

# PROCUREMENT REVIEW PACKET

## Paper/Packaging Bid – RFP#3-202324

### *Independent Cost / Price Analysis (Prepared Prior to Solicitation)*

Category	Amount
Total Cases (2022-23 Usage)	135,766
Estimated Contract Value	\$5,266,757.00
Average Cost per Case	\$38.79

This independent estimate was developed prior to receipt of bids or proposals based on historical 2022-23 usage and expenditure data, in accordance with 2 CFR 200.324.

***Supporting Documentation Included in This Packet:***

- PSJPC Board Action (9-14-2023)
- Affidavit of Publication – Paper Bid RFP#3-202324 (December 2023)
- List of Bidders
- Packaging Bid RFP#3 202324
- Submission – Imperial Dade Backup Documentation
- Contractual Agreement – Imperial Dade: January 2024 to July 31, 2024
- Contract Renewal – Imperial Dade: August 1, 2024 to July 31, 2025
- Contract Renewal – Imperial Dade: August 1, 2025 to July 31, 2026
- Contract Renewal – Imperial Dade: August 1, 2026 to July 31, 2027
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STATE OF WASHINGTON -- KING COUNTY

--SS.

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422957

No. BID 3-302324

PUGET SOUND JOINT PURCHASING

**Affidavit of Publication**

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12<sup>th</sup> day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

BCSB:PAPER-DISPOSABLE

was published on

12/06/23 12/13/23

The amount of the fee charged for the foregoing publication is the sum of \$192.00.



*Denise K. Mc...*

Subscribed and sworn to before me on

12/13/2023

*[Signature]*

Notary public for the State of Washington,  
residing in Seattle

Affidavit of Publication

# State of Washington, King County

## **Puget Sound Joint Purchasing Cooperative Paper-Disposable Products and Delivery Bid Date: January 5**

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### **Puget Sound Joint Purchasing Cooperative Paper-Disposable Products and Delivery Bid # 3-202324 REQUEST FOR PROPOSAL**

Sealed Bids are being solicited by the Puget Sound Joint Purchasing Cooperative for

**Paper-Disposable Products and Delivery: Bid #3-202324** at 2661 N Pearl Street, #139, Tacoma, Washington 98407. Due date is Friday, January 5, 2024 at 3:00 PM PST. Bids must be returned via email to [mark.campbell@pugetsoundcoop.org](mailto:mark.campbell@pugetsoundcoop.org).

Interested parties are invited to contact Mark Campbell at [mark.campbell@pugetsoundcoop.org](mailto:mark.campbell@pugetsoundcoop.org) or 425-780-8085 for proposal form packet and detailed specifications. Register online at [www.pugetsoundcoop.org](http://www.pugetsoundcoop.org). All documents are posted online. The Puget Sound Joint Purchasing Cooperative reserves the right to reject any or all proposals, and to waive any informalities or irregularities in any proposal or in the proposing.

Dates of publication in the Seattle Daily Journal of Commerce, December 6 and 13, 2023.

12/13(422957)



# DAILY JOURNAL OF COMMERCE

83 Columbia St, Suite 200, Seattle, WA 98104  
206-622-8272 FAX 206-622-8416

Federal I.D. #91-0193790

## ADVERTISING INVOICE

INVOICE #	ADVERTISER/CLIENT NAME	
3394851	PUGET SOUND JOINT PURCHASING	
TOTAL AMOUNT DUE	BILLING DATE	TERMS OF PAYMENT
192.00	12/13/23	Net 30

BILLED ACCOUNT NAME AND ADDRESS  PUGET SOUND JOINT PURCHASING 2661 N PEARL ST #139 TACOMA WA 98407	PAGE#	BILLING PERIOD
	1	12/13/23 - 12/13/23
	BILLED ACCOUNT NUMBER	
	64561	
NOTES		

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	AD#	DESCRIPTION-OTHER COMMENTS/CHARGES	SAU SIZE BILLED UNITS	TIMES RUN RATE	GROSS AMOUNT	NET AMOUNT
12/06	422957 12/06	BCSB:PAPER-DISPOSABLE BID 3-302324 MARK CAMPBELL	1x40L 40L	1 2.40		96.00
12/13	422957 12/13	BCSB:PAPER-DISPOSABLE BID 3-302324 MARK CAMPBELL	1x40L 40L	1 2.40		96.00

Daily Journal of Commerce

INVOICE NUMBER	BILLED ACCOUNT NUMBER	ADVERTISER/CLIENT NAME	TOTAL AMOUNT DUE
3394851	64561	PUGET SOUND JOINT PURCHASING	192.00

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE (GCR) AND FOIL HOLOGRAM.

**PUGET SOUND JOINT PURCHASING COOP**

2661 N PEARL ST #139  
TACOMA, WA 98407

1065

88-7107/3233  
179

DATE 12-27-2023

CHECK NUMBER

PAY TO THE ORDER OF

Daily Journal of Commerce

\$ 192.00

One Hundred Ninety Two and 00/100

DOLLARS



BANNER BANK 1-800-272-0033  
www.bannerbank.com



FOR

3394851 - paper bid

Mark C Bell

⑈001065⑈ ⑆323371076⑆ 17906004818⑈

Details on Back  
Security Features included

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
425-760-6085

Date: December 13, 2023  
To: File  
FR: Mark Campbell  
RE: Paper-Disposable Bid – Bidders List

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## **US Food Service**

% Pam Olsen  
[pam.olsen@usfoods.com](mailto:pam.olsen@usfoods.com)

## **Kelly-Spicers**

Benjamin Sandoval  
800.675.3559  
971.219.2718  
[benjamin.sandoval@kellyspicers.com](mailto:benjamin.sandoval@kellyspicers.com)

## **Harbor Wholesale**

360.754.4484  
425.251.1376  
[info@harborwholesale.com](mailto:info@harborwholesale.com)

## **West Coast Paper**

23200 – 64<sup>th</sup> Ave S  
Kent, WA 98032  
  
253.850.1900

## **Sysco – Pacific Northwest**

Tim Tauscheck | Contracts and Bids Manager  
Sysco - Pacific Northwest  
C 206-914-5244  
O 206-437-6676  
[Timothy.Tauscheck@sysco.com](mailto:Timothy.Tauscheck@sysco.com)

## **Wallace Packaging**

% Monica Urquidez  
820 E 47<sup>th</sup> St  
Tucson, AZ 98713  
520.322.0213  
[bids@wallacepack.com](mailto:bids@wallacepack.com)

## **Veritiv**

% Bashar Tappouni,  
9111 NE Columbia Blvd.  
Portland, OR 97220  
503.997.35825  
[BASHAR.Tappouni@veritivcorp.com](mailto:BASHAR.Tappouni@veritivcorp.com)

## **Liberty Paper**

% Kristin Perez  
5025 Hampton Street  
Los Angeles, CA 90085  
323.97.4562  
[kristen@libertypp.com](mailto:kristen@libertypp.com)

## **Education Intelligence Inc.**

%JP Das, Procurement Services Manager  
P.O. Box 773  
White House, TN 37188  
615.972.1856  
[jpdas@ei-usa.com](mailto:jpdas@ei-usa.com)

## **P&R Paper Supply Company (Imperial Dade)**

%Cory  
909.794.1108  
[Michael.avala@imperialdade.com](mailto:Michael.avala@imperialdade.com)  
909.389.1831

# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

September 14, 2023

1:30 PM Zoom Meeting

## Agenda Items

### 1. Old Business:

#### a. July 25<sup>th</sup>, 2023 Meeting Minutes

- i. Motion from Nichol Haw to a
- ii. Second: Patricia Barret
- iii. 4 years / 0 nays – Motion pa

#### • Update on Beef and Cheese Bids

- Bids have been sent out via requested them.
  - 66 vendors have been documents.
- Concern that without the ab be a perception that is not o
- Public Notice said that the Bids would be posted to the website.
  - Action Item: Mark will post to the Journal of Commerce that the website is not working and provide contact info. This must be done ASAP to ensure free and open competition.
- USDA Foods values will be updated in November.
- Bidders have asked how many servings they need to have available for tasting.
  - At least 45 servings must be available.

Board  
act: M  
paper bid

### 2. New Business:

- Produce Bid: Board Action to call for bids (February 2024)
  - Hannah makes a motion to open a produce bid for the 24/25 SY with the option to renew for 4 years.
    - Nichol Haw Second
    - 4 years / 0 nays – Motion Passed
- Paper/Disposable Bid: Board Action to call for Bids (January 2024)
  - Delene makes a motion to open a paper bid for the remainder of the 23/24 with the option to renew for 4 years.
    - Nichol haw Second
    - 4 years / 0 nays – Motion Passed

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

- October 18<sup>th</sup> – Commodity Storage Survey – US Food: Fife
  - Denise and Mark will conduct survey.
- October 19<sup>th</sup> – Commodity Storage Survey – US Food: Everett
  - Denise and Mark will conduct storage survey.
- October ?? – Commodity Storage Survey – US Food: Spokane
  - Mark will contact Kim Elkins at Mead SD.

