

SERSQ PAPER IPB
R & P Property Management.



9:40 AM

APPENDIX A: BID QUOTE SHEET

	<u>TYPE OF PAPER</u>	<u>Bid Price</u>	<u>Unit</u>	<u>Total Quantity</u>	<u>Total Amount of Bid</u>
ref#	92 BRIGHTNESS				
1	20 lb. White, 8 1/2" x 11" LETTER Product Number: Bidder's Stock Number <u>CASOX9001</u>	\$ <u>31.99</u> per carton		13,202 cartons	\$ <u>422,331.98</u>
				dollars and _____	cents
2	Same as above WITH 3- HOLE PUNCHES Product Number: Bidder's Stock Number <u>CASOX9001P</u>	\$ <u>64.35</u> per carton		100 cartons	\$ <u>6,435</u>
				dollars and _____	cents
3	Same as above RECYCLED Product Number: Bidder's Stock Number <u>CASOX9001</u>	\$ <u>31.99</u> per carton		1,899 cartons	\$ <u>60,749.01</u>
				dollars and _____	cents
4	20 lb. White, 8 1/2" x 14" LEGAL Product Number: CASOX9004 Bidder's Stock Number _____	\$ <u>65.82</u> per carton		217 cartons	\$ <u>14,282.94</u>
				dollars and _____	cents
5	Same as above RECYCLED Product Number: CASOX9004 Bidder's Stock Number _____	\$ <u>65.82</u> per carton		70 cartons	\$ <u>4,607.40</u>
				dollars and _____	cents
6	20 lb. White, 11" x 17" (Carton- 2500 Sheets) LEDGER Product Number: ODFN196652 Bidder's Stock Number _____	\$ <u>64.78</u> per carton		184 cartons	\$ <u>11,919.52</u>
				dollars and _____	cents
7	Same as above RECYCLED Product Number: ODFN196652 Bidder's Stock Number _____	\$ <u>64.78</u> per carton		49 cartons	\$ <u>3,174.22</u>
				dollars and _____	cents
8	60 lb., 8 1/2" x 11" LIGHT CARDSTOCK Product Number: CASOX9001 Bidder's Stock Number _____	\$ <u>31.99</u> per carton		44 cartons	\$ <u>1,407.56</u>
				dollars and _____	cents

96 BRIGHTNESS

9 20 lb. White, 8 1/2" x 11" \$ 54.99 per carton 103 cartons \$ 5,663.97
 Product Number: HAM103267
 Bidder's Stock Number _____ dollars and _____ cents

10 24 lb. White, 8 1/2" x 14" \$ 67.44 per carton 14 cartons \$ 944.16
 Product Number: HAM103283
 Bidder's Stock Number _____ dollars and _____ cents

11 24 lb, White, 11" x 17" 16.05x10 (500 sheet) \$ _____ per carton 160.5 8 cartons \$ 1,284.00
 Product Number: HAM102848
 Bidder's Stock Number _____ dollars and _____ cents

98 BRIGHTNESS

12 20 lb. White, 8 1/2" x 11" \$ 70.15 per carton 162 cartons \$ 11,364.30
 Product Number: UNV95230
 Bidder's Stock Number _____ dollars and _____ cents

20 Lb. - Bond Paper

13 25% Cotton or Similar, 8 1/2" x 11" 20.86x10 (500 sheet) \$ _____ per carton 286 18 cartons \$ 5,148.00
 Product Number: PAC101058
 Bidder's Stock Number _____ dollars and _____ cents

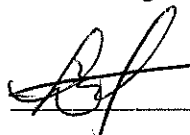
COLORED PAPER

14 20 lb.-One Color- 8 1/2" x 11" \$ 143.24 per carton 723 cartons \$ 103,562.52
 Product Number: NSN1500334
 Bidder's Stock Number _____ dollars and _____ cents

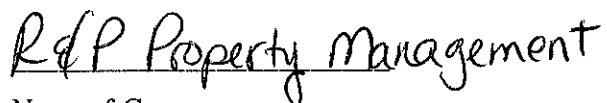
15 20 lb.- Assorted colors- 8 1/2" x 11" \$ 143.24 per carton 46 cartons \$ 6,589.04
 Product Number: NSN1500334
 Bidder's Stock Number _____ dollars and _____ cents

GRAND TOTAL \$ 659,463.62

Acknowledgement of Amendment(s) Received by number (if any): _____



 Signature of Authorized Agent



 Name of Company

APPENDIX C: AFFIDAVIT FOR NON-CORPORATE BIDDER

I, Lissette Rosell Owner

 Name Title
R&P Property Management
 of _____
 Name of Company

certify under the penalties of perjury that:

