed, etc.)** \_\_\_\_\_

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2. Is there a minimum order requirement for your company? \_\_\_\_\_

3. If so what are the minimum order requirements? \_\_\_\_\_

4. Description of billing procedures and terms. \_\_\_\_\_

5. Do you have a quality guarantee for your products? \_\_\_\_\_

6. Description of delivery / shipping procedures (How do you delivery / ship orders to your customers? \_\_\_\_\_

7. Do you have shipping charges? \_\_\_\_\_

8. If so, what are your shipping charges? \_\_\_\_\_

9. How often do you deliver: \_\_\_\_\_

10. Describe the process your company uses for substituting items. \_\_\_\_\_

11. How do you handle claims for damaged products? \_\_\_\_\_

12. Describe your company Policy and Procedures for exchanges and returned items. (For example items ordered in error) \_\_\_\_\_

13. Is there a restocking Fee for returned items? \_\_\_\_\_

If so, How much? \_\_\_\_\_

14. Type of paper work for proof on delivery (customer signed delivery sheet/slip)

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15. What is your page yield for your refurbished / remanufactured printer cartridges? (For companies bidding on these items) \_\_\_\_\_

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16. Minority or Women owned business?  YES  NO

**References**

**Provide contact names and telephone numbers of 3 clients with whom you have had a working relationship as references for Regional Consolidated Services.**

*Name* \_\_\_\_\_

*Address* \_\_\_\_\_

*Phone* \_\_\_\_\_

*How many years your company has been doing business with this reference:* \_\_\_\_\_

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*Name* \_\_\_\_\_

*Address* \_\_\_\_\_

*Phone* \_\_\_\_\_

*How many years your company has been doing business with this reference:* \_\_\_\_\_

---

*Name* \_\_\_\_\_

*Address* \_\_\_\_\_

*Phone* \_\_\_\_\_

*How many years your company has been doing business with this reference:* \_\_\_\_\_



# NON-COLLUSIVE BIDDING FORM

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1. By submission of a proposal, each applicant and each person signing on behalf of any applicant certifies as to its own organization, under penalty of perjury, to the best of his/her knowledge and belief, that:
  - a. The prices in a proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other applicant or with a competitor.
  - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the applicant prior to opening, directly or indirectly, to any other applicant or to any competitor.
  - c. No attempt has been made or will be made by the applicant to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.
2. A proposal shall not be considered for award nor shall any award be made where (1) (a), (b) and (c) have not been complied with. However, if the applicant cannot make the foregoing certification, the applicant shall so state and shall furnish with the proposal a signed statement that sets forth in detail the reason therefore. Where (1) (a), (b), and (c) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless Regional Consolidated Services determines that such disclosure was not made for the purpose of restricting competition.
3. Any proposal hereafter made to Regional Consolidated Services by a corporate applicant for work or services performed or to be performed or for goods sold or to be sold, where competitive bidding is required by statute, rule or regulation, and where such proposal contains that certification referred to in subdivision (1)(a) of the paragraph, shall be deemed to have been authorized by the Board of Directors of the applicant, and such authorization shall be deemed to include the signing and the submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

# Regional Consolidated Services

## Signature Page

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*Return this with your bid packet.*

My signature below serves to affirm that

\_\_\_\_\_ can and will meet the requirements

*Name of Company*

specified in this Request for Proposal packet. Information in this proposal packet is true and accurate to the best of my knowledge.

I also certify that my company nor the owners of the company are on the federal government's Debarment and Suspension list.

Debarment and Suspension (E.O.'s 12549 and 12689). No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusions status and that of its principal employees.

\_\_\_\_\_  
Typed or Printed Name of Authorized Personnel

\_\_\_\_\_  
Title