## 3. Finance:

- August 2023 Financial Results
  - Board reviewed the budget for this year.
  - Procedural reminder: When a budget line item is going to exceed the budgeted amount board action must be taken to approve or deny the expenditure.
- Accounts Receivable Update
- 2023-24 Member Fee Invoicing

## 4. Calendar – dates of note:

- September 21, 2023 PSJPC Board & US Food Service – 1:30PM
- October 18<sup>th</sup> - PSJPC Board Meeting – 7:30 AM
- October 18<sup>th</sup> – PSJPC Board/Member meeting – 9:00 AM
- October 18<sup>th</sup> – PSJPC Taste Test – 1:30 PM
  - Some vendors have expressed some concern that they will not be able to attend due to conflicting food shows.
  - Taste testing is to determine if the product is or is not acceptable to our members.
  - Action Item: Mark will reach out to those vendors to see if they can provide samples and work with US Foods chef to support in having samples prepared and available. Vendors should provide product information, nutritional's, and POS sheets. No current bid items are to be included in the samples.
- October 18<sup>th</sup> – Commodity Storage Survey – US Food: Fife
- October 19<sup>th</sup> – Commodity Storage Survey – US Food: Everett
- October ?? – Commodity Storage Survey – US Food: Spokane
- October 26<sup>th</sup> – USDA Taste Test Planning – 2:00PM
- November 9<sup>th</sup> – PSJPC Board 1:30 PM PST
- November 16<sup>th</sup> – PSJPC Board/US Food Service – 1:30PM
- December 14<sup>th</sup> – PSJPC Board Meeting – for Bid Review
- January 29<sup>th</sup> – USDA Taste Testing – University Place
- February 2<sup>nd</sup> – USDA Taste Testing – Spokane (Rogers HS)

# ***PUGET SOUND JOINT PURCHASING COOPERATIVE***

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

## 5. Other business

- a. Website – The website requires an update for us to continue using the current vendor. The board will discuss will conduct research and evaluate what is needed from a website for members and vendors.

## 6. PSJPC Taste Testing Training Topics

- a. Leadership Track
- b. Milk Discussion Roundtable
- c. Produce
- d. Farm to School
- e. Routing / Buyers to explain their process (Panel Discussion)

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
425-760-6085

Date: September 2023  
To: PSJPC Board of Directors  
FR: Mark Campbell, Executive Director  
RE: Paper/Packaging Bid info

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Information concerning the paper/packaging purchases for the 2022-23 school year. The following information has been summarized from the US Food Service usage report for the 2022-23 school year.

Category	Count
Cases	135,766
Dollar Value	\$5,266,757

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

Board Meeting Minutes  
PSJPC Board Meeting  
In Person @ US Food Fife  
10/18/2023

**Attendees: Hannah Phillips, Delene Andrews, Mark Campbell, Patricia Barret, Nichol Haw, Denise Greer**

## Agenda Items:

### 1. Website

- a. Suggestion – use a free google site and a google drive.
  - i. 6 users @ \$18.00/month for Business Plus
  - ii. Ability to use a google form for contact info.
- b. **Motion to discontinue the contract with Effelle (current website company) and not move forward with website upgrades as proposed – Hannah Phillips**
  - i. 2<sup>nd</sup> – Delene Andrews
  - ii. 4 yes / 0 no
  - iii. **MOTION PASSED**
- c. **Motion to try GOOGLE website platform as our new website.—Hannah Phillips**
  - i. 2<sup>nd</sup> – Nichol Haw
  - ii. 4 yes / 0 no
  - iii. **MOTION PASSED**

### 2. Document Storage (Dropbox)

- a. **Motion to test transferring document storage from Drop box to GOOGLE drive for Board Docs and Membership Docs, Vendor Docs. – Hannah Phillips**
  - i. 2<sup>nd</sup> – Nichol Haw
  - ii. 4 yes / 0 no
  - iii. **MOTION PASSED**
- b. Document Storage Needs – Action Item: Set up shared drives in GOOGLE for Board Access
  - i. Vendor drive
  - ii. Member drive
  - iii. Board drive

### 3. Financial Report

- a. September financials were emailed.
  - i. Liability Insurance needs to be renewed by December 30
  - ii. Rebates – Data backup will be provided, and rebates will continue to be distributed on a quarterly basis.

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

October 18, 2023

8:00 AM - US Food Service - Fife

## **Agenda Items**

### 1. Old Business:

- Update on Beef and Cheese Bids

### 2. New Business:

- Produce Bid: Board Action to call for bids (February 2024)
- Paper/Disposable Bid: Board Action to call for Bids (January 2024)
- October 18<sup>th</sup> – Commodity Storage Survey – US Food: Fife
- October 19<sup>th</sup> – Commodity Storage Survey – US Food: Everett
- October ?? – Commodity Storage Survey – US Food: Spokane

### 3. Finance:

- September 2023 Financial Results
- Accounts Receivable Update
- 2023-24 Member Fee Invoicing
- Liability Insurance Renewal
- PSJPC Rebates – credits to members

### 4. Calendar – dates of note:

- October 18<sup>th</sup> – Commodity Storage Survey – US Food: Fife
- October 19<sup>th</sup> – Commodity Storage Survey – US Food: Everett
- October ?? – Commodity Storage Survey – US Food: Spokane
- October 26<sup>th</sup> – USDA Taste Test Planning – 2:00PM
- November 9<sup>th</sup> – PSJPC Board 1:30 PM PST
- November 16<sup>th</sup> – PSJPC Board/US Food Service – 1:30PM
- December 14<sup>th</sup> – PSJPC Board Meeting – for Bid Review
- 

### 5. Other business

**PUGET SOUND JOINT PURCHASING ASSOCIATION**  
(DBA PUGET SOUND JOINT PURCHASING COOPERATIVE - PSJPC)

**REQUEST FOR PROPOSALS (RFP)**

**RFP NO. 3-202223**

**PROJECT TITLE: Proposals for Paper-Disposable Products and Delivery**

**RFP's ACCEPTED UNTIL:** 3:00 p.m., Pacific Daylight Time (PDT) on Wednesday July 12, 2023

**ESTIMATED CONTRACT PERIOD:** August 15, 2023 – July 31, 2024. Amendments extending the period of performance, if any, shall be at the sole discretion of PSJPC.

**VENDOR ELIGIBILITY:** This solicitation is open to those Vendors that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

**SUBMIT PROPOSAL TO:** [mark.campbell@pugetsoundcoop.org](mailto:mark.campbell@pugetsoundcoop.org)

**Proposals MUST be Delivered via Email**  
[mark.campbell@pugetsoundcoop.org](mailto:mark.campbell@pugetsoundcoop.org)

**FAXED PROPOSALS WILL NOT BE ACCEPTED**

All communications concerning this RFP must be directed only to the RFP Coordinator via email. Any other communication will be considered unofficial and non-binding on PSJPC. Vendors are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Vendor.

This RFP is available at the Puget Sound Joint Purchasing Cooperative (PSJPC) website located at [www.pugetsoundcoop.org](http://www.pugetsoundcoop.org). All RFP amendments or Vendor questions and PSJPC answers will be posted to this site under "Resources" tab. All interested Vendors should notify our RFP coordinator that you would like to be included in our email list.

PSJPC, and its contractors and subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964, and Executive Order 11375. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).

Proposals for Paper-Disposables Products and  
Delivery

RFP TABLE OF CONTENTS

<b>Section A. INTRODUCTION</b> .....	<b>1</b>
Definitions.....	1
Purpose of Request For Proposals.....	2
Background.....	2
Objective and Scope Of Work.....	3
Vendor Qualifications.....	3
Period of Performance.....	3
Funding.....	3
School Delivery Locations.....	3
Specifications.....	4
Packaging.....	4
Ordering & Delivery.....	4
Invoices.....	4
Credit Memos.....	4
Payment Terms.....	5
Taxes.....	5
Food Safety/Regulations.....	5
Product Recalls.....	5
Americans With Disabilities Act.....	5
Buy American.....	5
Federal Restrictions on Lobbying.....	5
Debarment and Suspension.....	6
<b>Section B. GENERAL INFORMATION FOR VENDORS</b> .....	<b>7</b>
RFP Coordinator.....	7
Estimated Schedule of Procurement Activities.....	7
Proposer Communication Responsibilities.....	8
Complaint Procedure.....	8
Submission of Proposals.....	9
Withdrawal/Modification.....	9
Proprietary Information/Public Disclosure.....	9
Addendums and Amendments to the RFP.....	10
Small Business, Minority & Women's Business Enterprises (MWBE), And Veteran- Owned Business Participation.....	10
Acceptance Period.....	11
Responsiveness.....	11
Most Favorable Terms.....	11
Contract and General Terms & Conditions.....	12
Costs to Propose.....	12
No Obligation to Contract.....	12
Rejection of Proposals.....	12
Estimated Usage.....	12
Insurance Coverage.....	13

**Proposals for Paper-Disposables Products and  
Delivery**

<b>Section C. PROPOSAL CONTENTS</b> .....	<b>14</b>
Letter of Submittal .....	14
Vendor Profile/References.....	14
Cost Proposal.....	15
<b>Section D. EVALUATION AND CONTRACT AWARD</b> .....	<b>18</b>
Evaluation Procedure .....	18
Award Criteria .....	18
Evaluation Process and Scoring.....	18
Notification to Vendors.....	21
Debriefing of Unsuccessful Vendors.....	21
Protest Procedure .....	21
<b>Section E. RFP EXHIBITS</b> .....	<b>23</b>
Exhibits A: Certifications and Assurances, Buy American, Lobbying and Debarment Forms...24	
Exhibit B: Sample Contract.....	30
Exhibit C: General Terms and Conditions.....	33
Exhibit D: Vendor Profile and References.....	44
Exhibit E: Contractor Intake Form.....	47
Exhibit F: Proposal Checklist.....	49

**Separate Attachments**

- Appendix A: Protest Procedure
- Appendix B: Bidder's Authorized Offer (Bid Signature Page)
- Appendix C: Bidder Profile
- Appendix D: Price Worksheet
- Appendix E: School Delivery Locations

**Proposals for Paper-Disposables Products and Delivery  
RFP #3-202223**

**Section A. INTRODUCTION**

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**1. DEFINITIONS**

Definitions for the purposes of this RFP include:

**Agency or PSJPC** – The Puget Sound Joint Purchasing Cooperative and the entirety issuing this RFP.

**Amendment** – A unilateral change to the Solicitation that is issued by PSJPC at its sole discretion and posted to [www.pugetsoundcoop.org](http://www.pugetsoundcoop.org).