- I duly represent the bidder and have full authority to execute any and all documents for and in behalf of the bidder relative to its operation, and
- Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth (or the State of MA) relating to taxes, reporting of employees and contractors, and withholding and remitting child support and am fully eligible to enter into municipal contracts.
- If an out-of state company, a resident agent in the Commonwealth of Massachusetts must be appointed for service of process. The name and address of the company's resident agent is: _____

Witness my hand and seal this 14 day of April, 2021

Lissette Rosell

Agent of Bidder

Owner

Title

4/13/21

Date

55 West St, Chicopee MA 01013

Address of Bidder

413-277-3122

Telephone Number of Bidder

APPENDIX E: CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

R&P Property Management

Name of Company



Signature of Authorized Agent

Lissette Rosell

Printed Name and Title of Authorized Agent

4/13/21

Date

SERSG Paper IFB
R&P Property Management

DUNS: 117664109
CAGE: 8QJZ7

Date: 04/13/2021

Southeastern Regional Services
Group

Moira L. Rouse, Procurement Officer;

Subject: Paper IFB FY22-FY23

Thank you for allowing R&P Property Management LLC to prepare a supply service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with necessary information. Thank you again.

Before we start, we want to mention that all of our staff have experience to perform any contract awarded and to produce invoices and quarterly reports of the paper supplies delivered that correctly reflect the contract prices charged, the quantity delivered and the date of delivery.

We prepare and train with strong management and direction to ensure a successful start up. R&P Property Management is a Woman Owned Small Business and we specialize in providing professional service that meet the needs of their respective missions.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely;

Lissette Roselli
Owner
R&P Property Management LLC

SERSG Paper IFB
R&P Property Management

Quote:

Period of Performance: July 1, 2021 - June 30, 2022

Cost Element	Rate	Hours	Totals
Labor- FT-	\$35.00	1920	\$67,200
Labor -PT-	\$25.00	1300	\$32,500
Supplies Order			\$ 659,463.62
Labor Taxes, Overhead, 25%			\$49,500
General & Administrative 10%			\$9,970
Total			\$818,633.62

Paper FY22	\$818,633.62
Paper FY23	\$826,819.96
Total	\$1,645,453.58

RECEIVED
APR 20, 2021, REC'D
By *Serag*

BID ENCLOSED

"FY '22 PAPER BID"

DUE DATE: APRIL 20, 2021 10:00 AM

SUBMITTED BY: W.B. MASON CO., INC.

Southeastern Regional Services Group

6 Park Row
Mansfield, MA 02048
508-851-6441

APPENDIX A: BID QUOTE SHEET

	<u>TYPE OF PAPER</u>	<u>Bid Price</u>	<u>Unit</u>	<u>Total Quantity</u>	<u>Total Amount of Bid</u>
ref#	92 BRIGHTNESS				
1	20 lb. White, 8 1/2" x 11" LETTER Bidder's Stock Number <u>WBM 21200</u>	\$ <u>32.50</u> per carton		13,202 cartons	\$ <u>429,065.00</u>
		<u>THIRTY TWO</u>		dollars and <u>FIFTY</u>	cents
2	Same as above WITH 3- HOLE PUNCHES Bidder's Stock Number <u>WBM 28230</u>	\$ <u>33.75</u> per carton		100 cartons	\$ <u>3,375.00</u>
		<u>THIRTY THREE</u>		dollars and <u>SEVENTY FIVE</u>	cents
3	Same as above RECYCLED Bidder's Stock Number <u>WBM 20030</u>	\$ <u>33.75</u> per carton		1,899 cartons	\$ <u>64,091.25</u>
		<u>THIRTY THREE</u>		dollars and <u>SEVENTY FIVE</u>	cents
4	20 lb. White, 8 1/2" x 14" LEGAL Bidder's Stock Number <u>WBM 24200</u>	\$ <u>34.25</u> per carton		217 cartons	\$ <u>7,432.25</u>
		<u>THIRTY FOUR</u>		dollars and <u>TWENTY FIVE</u>	cents
5	Same as above RECYCLED Bidder's Stock Number <u>WBM 20314</u>	\$ <u>35.25</u> per carton		70 cartons	\$ <u>2,467.50</u>
		<u>THIRTY FIVE</u>		dollars and <u>TWENTY FIVE</u>	cents
6	20 lb. White, 11" x 17" (Carton- 2500 Sheets) LEDGER Bidder's Stock Number <u>WBM 28110</u>	\$ <u>33.50</u> per carton		184 cartons	\$ <u>6,164.00</u>
		<u>THIRTY THREE</u>		dollars and <u>FIFTY</u>	cents
7	Same as above RECYCLED Bidder's Stock Number <u>WBM 20317</u>	\$ <u>34.50</u> per carton		49 cartons	\$ <u>1,690.50</u>
		<u>THIRTY FOUR</u>		dollars and <u>FIFTY</u>	cents
8	60 lb., 8 1/2" x 11" LIGHT CARDSTOCK Bidder's Stock Number <u>HAM 103283</u>	\$ <u>48.80</u> per carton		44 cartons	\$ <u>2,147.20</u>
		<u>FORTY EIGHT</u>		dollars and <u>EIGHTY</u>	cents