**Apparent Successful Vendor (ASV)** – A Vendor submitting a response to this Solicitation that is evaluated and is identified and announced by PSJPC as providing the best value to the Agency. Upon execution of a Contract, the ASV is referred to as the successful Vendor or the Contractor.

**Bid** – An offer, proposal, or quote for goods or services submitted in response to this RFP.

**Bidder** – Individual organization, public or private agency submitting a proposal in order to attain a contract with PSJPC. For purposes of this Solicitation, the terms Bidder, Vendor, and Vendor are interchangeable.

**Competitive Solicitation** – A documented formal process providing an equal and open opportunity to Vendors or Vendors culminating in a selection based on predetermined criteria.

**Complaint** – A process that may be followed by a Vendor prior to the deadline for proposal submission to alert PSJPC of certain types of asserted deficiencies in the Solicitation.

**Vendor** – Individual organization, public or private agency submitting a proposal in order to attain a contract with PSJPC. For purposes of this Solicitation, the terms Bidder, Vendor, and Vendor are interchangeable.

**Contractor** – Individual or company whose proposal has been accepted by PSJPC and is awarded a fully executed, written contract.

**Debriefing** – A short meeting an unsuccessful Vendor may request with the RFP Coordinator following the announcement of the Apparent Successful Vendor for the purpose of receiving information regarding the review and evaluation of that Vendor's Response.

**OSPI** – The Washington State Office of Superintendent of Public Instruction.

**Proposal** – A formal offer submitted in response to this RFP.

**Proposals for Paper-Disposables Products and Delivery**  
**RFP #3-202223**

**Proprietary Information** – Information such as patents, technological information or other related information that the Vendor or Vendor does not want released or shared with the public.

**Protest** – A process that may be followed by a Vendor after the announcement of the Apparent Successful Vendor to alert PSJPC to certain types of alleged errors in the evaluation of the Solicitation.

**Request for Proposals (RFP)** – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the Vendor community to suggest various approaches to meet the need at a given price.

**RCW** – The Revised Code of Washington.

**Responsible Vendor** – An individual, organization, public or private agency, or other entity that has demonstrated the capability to meet all the requirements of the Solicitation and meets the elements of responsibility. (See RCW 39.26.160 (2))

**Responsive Vendor** – An individual, organization, public or private agency, or other entity who has submitted a Proposal that fully conforms in all material respects to the Solicitation and all its requirements, in both form and substance.

**RFP Coordinator** – An individual or designee who is employed by PSJPC and who is responsible for conducting this Solicitation.

**Solicitation** – A formal process providing an equal and open opportunity for Vendors culminating in a selection based upon predetermined criteria.

**Subcontractor** – An individual or other entity contracted by a Vendor to perform part of the services or to provide goods under the Contract resulting from this Solicitation. Subcontractors, if allowed, are subject to the advance approval of PSJPC.

**Vendor** – Individual organization, public or private agency submitting a proposal in order to attain a contract with PSJPC. For purposes of this Solicitation, the terms Bidder, Vendor, and Vendor are interchangeable.

## **2. PURPOSE OF REQUEST FOR PROPOSALS**

The Puget Sound Joint Purchasing Cooperative (PSJPC) is initiating this Request for Proposals (RFP) to solicit proposals to establish an additional source for our members to procure paper-disposable product. Our members may purchase paper-disposable products through our awarded food distribution vendor (US Foods) or through state, cooperatives, or district contracts.

## **3. BACKGROUND**

This is a bid solicitation to supply paper-disposable products to be used in Child Nutrition programs. The contract purchasers will be with member districts of the PSJPC. PSJPC has over 130-member school districts and serves over 66,000,000 meals per school year. PSJPC member districts account for approximately 60% of the participation (ADP) in the State of Washington.

**Proposals for Paper-Disposables Products and Delivery**  
**RFP #3-202223**

**4. OBJECTIVE AND SCOPE OF WORK**

The intent of this RFP is to procure the service and delivery of paper-disposable products to multiple school districts that are members within the PSJPC. Fulfillment of orders with quantities requested, time and manner of delivery are essential factors in proper performance.

PSJPC reserves the right to modify this Contract by mutual agreement between PSJPC and the Contractor, so long as such modification is not more than 10% of the estimated Contract value. The awards will be based on the market basket items listed in the Paper Disposable Price Sheet (see Appendix D).

**5. VENDOR QUALIFICATIONS**

All vendors must demonstrate the ability to provide the necessary paper-disposable products and services required under the contract. Vendor must have an established business with K-12 schools or new vendors will be reviewed by the PSJPC Board for approval.

PSJPC reserves the right to reject proposals submitted by any source other than the above mentioned.

**6. PERIOD OF PERFORMANCE**

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on August 16, 2023 and end on July 31, 2024. The option to extend any contract resulting from this procurement shall be at the sole discretion of PSJPC.

As such, PSJPC reserves the right to amend to extend the contract for four (4) additional contract years through 2024-2025, 2025-2026, 2026-2027, 2027-2028, unless an emergency exists and/or special circumstances require a partial term extension. Decision to amend shall be based on sustained satisfactory performance, successful completion of project objectives, and availability of funding as decided by the PSJPC's designee.

Successful Vendors shall be required to attend the Annual WSNA food show and PSJPC meetings as requested. Additional services that are appropriate to the scope of this RFP, as determined by PSJPC, may be added to the resulting contract by a written amendment mutually agreed to and executed by both parties.

**7. FUNDING**

PSJPC has estimated that the total contract value of this RFP is approximately two million (\$2,000,000) dollars. Products will be ordered directly by member districts.

**8. SCHOOL DELIVERY LOCATIONS**

See Appendix F for a list of current PSJPC member districts and corresponding delivery locations for weekly paper-disposable product deliveries. Each member district has their geographic location indicated next to their name (Eastern or Western Washington). Vendors can provide a tiered pricing system for geographic pricing. Additionally, other member districts who are not currently listed in Appendix F may

**Proposals for Paper-Disposables Products and Delivery**  
**RFP #3-202223**

participate in the future, based upon mutual agreement by both parties.

**9. SPECIFICATIONS**

See Appendix D for guidelines on Specifications. Should any additional federal or governing agency regulations be imposed affecting paper-disposable products, PSJPC and Vender retains the option to mutually agree to amend specifications to meet the additional requirements.

**10. PACKAGING**

Each case of paper-disposable products must be sealed and free from damage at time of delivery.

**11. ORDERING AND DELIVERY**

If available, each District or school location will endeavor to place orders directly to the vendor through a commercial online ordering system provided at no cost from the awarded vendor. The vendor shall provide the customer the information, training, and customer service/repair necessary to perform ordering. Ordering and lead time procedures will be mutually agreed upon between vendor and district. Lead time or advance orders should not exceed 14 calendar days.

It is anticipated that deliveries shall be made weekly unless the Nutrition Services Department for the applicable District approves other arrangements. All paper-disposable products will be delivered between 6:00 AM a.m. and 3:00PM or at a time mutually agreed upon between the Nutrition Services Departments and the successful vendor. No deliveries will be made during the lunch service period.

On the first day of school following summer vacation, winter break, or any vacation period of a five-day duration, products must be delivered to all school buildings by 12:00 Noon, before the first lunch period. Thereafter, if arrangements are made in advance, deliveries can be made to the designated schools between 12 noon and 3:00PM, in lieu of morning delivery, for use the following day.

The successful proposer must give two weeks advance written notice to Nutrition Services, listing each school building that will receive regular afternoon delivery between 12:00 noon and 2:30 p.m. This list shall be subject to approval by the Nutrition Services Department, but every effort shall be made to accommodate the complete listing unless there is unavoidable conflict in a school building. All other deliveries must be made at a mutually agreed upon time, between 5:30 a.m. and 10:30 a.m. Because of limited storage facilities, delivery schedule must be consistent to assure that products are available for each serving period as requested.

**12. INVOICES**

Invoices shall be submitted in duplicate to the District and shall contain the following information: item number, item description, quantity, unit price, extended totals, and applicable discounts for items delivered. Failure to enter the above information on the invoice may cause delay in payment.

**13. CREDIT MEMOS**

The Vendor's delivery driver shall provide each location with a credit at the time of delivery for all merchandise short on delivery, or damaged or spoiled product necessitating a return or reorder. A copy of this credit, priced

**Proposals for Paper-Disposables Products and Delivery**  
**RFP #3-202223**

and extended, shall be mailed with the corresponding invoice to the District's Nutrition Services Department or the District's Business Office.

**14. PAYMENT TERMS**

Member districts requesting paper-disposable products, will issue a purchase order for payment. Direct shipments should be the vendors most favorable terms and FOB destination. Member districts will not pay shipping and handling charges, nor shall they pay for any fuel surcharges. Payment terms shall not be less than 30 days net unless prompt payment discount is offered and accepted. Proposals shall include Vendor's most favorable and competitive cost estimate.

**15. TAXES**

Bids are not to include sales tax. The district is NOT exempt from sales tax.

**16. FOOD SAFETY/REGULATIONS**

Proposer shall operate in accordance with all applicable laws, ordinances, regulations, and rules of federal, state and local authorities. Proposer must be in compliance with all USDA HACCP laws. District officials may inspect Vendor's facilities for the above compliances.

**17. PRODUCT RECALLS**

If a product recall is instituted on an item that has been furnished and delivered to school site locations, the Vendor must immediately notify the Nutrition Services Department along with the PSJPC Executive Director with all pertinent information regarding the recall.

**18. AMERICANS WITH DISABILITIES ACT**

PSJPC complies with the Americans with Disabilities Act (ADA). Vendors may contact the RFP Coordinator to receive this RFP in an alternative format.

**19. BUY AMERICAN**

Proposer will comply with the Buy American Provision, which dictates that Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially using agricultural commodities that are produced in the US. Substantially means that over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically. (7CFR 250.23 (a)(b), 250.17 (e)), (7CFR 210.21 (d)).

**20. FEDERAL RESTRICTIONS ON LOBBYING**

The Proposer must certify by signing and submitting the Proposer's Authorized Offer page of this RFP with submission of its Proposal, that under the requirements of Lobbying Disclosure Act, 2 U.S.C., Section 1601 et seq., (2CFR 200.326 (i)), no Federal appropriated funds have been paid or will be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an

**Proposals for Paper-Disposables Products and Delivery**  
**RFP #3-202223**

employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

**21. DEBARMENT AND SUSPENSION**

The Proposer certifies, by submission of this Proposal, that neither it nor its "principals" (as defined in 49CFR 29.105 (p), 2CFR 200.326 (h), and RCW 39.26.200 is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Agency or State of Washington agency.

**Proposals for Paper-Disposables Products and Delivery  
RFP #3-202223**

**Section B. GENERAL INFORMATION FOR VENDORS**

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**1. RFP COORDINATOR**

The RFP Coordinator is the sole point of contact in PSJPC for this procurement. All communication between the Vendor and PSJPC upon receipt of this RFP shall be with the RFP Coordinator, as follows:

<b>Name:</b>	Mark Campbell, Executive Director
<b>Address:</b>	2661 N Pearl Street, #139 Tacoma, WA 98407
<b>Email Address:</b>	<a href="mailto:mark.campbell@pugetsoundcoop.org">mark.campbell@pugetsoundcoop.org</a>

All communications concerning this RFP must be directed only to the RFP Coordinator via email. Any other communication will be considered unofficial and non-binding on PSJPC. Contractors/Vendors are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the vendor.

**2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES \***

Item	Action	Date
1.	PSJPC issues RFP	06/14/2023
2.	Question and Answer period	06/14/2023 to 6/26/2023
3.	PSJPC posts final Question and Answer Addendum or Amendment (if necessary)	06/26/2023
4.	Complaints due	06/28/2023
5.	Proposals due by 3 p.m. Pacific Daylight Time (PDT)	07/12/2023
6.	PSJPC conducts evaluation of written proposals	07/21/2023
7.	If Required - PSJPC product test – samples from vendors to be sent to PSJPC site as directed by PSJPC Board or RFP Coordinator.	07/28/2023
8.	PSJPC announces "Apparent Successful Vendor(s)" and sends notification to unsuccessful Vendor(s)	07/28/2023
9.	PSJPC conducts debriefing conferences (if requested)	08/02/2023
10.	Contract negotiation begins	08/02/2023
11.	**Goal is to execute contract by August 15, 2023** Anticipated contract start date	08/16/2023

- PSJPC reserves the right to revise the above schedule.

**Proposals for Paper-Disposables Products and Delivery**  
**RFP #3-202223**

**3. PROPOSER COMMUNICATION RESPONSIBILITIES**

Proposers will be responsible for communicating to the RFP Coordinator any issues, questions, additions or omissions concerning the solicitation during the question-and-answer period. Where requirements appear to prohibit or restrict vendor's participation, an explanation of the issue with suggested alternative language should be submitted via email to the RFP Coordinator by the deadline for Proposer Questions, Comments, and Complaints, consistent with Section B2, "Estimated Schedule of Procurement Activities". The solicitation process may continue. If changes result, written amendments will be made by the RFP Coordinator and provided by posting them on [www.pugetsoundcoop.org](http://www.pugetsoundcoop.org) as indicated above.

**4. COMPLAINT PROCEDURE**

The complaint process is available to Vendors interested in this RFP. The complaint process allows Vendors to focus on the Solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow PSJPC to correct a problem before proposals are submitted and time expended on evaluations.

A Vendor may submit a complaint based on any of the following:

- The Solicitation unnecessarily restricts competition;
- The Solicitation evaluation or scoring process is unfair or flawed; or
- The Solicitation requirements are inadequate or insufficient to prepare a proposal.

Vendors may submit complaints up to five (5) business days prior to the Proposal due date noted in the Estimated Schedule of Procurement Activities. However, Vendors are encouraged to submit complaints as soon as possible so PSJPC can rectify the issue(s) early in the process. Complaints must be submitted to the RFP Coordinator. In order to be considered a valid complaint, the complaint must meet the following requirements:

- Must be in writing.
- Should clearly articulate the basis for the complaint.
- Should include a proposed remedy.
- Submitted via email to the RFP Coordinator

Complaints not received by the deadline indicated in the Estimated Schedule of Procurement Activities, will not be reviewed by PSJPC. Vendors who fail to raise a complaint at this stage may waive its right for later consideration.

The RFP Coordinator and PSJPC Executive Board will review valid complaints and respond to the petitioner in writing. PSJPC will consider all complaints but is not required to adopt a complaint, in part or in full. PSJPC's response to the complaint is final and not subject to appeal. The response, and any changes to the RFP, will be posted at [www.pugetsoundcoop.org](http://www.pugetsoundcoop.org), prior to the proposal due date. Any complaint addressed during the complaint process cannot be raised during the protest process.

**Proposals for Paper-Disposables Products and Delivery**  
**RFP #3-202223**

**5. SUBMISSION OF PROPOSALS**

Vendors shall submit proposals as an attachment to an email addressed to the RFP Coordinator, **mark.campbell@pugetsoundcoop.org**, as indicated in Section B1 (type RFP #3-202223 in the email subject line.) Attachments to the email shall be a Microsoft Word or Portable Document Format (PDF) document. Zipped files may be received by PSJPC and can be used for submission of proposals. PSJPC does not assume responsibility for any problems with the electronic delivery of materials. **Proposals must be received by the RFP Coordinator by 3:00 p.m. (PDT) on Wednesday, July 12, 2023**

Proposals not received by the deadline will not be reviewed. Late proposals will not be accepted and will be automatically disqualified from further consideration. Proposals must respond to the procurement requirements. Referring to material presented elsewhere is not considered a response. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of PSJPC and will not be returned.

**6. WITHDRAWAL/MODIFICATION**

Vendors are liable for all errors or omissions contained in their Responses. The Vendor may modify or withdraw his/her Proposal at any time prior to the due date and time set for Proposal opening by providing a written request to the RFP Coordinator from an authorized representative of the Vendor.

After Proposal opening: No Proposal shall be altered or amended. PSJPC may allow a Proposal to be withdrawn if the Vendor demonstrates that the prices were miscalculated. A low Proposer, who claims error and fails to enter into a contract with the PSJPC, may not submit a response to a subsequent RFP reissued by PSJPC for processing of the same USDA commodity.

PSJPC reserves the right to contact Proposer for clarification of Response contents.

**7. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

Your entire response to this RFP is a public record and will be disclosed consistent with the Public Records Act, 42.56 RCW.

**A. CONFIDENTIAL DOCUMENTS**

- For the purposes of this RFP, do not include confidential or proprietary information unless specifically requested by PSJPC.
- If PSJPC requests confidential or proprietary information, you must clearly print the word "Confidential" on the lower right-hand corner of each page containing the confidential or proprietary information.

**Proposals for Paper-Disposables Products and Delivery  
RFP #3-202223**

**B. PUBLIC RECORDS REQUESTS**

If a public records request seeks your proposal and the proposal contains pages clearly marked "Confidential", PSJPC will take the following steps:

- i. We will notify you. We will identify the requestor and the date that PSJPC will disclose the requested records.
- ii. We will give you an opportunity to seek a court order to stop PSJPC from disclosing the records.
- iii. We will not evaluate or defend your claim of confidentiality. We will not withhold or redact your documents without a court order.

Refer questions to the RFP Coordinator.