WBM = FLAGSHIP BY W.B. MASON

HAM = HAMMERMILL BY INTERNATIONAL PAPER

96 BRIGHTNESS

9 20 lb. White, 8 1/2" x 11" \$ 37.30 per carton 103 cartons \$ 3,841.90

Bidder's Stock Number MYP 81200 THIRTY SEVEN dollars and THIRTY cents

10 24 lb. White, 8 1/2" x 14" \$ 49.80 per carton 14 cartons \$ 697.20

Bidder's Stock Number HMM 101279 FOURTY NINE dollars and EIGHTY cents

11 24 lb. White, 11" x 17" \$ 48.80 per carton 8 cartons \$ 390.40

Bidder's Stock Number HAM 102848 FOURTY EIGHT dollars and EIGHTY cents

98 BRIGHTNESS

12 20 lb. White, 8 1/2" x 11" \$ 37.80 per carton 162 cartons \$ 6,123.60

Bidder's Stock Number BLZ 41200 THIRTY SEVEN dollars and EIGHTY cents

20 Lb. - Bond Paper

13 25% Cotton or Similar, 8 1/2" x 11" \$ 58.30 per carton 18 cartons \$ 1,049.40

Bidder's Stock Number SDU 403C FIFTY EIGHT dollars and THIRTY cents

COLORED PAPER

14 20 lb.-One Color- 8 1/2" x 11" \$ 37.40 per carton 723 cartons \$ 27,040.20

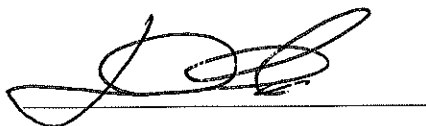
Bidder's Stock Number CAS MP220144 THIRTY SEVEN dollars and FOURTY cents

15 20 lb.- Assorted colors- 8 1/2" x 11" \$ 37.90 per carton 46 cartons \$ 1,743.40

Bidder's Stock Number CAS FW2001 THIRTY SEVEN dollars and NINETY cents

GRAND TOTAL \$ 557,318.80

Acknowledgement of Amendment(s) Received by number (if any): ADDENDUM ONE, ISSUED 4/7/2021



Signature of Authorized Agent

W.B. MASON Co., Inc

Name of Company

MYP = MY PAPER BY W.B. MASON
HMM = HAMMERMILL BY INTERNATIONAL PAPER
HAM = HAMMERMILL BY INTERNATIONAL PAPER
BLZ = BLIZZARD BY W.B. MASON
SDU = SOUTHWORTH

CAS = FIREWOOD BY
BOISE PAPERS

APPENDIX B: MUNICIPAL REFERENCES

Provide at least six municipal references for verification of bidder's past performance. References must include name and address of municipality, name, telephone number and email address of key contact person.

1. CITY OF BOSTON, MA ROOM 808 CITY HALL, BOSTON, MA 02201 KEVIN COYNE 617-635-4564
2. CITY OF WORCESTER, MA 455 MAIN ST., WORCESTER, MA 01608 CHRISTOPHER GALVASMO 508-799-1220
3. CITY OF QUINCY, MA 1305 HANCOCK ST, QUINCY, MA 02169 KATHRYN LOGAN 617-376-1060
4. CITY OF NEW HAVEN, CT 200 ORANGE ST, NEW HAVEN, CT 06510 MICHAEL FUMIATTI 203-946-8201
5. CITY OF WESTFIELD, MA CITY HALL, ROOM 101 WESTFIELD, MA 01085 TAMMY TEEFT 413-572-6254
6. CITY OF WARREN, CT 235 GRAND ST., WARREN, CT 06702 KEVIN MCCAFFERY 203-574-6747

APPENDIX D: AFFIDAVIT OF CLERK OF CORPORATE BIDDER

I, STEVEN GREENE, certify as follows:

1. I am the Clerk of W.B. MASON Co., INC
Print exact name of Corporation
which is duly organized and incorporated under the laws of Massachusetts
(or the State of _____ and is duly registered under
M.G.L. Chapter 156D section 15.03 to do business in the Commonwealth of Massachusetts).