**8. ADDENDUMS AND AMENDMENTS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, an addendum or an amendment will be published on the PSJPC website. For this purpose, the published Vendor questions and PSJPC answers, and any other pertinent information, shall be considered an addendum to the RFP. Additionally, all addenda referred to above will be released on [www.pugetsoundcoop.org](http://www.pugetsoundcoop.org). It will be the responsibility of interested Vendors to check the website periodically for addenda and amendments to the RFP.

**9. SMALL BUSINESS, MINORITY & WOMEN'S BUSINESS ENTERPRISES (MWBE), AND VETERAN-OWNED BUSINESS PARTICIPATION**

In accordance with the legislative findings and policies set forth in RCW 39-19, the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this RFP or on a subcontractor basis. For more information on certification, contact the Washington Office of Minority and Women's Business Enterprises.

In accordance with 2CFR 200.321 steps must be taken to assure that small and minority businesses, women's business enterprises and surplus labor firms must be used when possible.

RCW 43.60A.200 encourages the participation of Veteran and Service Member Owned Businesses certified by the Washington State Department of Veterans Affairs RCW 43.60A.195. For more information on certification, contact Washington State Department of Veteran Affairs.

Additionally, RCW 39.26, Section 1, and the Washington State Department of Enterprise Services Policy, encourages state agencies to buy from in-state small business, including microbusinesses and minibusinesses.

However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

Self-Certification should be submitted with the Contractor Intake Form (Exhibit E).

**Proposals for Paper-Disposables Products and Delivery  
RFP #3-202223**

**10. ACCEPTANCE PERIOD**

Proposals must provide sixty (60) days for acceptance by PSJPC from the due date for receipt of proposals.

**11. RESPONSIVENESS**

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative and minimum requirements and instructions specified in this RFP. PSJPC may reject a Proposal as nonresponsive at any time for any of the following reasons:

- Incomplete Response
- Submission of a Response that proposes services that deviate from the scope and technical requirements set forth in this document and Exhibit B, Sample Contract, except as permitted in an amendment to this Solicitation
- Failure to meet the minimum qualifications or to comply with any requirement set forth in this RFP, including Attachments
- Submission of incorrect, misleading or false information
- History of prior unsatisfactory contractual performance.

The RFP Coordinator may contact any Proposer for clarification of the Proposal. If a proposal is deemed non-responsive, it shall be removed from consideration. Vendors whose proposals are found to be non-responsive shall be disqualified from further evaluation and shall be notified in writing. Within three (3) business days following such notification, the Proposer may request a Debriefing Conference that shall be limited to the reasons Proposer was found to be non-responsive. Refer to Debriefing of Unsuccessful Proposers procedure in Section D.

If a proposal meets all administrative and Vendor qualification requirements and submittal instructions, PSJPC shall continue with the written evaluation and, if applicable, the oral evaluation.

PSJPC reserves the right at its sole discretion to waive minor administrative irregularities.

**12. MOST FAVORABLE TERMS**

PSJPC reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Vendor can propose. There will be no best and final offer procedure. PSJPC reserves the right to contact a Proposer for clarification of its proposal.

The Vendor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Vendor's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to PSJPC.

**Proposals for Paper-Disposables Products and Delivery  
RFP #3-202223**

**13. CONTRACT AND GENERAL TERMS & CONDITIONS**

The Apparent Successful Vendor will be expected to enter into contract which is substantially consistent with the same the sample contract and its General Terms and Conditions. In no event is a Proposer to submit its own standard contract terms and conditions in response to this RFP. The Proposer may submit exceptions as allowed in the Certifications and Assurances. PSJPC will review requested exceptions and accept or reject the same at its sole discretion.

Should contract negotiations fail to be completed within two (2) weeks after initiation, the PSJPC may immediately cease contract negotiations, declare the Vendor with the next highest score as the new Apparent Successful Vendor (per specification item), and enter into contract negotiations with that Vendor. This process will continue until the Contracts are signed or no qualified Vendors remain.

**14. COSTS TO PROPOSE**

PSJPC will not be liable for any costs incurred by the Vendor in preparation of a proposal submitted in response to this RFP, in conducting a presentation, or any other activities related to responding to this RFP.

**15. NO OBLIGATION TO CONTRACT**

This RFP does not obligate PSJPC to contract for services specified herein. PSJPC also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract without penalty.

**16. REJECTION OF PROPOSALS**

PSJPC reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

**17. ESTIMATED USAGE**

Quantities indicated in Appendix D (in the Price Worksheet) are provided solely for the purpose of assisting Contractors in preparing their Response Documents as these are the only items that will be included in the overall pricing evaluation. Orders will be placed only on an as needed basis. Estimated usage data as stated herein shall not bind the PSJPC to purchase of said quantities. Usage estimates are based strictly upon historical data and may not reflect future requirements. Usage estimates reflect paper-disposable product item quantities received through our participating member districts. The PSJPC does not represent or guarantee any minimum, and/or maximum purchase.

**Proposals for Paper-Disposables Products and Delivery  
RFP #3-202223**

**18. INSURANCE COVERAGE**

The Apparent Successful Vendor must comply with the insurance requirements identified in the General Terms and Conditions.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the Contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to PSJPC within fifteen (15) days of the contract effective date.

**Proposals for Paper-Disposable Products and Delivery  
RFP #3-202223**

**Section C. PROPOSAL CONTENTS**

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Proposals must be formatted to print on eight and one-half by eleven (8 ½ x 11) inch paper size with individual sections clearly identified. The Letter of Submittal, excluding the signed Certifications and Assurances, Lobbying, and Contractor Intake Form, shall be a maximum of one (1) page. The four (4) major sections of the proposal are to be submitted in the order noted below:

1. Letter of Submittal including signed:
  - a. Certifications and Assurances, Buy American, Lobbying and Debarment Forms
  - b. Contractor Intake Form
2. Vendor Profile and References
3. Cost Proposal/Price Worksheet
4. Proposal Checklist

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal but should assist the Vendor in preparing a thorough response.

Items in this section marked "mandatory" must be included as part of the proposal for the proposal to be considered responsive; however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

**1. LETTER OF SUBMITTAL (MANDATORY)**

The Letter of Submittal, the attached Certifications and Assurances, Buy American, Lobbying and Debarment forms (Exhibits A), and the attached Contractor Intake Form must be signed and dated by a person authorized to legally bind the Vendor to a contractual relationship, (e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship).

Along with introductory remarks, please attach to the Letter of Submittal the following information about the Vendor and any proposed subcontractors:

1. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.);
2. Location of the facility from which the Vendor would operate; and
3. A detailed list of all materials and enclosures included in the Proposal.

**2. VENDOR PROFILE/REFERENCES (SCORED)**

**A. Project Management**

1. **Management Team** – Provide a description of the proposed management team structure to be used during the course of the potential contract term, including any subcontractors.
2. **Staff Qualifications/Experience** – Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel.

**Proposals for Paper-Disposable Products and Delivery**  
**RFP #3-202223**

**B. Experience of the Vendor**

Include other relevant experience that indicates the qualifications of the Vendor, and any subcontractors, for the performance of the potential contract.

**C. References**

In Exhibit D, Vendor Profile and References, list names, addresses, telephone numbers, fax numbers and email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided for them. By submitting a proposal in response to this RFP, the vendor and team members grant permission to PSJPC to contact these references and others, who from PSJPC's perspective, may have pertinent information. PSJPC may or may not, at PSJPC's discretion, contact these references or others. Do not include current PSJPC staff or Board Members as references.

**D. Past Performance**

Provide information regarding past performance by indicating if the Vendor has received notification of contract breach in the past five (5) years. This does not lead to automatic disqualification. However, PSJPC reserves the right to disqualify Vendor proposals based on the Vendor's historical performance.

**E. Usage Reports**

As a part of the contract, the vendor will deliver to Food Service Manager's office of each participating school district, annual usage reports listed by ship to addresses. Reports will provide the following:

- Product description
- Manufacturer's number
- Quantity, total product dollars
- Items purchased by month as well as year-to-date summaries by item.

In addition, the Contractor shall have a computerized inventory and reporting capacity.

**3. COST PROPOSAL**

**A. Proposal Pricing**

Proposal prices must include all cost components needed for the delivery of paper-disposable products as described in this Solicitation document. All proposal pricing is to include FOB Destination (freight prepaid) to any location within the State of Washington.

Failure to identify all costs in a manner consistent with the instructions in this RFP is sufficient grounds for disqualification.

**Proposals for Paper-Disposable Products and Delivery**  
**RFP #3-202223**

Pricing must include all discounts. Discounts/deviations in pricing must be for the described processed items. Discounts/deviations in pricing must be for both commercial and processed items.

PSJPC makes no volume commitment in this solicitation. The proposed pricing levels should reflect the market provided by the Contract resulting from this solicitation.

**B. Price Sheet (SCORED)**

Vendor shall extend unit pricing (cost per serving) as required. In the event of an error in the extension of prices, the unit pricing (cost per serving) shall prevail. Prices shall include all associated costs (e.g. transportation, freight, or other fees, etc.). Prices are in US dollars. Vendor must complete Appendix D, Price Worksheet. Vendor may propose a tiered pricing structure, based upon geographic pricing.

**C. Price Adjustments**

Vendor requests for adjustments in pricing will be considered at sole discretion of PSJPC and must be documented and referenced to Producer's Price Index increases. Any increase requests shall not exceed CPIU Seattle.

**D. Shipping Terms**

All goods will be shipped Freight on Board (FOB) destination, freight prepaid and included in unit pricing.

**E. Samples**

PSJPC reserves the right to ask for samples at Vendor's expense.

All samples provided to PSJPC shall be identical to products quoted by Vendor and shall be labeled with Vendor's name, stock number, proposal number, and solicitation line-item number on the outside of each case. All samples are an express warranty, which shall also apply to all products provided under this contract. Vendors failing to comply with this requirement may have their proposal rejected or contract terminated.

Samples will be requested for testing after proposal opening and prior to contract award. Samples are to be shipped and received within five (5) working days of PSJPC notification. Failure to provide requested samples within five (5) working days after request may result in proposal rejection. Samples will be considered property of the PSJPC and will not be returned.

**F. Use of Subcontractors**

Please note if any subcontractors are certified by the Office of Minority and Women's Business Enterprises.

**Proposals for Paper-Disposable Products and Delivery**  
**RFP #3-202223**

PSJPC may accept Responses that include third party involvement only if the Vendor submitting the Response agrees to take complete responsibility for all actions of such Subcontractors. Vendor must state whether Subcontractors are/are not being used.

If applicable, Vendor shall identify all subcontractors who will perform services in fulfillment of contract requirements, including their name, the nature of services to be performed, address, telephone, facsimile, email, federal tax identification number (TIN), and anticipated dollar value of each subcontract.

PSJPC reserves the right to approve or reject any and all Subcontractors the Vendor proposes.

**G. Required Usage Reports to PSJPC Executive Director**

The Contractor shall e-mail to the PSJPC Executive Director an annual (September 1<sup>st</sup> – June 30<sup>th</sup>) usage report, that contains volume out of each of the Contractor's facilities.

**Proposals for Paper-Disposable Products and Delivery  
RFP #3-202223**

**Section D. EVALUATION AND CONTRACT AWARD**

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**1. EVALUATION PROCEDURE**

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by PSJPC, which will determine the ranking of the proposals.

**2. AWARD CRITERIA**

The Award will be based on the total evaluation points by item and the Vendor's ability to meet the required product specifications listed in the proposal including past performance and reference responses. Total acquisition cost includes, but is not limited to, price, delivery/service, quality, contract administration and terms of payment. Vendor will indicate each cost for items shown in Appendix D Price Worksheet.

Contract award shall be made to the Highest Scored Responsive and Responsible Vendor based on the evaluation and award criteria established herein and subject to consideration of all factors identified in RCW 43.19.1911. PSJPC may award line items to multiple vendors. Vendors whose proposals are determined to be non-responsive will be rejected and will be notified of the reasons for such rejection.

Subject to the provisions of RCW 43.19.1911 and Chapter 236-48 WAC, PSJPC reserves the right to: (1) Waive any informality; (2) Reject any or all Proposals, or portions thereof; (3) Accept any portion of the items proposed unless the Vendor stipulates all or nothing in their Proposal; (4) Cancel a solicitation and re-solicit Proposals; (5) Negotiate with the lowest Responsive and Responsible Vendor to determine if the proposal can be improved for the Purchaser; (6) Award in aggregate when in the best interest of PSJPC.

**In the event an awarded contractor cannot fulfill purchase orders submitted, PSJPC reserves the right to re-award a contract to the next highest scored Vendor.**

**3. EVALUATION PROCESS AND SCORING**

The following points will be assigned to the proposals for evaluation purposes.

**A. Initial Determination of Responsiveness**

Responses will be reviewed initially by the RFP Coordinator to determine on a pass/fail basis compliance with administrative requirements as specified herein. Evaluation teams will only evaluate Responses meeting these requirements.

Responses meeting the Initial Determination of Responsiveness will then be reviewed on a pass/fail basis to determine if the Response meets the Mandatory requirements. Only responses meeting all Mandatory requirements will be further evaluated.

**Proposals for Paper-Disposable Products and Delivery**  
**RFP #3-202223**

PSJPC reserves the right to determine at its sole discretion whether Vendor's response to a mandatory requirement is sufficient to pass. If, however, all responding Vendors fail to meet any single mandatory item, PSJPC may cancel the solicitation and reject all proposal

**B. Responsiveness Evaluation**

Only Responses that pass the Initial Determination of Responsiveness review will be evaluated based on the requirements in this Solicitation.

Pursuant to RCW 43.19.1911 (9), in determining Vendor responsibility, the following elements shall be given consideration:

- a) The ability, capacity, and skill of the Vendor to perform the contract and provide the service required for the member districts/schools (fulfillment of purchase orders);
- b) The character, integrity, reputation, judgment, experience, and efficiency of the Vendor;
- c) Whether the Vendor can perform the contract within the time specified in the geographic areas (fulfillment of purchase orders);
- d) The quality of performance of previous contracts or services;
- e) The previous and existing compliance by the Vendor with laws relating to the contract or services;
- f) Such other information as may be secured having a bearing on the decision to award the contract;
- g) Close adherence to the food specifications as indicated in Appendix D, Specifications.

During Response evaluation, PSJPC reserves the right to make reasonable inquiry to determine the responsibility of any Vendor. Requests may include, but are not limited to, financial statements, credit ratings, references, record of past performance, clarification of Vendor's offer, and on-site inspection of Vendor's or Vendor's subcontractor's facilities. Failure to respond to said request(s) may result in Response being rejected as non-responsive.

**C. Scoring**

The following criteria describe how the evaluation and award process will be conducted for the Award of Paper-Disposable Products and Delivery for the Puget Sound Joint Purchasing Cooperative (PSJPC). The Award will be based on the total acquisition cost and evaluation points by item, group of items or aggregate total (category) depending on what is deemed by PSJPC to be in the best interest of member districts. Categories are as follows:.

1. Paper- Disposables
2. Paper-Disposables - Compostable
3. School/Custodial Supplies

**Criteria for scoring shall be:**

- a) **General Specifications** – (please see Appendix D, Specifications) Pass / Fail on listed areas.

- b) **Business Stability/Capability & References – 15 Points possible**

PSJPC will evaluate all submissions and award points based on reference checks, historical performance and service area capability of vendor.

**Proposals for Paper-Disposable Products and Delivery  
RFP #3-202223**

c) **Price – 55 Points possible** (scored by PSJPC RFP Coordinator or designee)

Cost per serving and/or cost per ounce will be used in the evaluation process to determine lowest competitive pricing. The scoring chart below will be used for each of the items on this solicitation.

Vendor/Processor	Vendor item ID Code	Description Example: Paper Napkins	Cost per Serving	Points Awarded
			Lowest cost	55 pts
			Second lowest cost	50 pts
			Third lowest cost	45 pts
			Fourth lowest cost	40 pts
			Fifth lowest cost	35 pts
			Sixth lowest cost	30 pts
			Seventh lowest cost	25 pts

d) **Acceptability and Appearance – 30 Points possible** (scored by PSJPC RFP Coordinator or designee)

Select member districts will provide acceptability and appearance data. The feedback from member districts will be combined and assigned points. The scoring chart below will be used for each of the items on this solicitation.

Vendor/Processor	Vendor item ID Code	Description Example: Paper Napkins	Cost per Serving	Points Awarded
			Lowest cost	30 pts
			Second lowest cost	25 pts
			Third lowest cost	20 pts

**If two or more vendors' scores are exactly equal, the award will be offered to the vendor whose products are the most advantageous for National School Lunch and School Breakfast Program.**

**Proposals for Paper-Disposable Products and Delivery**  
**RFP #3-202223**

**NOTIFICATION TO VENDORS**

Proposals that have not been selected for further negotiation or award will be notified via email by the RFP Coordinator.

**5. DEBRIEFING OF UNSUCCESSFUL VENDORS**

Upon request, an individual debriefing conference will be scheduled with an unsuccessful Vendor. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Notification of Unsuccessful Vendor email is sent to the Vendor. The debriefing must be held within three (3) business days of the request, unless otherwise agreed upon by the RFP Coordinator and Vendor.

Discussion will be limited to a critique of the requesting Vendor's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted by virtual conference call and will be scheduled for a maximum of thirty minutes.

Please note, because the debrief process must occur before making an award, PSJPC likely will schedule the Debrief Conference shortly after the announcement of the ASV and the Vendor's request for a Debrief Conference. PSJPC will not allow the debrief process to delay the award. Therefore, Vendors should plan for contingencies and alternate representatives; Vendors who are unwilling or unable to attend the Debrief Conference will lose the opportunity to protest.

**6. PROTEST PROCEDURE**

This protest procedure is available to Vendors who submitted a response to this RFP document and who have participated in a debriefing conference. Upon completion of the debriefing conference, the Vendor is allowed five (5) business days to file a protest of the procurement with the RFP Coordinator. Protests must be submitted by email, and must be followed by an original, signed document.

Vendors protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Vendors under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest including specific facts and complete statements of the action(s) being protested. The protesting party may submit with the protest any documents or information deemed relevant. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator/evaluation team;
- Errors in computing the score; and/or
- Non-compliance with procedures described in the procurement document or PSJPC policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a

## Proposals for Paper-Disposable Products and Delivery

### RFP #3-202223

proposal, 2) PSJPC's assessment of its own and/or other agencies needs or requirements, or 3) a complaint raised during the Complaint Procedure.

Upon receipt of a protest, a protest review will be held by PSJPC. The PSJPC Board, RFP Coordinator or a designee who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified.