2. That the names, residential addresses and titles of the officers of the above-named corporation are as follows:

<u>LEO J. MEEHAN III</u> President	<u>JOHN GREENE</u> Vice President
<u>354 JERUSALEM RD, COHASSET, MA 02025</u> Address	<u>86A BEACON ST., BOSTON, MA 02108</u> Address

<u>MARA ROCHE</u> Treasurer	_____ Resident Agent (if a foreign Corp.)
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<u>38 CYPRESS RD, PEMBROKE, MA 02359</u> Address	_____ Address
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3. That the above-named corporation was incorporated on SEPTEMBER 10, 1969.

4. The federal tax I.D. number of said corporation is 04-2455641.

5. Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the above-named corporation is in compliance with all laws of the Commonwealth (or the State of MASSACHUSETTS) relating to taxes, reporting of employees and contractors, and withholding and remitting child support and is in good standing with the Secretary of State of the Commonwealth of Massachusetts and is fully eligible to enter into municipal contracts.

6. DANIEL ORA, JR is authorized to sign contracts/agreements on

behalf of W.B. MASON Co., INC pursuant to a vote of the
Print Exact Name of Corporation

Board of Directors/Officers on SEPTEMBER 24, 2020
Date

Signed under the pains and penalties of perjury this 7TH day of APRIL, 2021.

[Signature]
Signature of Clerk

APPENDIX E: CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

W·B·MASON Co., Inc
Name of Company


Signature of Authorized Agent

DANIEL ONE, JR., SENIOR VICE PRESIDENT, MARKETING
Printed Name and Title of Authorized Agent

April 7, 2021
Date



Southeastern Regional Services Group

ADDENDUM ONE

PAPER IFB for 7/1/2021 – 6/30/2022

Issued 4/7/2021

This Addendum changes the bid opening date from Monday April 19 to **Tuesday April 20**. Bids must now be received by **10:00AM on Tuesday, April 20, 2021**. All other IFB information remains the same.

This Addendum must be acknowledged below and included with the bid.

Contact me with any questions. Moira Rouse, Regional Administrator

Addendum One Received & Acknowledged:

Signature

Date

April 8, 2021

DANIEL ORA, JR., Sr. VICE PRESIDENT, MARKETING

Requirements of the Bid

A complete bid will consist of all the following completed and **originally signed** documents and certifications:

- Appendix A (signed Bid Quotation Form)
- Appendix B (References)
- Appendix C or D as appropriate
- Appendix E (Non-Collusion certificate)
- Acknowledgement of any and all Addenda issued

Bid Opening

Sealed bids with the bidder's name and "FY22 Paper bid" will be received until **10:00 AM by the SERSG office clock on Monday, April 19, 2021** at the SERSG Office, 6 Park Row, Mansfield, MA 02048. Faxed bids will not be accepted. Bid documents with photocopied signatures will be rejected. Late bids will not be considered. Bids will be opened and read aloud on a video call in Zoom, Meeting ID 857 1431 6573 Passcode 784987. Join Zoom Meeting

<https://us02web.zoom.us/j/85714316573?pwd=LzFhcXNsey9SaXM3SGpLc2NCZHRudz09>

All interested parties may attend virtually. Bids will be scanned and available at www.sersg.org as soon as practicable after the opening, along with the bid opening recording.

Late bids will not be considered. Bids delivered to the wrong address or office will be considered late. The clock in the SERSG Office will be definitive.

Bidders may amend, modify or withdraw their bids if such amendment, modification or withdrawal is sent in a sealed envelope that contains the bidder's name and is marked "**Amendment, Modification or Withdrawal of SERSG Paper Supply Bid for FY22**", and is received at the SERSG Office by 10:00AM on April 19, 2021. No late amendments, modifications or withdrawals will be considered.

Awarding Authority

The Awarding Authority will be the Mayor, Select Board/Board of Selectmen, Town Manager, Town Administrator or Chief Procurement Officer of each city or town participating in this procurement. The SERSG Board of Directors representing the municipalities participating in this procurement will receive and evaluate bids to determine responsiveness of the bids, the responsibility of the bidder and the lowest price. The SERSG Directors will then recommend to the Awarding Authorities that a contract be awarded to the lowest responsible and responsive bidder. This procurement is governed by the provisions of Chapter 30B. The SERSG Directors reserve the right to waive any informality in a bid or reject any or all bids.

Determination of the Lowest Bid Price

The bidder offering the lowest grand total of prices for all the paper supplies listed on Appendix A (virgin and recycled paper) will be recommended for contract award. The