In the event a protest may affect the interest of another Vendor that submitted a proposal, such Vendor will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold PSJPC's action; or
- Find only technical or harmless errors in PSJPC's procurement process and determine PSJPC to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide PSJPC options which may include:
  - Correct the errors and re-evaluate all proposals, and/or
  - Reissue the RFP document and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If PSJPC determines that the protest is without merit, PSJPC will enter into a contract with the Apparent Successful Vendor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

**Proposals for Paper-Disposable Products and Delivery  
RFP #3-202223**

**Section E. RFP EXHIBITS**

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Exhibit A: Certifications and Assurances, Buy American, Lobbying and Debarment Forms  
Exhibit B: Sample Contract  
Exhibit C: General Terms and Conditions  
Exhibit D: Vendor Profile and References  
Exhibit E: Contractor Intake Form  
Exhibit F: Proposal Checklist

**Separate Attachments**

Appendix B: Bidder's Authorized Offer (Bid Signature Page)  
Appendix C: Bidder Profile  
Appendix D: Price Worksheet  
Appendix F: School Delivery Locations

**Proposals for Paper-Disposable Products and Delivery  
RFP #3-202223**

**EXHIBITS A: CERTIFICATION AND ASSURANCES, BUY AMERICAN, LOBBYING  
AND DEBARMENT**

***Vendor must sign and include the full text of Exhibit A with their proposal.***

Vendor makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Vendor declares that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Vendor may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of sixty (60) days following receipt, and it may be accepted by PSJPC without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the sixty (60) day period.
4. In preparing this proposal, Vendor has not been assisted by any current or former employee of the PSJPC whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. Vendor understands that PSJPC will not reimburse Vendor for any costs incurred in the preparation of this proposal. All proposals become the property of PSJPC, and Vendor claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Vendor and will not knowingly be disclosed by Vendor prior to opening, directly or indirectly, to any other Vendor or to any competitor.
7. Vendor agrees that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, Vendor has described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. Vendor grants PSJPC the right to contact references and others, who may have pertinent information regarding the Vendor's prior experience and ability to perform the services outlined in this procurement.



**17. BUY AMERICAN**

Bidder will comply with the Buy American requirement, which dictates that schools participating in the federal school lunch programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51%) using agricultural commodities that are produced in the US (7 CFR 250.33 (a)(b), 250.17 (e)).

Awarded Vendor will provide information on products' origin. The distributor will ensure that products offered to PSJPC will be American, to the maximum extent practicable, and marked as American in the ordering system.

## CERTIFICATION REGARDING "BUY AMERICAN" REQUIREMENTS

Section 104 (d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires SFAs to purchase domestically grown and processed foods, to the maximum extent practicable. There is a two-part test to define the country of origin for a manufactured end product: (1) the article must be manufactured in the United States; and (2) the cost of domestic components must exceed 50 percent of the cost of all the components.

We request that suppliers certify the percentage of U.S. content in products supplied to us according to the two-part test above.

On the product bid document please put an X in the column marked "Not American" if the item you are bidding is not of American origin.

Two situations may warrant a waiver to permit purchases of foreign food products.

- 1) The product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality.
- 2) Competitive bids reveal the cost of a U.S. product is significantly higher than the foreign product.

By signing below the distributor indicates all products not marked with an X in the bid documents are of American origin."

"We certify that our food products were manufactured in the United States and have at least 51% U.S. contents."

Date 7/14/23

Vendor Name P&R Paper Supply Co

Completed By Lucky Clark

**CERTIFICATION REGARDING LOBBYING**

*(Submit this form attached to your SF-424 proposal)*

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan or cooperative Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

P&R Paper Supply Co.  
Organization Name Project Name & CFDA Number

LINDSEY WEICHEN DIRECTOR OF INTERNAL SALES  
Name and Title of Authorized Representative

*Lindy Weichen*  
Signature Date 7/14/23

## DEBARMENT CERTIFICATION FORM

The Contractor certifies that, neither the Contractor firm nor any owner, partner, director, officer, or principal of the Contractor, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

- (a) Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency;
- (b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or
- (d) Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.
- (e) The contractor is "Actively" registered with SAMS (Service for Award Management), and has been assigned the following DUNS Number: 137977224.

The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

Dated this 14<sup>th</sup> day of JULY, 20 23

By Lindsey Meichen

Authorized Signature for Contractor

LINDSEY MEICHEN DIRECTOR OF INTERNAL SALES  
Printed Name and Title

**EXHIBIT B: SAMPLE CONTRACT**  
(NOT INTENDED FOR COMPLETION, SAMPLE ONLY)

Contract No. \_\_\_\_\_

between

**PUGET SOUND JOINT PURCHASING COOPERATIVE**

(hereinafter referred to as PSJPC)  
2661 N PEARL STREET, #139  
TACOMA, WA 98407

and

**[CONTRACTOR NAME]**

(hereinafter referred to as Contractor)  
[Contractor Address]

Federal Identification #: 20-5963053

State of Washington: Unified Business Identifier #: A51340521

In consideration of the promises and conditions contained herein, PSJPC and Contractor do mutually agree as follows:

**I. DUTIES OF THE CONTRACTOR**

A. The general objective(s) of this contract is/are as follows:

[A brief description of the agreed upon services will be included here.]

B. In order to accomplish the general objective(s) of this contract, Contractor shall perform the following specific duties to the satisfaction of the PSJPC's designee, [PSJPC RFP Coordinator]:

[A description of the work to be performed by Vendor in detail, including a breakdown of the quantifiable steps or components of what the Vendor is to do will be included here.]

C. The Vendor shall produce the following written reports or other written documents (deliverables) by the dates indicated below:

[Deliverables may be listed here.]

All written reports/documents required under this contract must be delivered to the PSJPC's designee or RFP coordinator in accordance with the schedule above.

## Proposals for Paper-Disposable Products and Delivery

### II. CONDITIONS OF COMMENCEMENT OF PERFORMANCE AND SCHEDULE OF PERFORMANCE

No costs shall be incurred under this Contract until fully executed and subsequent to the termination date.

The schedule of performance of Vendor's duties is as follows: [start date], or date of execution, whichever is later, through [end date].

### III. DUTIES OF THE PSJPC

- A. In consideration of Contractor's satisfactory performance of the duties set forth herein, PSJPC member districts will order Contractor products at a rate not to exceed a total of \$. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

**Maximum consideration for this entire contract shall not exceed \$.**

Funds for the payment of this contract are provided by member districts and our awarded distributor US Food Service. Payment shall be made to the Contractor as follows:

Invoice(s) will be paid only after approval by the PSJPC's awarded distributor or member district.

### IV. RENEWAL (OPTIONAL CLAUSE)

PSJPC has the right to renew this contract in whole or in part for the year(s) [renewal year (s)] by giving notice on or before [date] to the Contractor, unless an emergency exists, and/or special circumstances require a partial term extension. If PSJPC provides such notice to the Contractor, the Contractor shall be obligated to enter into a contract with the same fiscal obligations as the previous contract year, provided that PSJPC and Contractor shall negotiate any revision of additional services or goals beyond those encompassed in the previous contract.

### V. CONTRACT MANAGEMENT

The following shall be the contact person for all communications and billings regarding the performance of this contract.

Contractor	PSJPC
[Contract Manager's Name]	Mark Campbell
[Contract Manager's Title]	Exec. Director PSJPC
[Contract Manager's Address]	2661 N Pearl St., #139 Tacoma, WA 98407
Phone:	Phone: (425) 760-6085
Fax:	
Email: [Contract Manager's Email Address]	Email: mark.campbell@pugetsoundcoop.org



**Proposals for Paper-Disposable Products and  
Delivery**

**EXHIBIT C: GENERAL TERMS AND CONDITIONS**

**Contract for Services GENERAL TERMS AND CONDITIONS**

1. **Access to Data.** In compliance with Chapter 39.26 RCW, the Contractor shall provide access to data generated under this Contract to the PSJPC and member districts at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.
2. **Alterations and Amendments.** This Contract may be amended only by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
3. **Americans with Disabilities Act (ADA) of 1990, Public Law 101-336, also referred to as the "ADA" 28 CFR Part 35.** The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
4. **Assignment.** Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of the PSJPC.
5. **Assurances.** The PSJPC and the Contractor agree that all activity pursuant to this Contract will be in accordance with all applicable current federal, state and local laws, rules and regulations.
6. **Attorney's Fees.** In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney's fees and costs.
7. **Audit Requirements.** If the Contractor is a Subrecipient of federal awards as defined by the Office of Management and Budget (OMB) CFR, Part 200, Subpart F, and expends seven hundred and fifty thousand dollars (\$750,000) or more in federal awards (does not apply to contracts for goods and services) from all federal sources in any fiscal year beginning on or after December 26, 2014, the Contractor shall procure at their expense a single or program specific audit for that year. The Contractor shall incorporate OMB CFR, Part 200, Subpart F audit requirements into all contracts between the Contractor and its Subcontractors who are Sub-recipients of federal awards. The Contractor shall comply with any future amendments to OMB and any successor or replacement Circular or regulation.
8. **Budget Revisions.** Any monetary amount budgeted by the terms of this Contract for various activities and line item objects of expenditure may be revised without prior written approval of PSJPC, so long as the revision is no more than ten percent (10%) of the original line item amount and the increase in an amount is offset by a decrease in one or more other amounts equal to or greater than the increase. Member districts with commodity balances may order any item from the contractor that has a NPA and the contractor has provided pricing to the PSJPC. All other budget revisions exceeding ten percent (10%) shall only be made with the prior written approval of the PSJPC.

## Proposals for Paper-Disposable Products and Delivery

**9. Certification Regarding Debarment, Suspension, and Ineligibility.** The Contractor certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The Contractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. "Covered transactions" include procurement contracts for goods that are expected to equal or exceed twenty-five thousand dollars (\$25,000). Contractor may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking online at the System for Award Management (SAM), Excluded Parties List. The Contractor shall immediately notify the PSJPC if, during the term of this contract, Contractor becomes debarred. The PSJPC may immediately terminate this Contract by providing Contractor written notice if Contractor becomes debarred during the term of this Contract.

The Contractor also certifies that neither it nor its principals are debarred, suspended, or proposed for debarment from participation in transactions by any state department or agency. The Contractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, or proposed for debarment from participation in covered transactions by any state department or agency.

**10. Certification Regarding Lobbying.** The Contractor certifies that Federal-appropriated funds will not be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Contractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Contractor shall require its subcontractors to certify compliance with this provision. Add 2 CFR 200.326(i)

**11. Certification Regarding Wage Violations.** The Contractor certifies that within three (3) years prior to the date of execution of this Contract, Contractor has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW Chapters 49.46, 49.48, or 49.52.

The Contractor further certifies that it will remain in compliance with these requirements during the term of this Contract. Contractor will immediately notify the PSJPC of any finding of a willful violation entered by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction entered during the term of this Contract.

**12. Change in Status.** In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify the PSJPC of the change. Contractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.

**13. Confidentiality.** The Contractor acknowledges that all of the data, material and information which originates from this Contract, and any student assessment data, material and

## **Proposals for Paper-Disposable Products and Delivery**

information which will come into its possession in connection with performance under this Contract, consists of confidential data owned by the PSJPC or confidential personally identifiable data subject to the federal Family Educational Rights and Privacy Act or other privacy laws, and that disclosure to or use by third parties would be damaging. The Contractor, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this Contract, to release it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Contractor agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure.

- 14. Covenant Against Contingent Fees.** The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agent maintained by the Contractor for the purpose of securing business. The PSJPC shall have the right, in the event of breach of this clause by the Contractor, to annul this Contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fees.
- 15. Disputes.** In the event that a dispute arises under this Contract, it shall be determined by a Dispute Board in the following manner: (1) The PSJPC shall appoint a member to the Dispute Board; (2) the Contractor shall appoint a member to the Dispute Board; (3) the PSJPC and the Contractor shall jointly appoint a member to the Dispute Board; (4) the Dispute Board shall evaluate the dispute and make a determination of the dispute; and, the determination of the Dispute Board shall be final and binding on the parties hereto.
- 16. Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.
- 17. Ethical Conduct.** Neither the Contractor nor any employee or agent of the Contractor shall participate in the performance of any duty or service in whole or part under this Contract in violation of, or in a manner that violates any provision of the Ethics in Public Service law at Chapter 42.52 RCW, RCW 42.17A.550, RCW 42.17A.555, and RCW 41.06.250 prohibiting the use of public resources for political purposes.
- 18. Force Majeure.** Neither party shall be liable for any delay in or impairment of performance resulting in whole or in part from fire, floods or other catastrophes, acts of God, severe weather conditions; strikes, lockouts or labor disruptions; war, riots, embargo delays, raw material market conditions, the inability to procure supplies or raw materials; or shortages of transportation equipment, fuel or labor; or any other circumstance or cause beyond the reasonable control of the party. Additionally, manufacture, shipment and delivery are subject to any prohibition, restriction, priority allocation regulation or condition imposed by or on behalf of the United States of America or any other governmental body with appropriate jurisdiction which may prevent or interfere with fulfillment of any order.

## **Proposals for Paper-Disposable Products and Delivery**

**19. Governing Law and Venue.** This Contract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue of any action brought hereunder shall be in Superior Court for Pierce County.

**20. Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the PSJPC and all officials, agents, and employees of the PSJPC, from and against all claims for injuries or death arising out of or resulting from the performance of this Contract. "Claim" as used in this Contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Additionally, "claims" shall include but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice or in unlawful restraint of competition.

Contractor expressly agrees to indemnify, defend, and hold harmless the PSJPC for any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines out of or incident to Contractor's or subcontractor's performance or failure to perform the Contract. Each party to this Contract shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this Contract shall be responsible for the acts and/or omissions of the entities or individuals not a party to this contract. For the avoidance of doubt, Contractor shall not be responsible for damage or liability resulting from (i) a product becoming adulterated or misbranded after such product has left Contractor's control, (ii) the PSJPC's refusal to cooperate with Contractor in the investigation or defense of a claim covered hereunder, (iii) Contractor agreeing to settle a claim covered hereunder without Contractor's written consent, or (iv) products being resold by the PSJPC other than in the ordinary course of business.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless PSJPC and its agents, employees, or officials.

**21. Independent Capacity of the Contractor.** The parties intend that an independent Contractor relationship will be created by this Contract. The Contractor and his/her employees or agents performing under this Contract are not employees or agents of the PSJPC. The Contractor will not hold himself/herself out as nor claim to be an officer or employee of the PSJPC by reason hereof, nor will the Contractor make any claim or right, privilege, or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

### **22. Insurance.**

a. **Worker's Compensation Coverage.** The Contractor shall at all times comply with all applicable worker's compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the fullest extent applicable. This requirement includes the purchase of industrial insurance coverage for the Contractor's employees, as may now hereafter be required of an "employer" as defined in Title 51 RCW. Such worker's compensation and occupational disease requirements shall include coverage for all employees of the Contractor, and for all employees of any subcontract retained by

## Proposals for Paper-Disposable Products and Delivery

the Contractor, suffering bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this Contract. Satisfaction of these requirements shall include, but shall not be limited to:

- 1) Full participation in any required governmental occupational injury and/or disease insurance program, to the extent participation in such a program is mandatory in any jurisdiction;
- 2) Purchase worker's compensation and occupational disease insurance benefits to employees in full compliance with all applicable laws, statutes, and regulations, but only to the extent such coverage is not provided under mandatory governmental program in "a" above, and/or;
- 3) Maintenance of a legally permitted and governmentally approved program of self-insurance for worker's compensation and occupational disease.

Except to the extent prohibited by law, the program of the Contractor's compliance with worker's compensation and occupational disease laws, statutes, and regulations in 1), 2), and 3) above shall provide for a full waiver of rights of subrogation against the PSJPC, its directors, officers, and employees.

If the Contractor, or any subcontractor retained by the Contractor, fails to effect and maintain a program of compliance with applicable worker's compensation and occupational disease laws, statutes, and regulations and the PSJPC incurs fines or is required by law to provide benefits to such employees, to obtain coverage for such employees, the Contractor will indemnify the PSJPC for such fines, payment of benefits to Contractor or subcontractor employees or their heirs or legal representatives, and/or the cost of effecting coverage on behalf of such employees. Any amount owed the PSJPC by the Contractor pursuant to the indemnity may be deducted from any payments owed by the PSJPC to the Contractor for the performance of this Contract.

- b. **Automobile Insurance.** In the event that services delivered pursuant to this Contract involve the use of vehicles, owned or operated by the Contractor, automobile liability insurance shall be required. The minimum limit for automobile liability is:

\$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

- c. **Business Automobile Insurance.** In the event that services performed under this Contract involve the use of vehicles or the transportation of clients, automobile liability insurance shall be required. If Contractor-owned personal vehicles are used, a Business Automobile policy covering a minimum Code 2 "owned autos only" must be secured. If the Contractor's employees' vehicles are used, the Contractor must also include under the Business Automobile policy Code 9, coverage for "non-owned autos." The minimum limits for automobile liability is:

\$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

**Proposals for Paper-Disposable Products and  
Delivery**

- d. **Public Liability Insurance.** The Contractor shall at all times during the term of this Contract, at its cost and expense, carry and maintain general public liability insurance, including contractual liability, against claims for bodily injury, personal injury, death, or property damage occurring or arising out of services provided under this Contract. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or servants. The limits of liability insurance, which may be increased from time to time as deemed necessary by the PSJPC, with the approval of the Contractor (which shall not be unreasonably withheld), shall not be less than as follows:

Each Occurrence	\$1,000,000
General Aggregate Limits (other than products completed operations)	\$2,000,000
Products-Completed Operations Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Fire Damage Limit (any one fire)	\$ 50,000
Medical Expense Limit (any one person)	\$ 5,000

- e. **Additional Insured.** The Puget Sound Joint Purchasing Cooperative shall be specifically named as an additional insured on all policies except for liability insurance on privately-owned vehicles, and all policies shall be primary to any other valid and collectible insurance. The PSJPC may waive this requirement at its discretion. Policies and certificates of insurance shall include the contract reference number.
- f. **Proof of Insurance.** Certificates and or evidence satisfactory to the PSJPC confirming the existence, terms and conditions of all insurance required above shall be delivered to the PSJPC within five (5) days of the Contractor's receipt of Authorization to Proceed.
- g. **General Insurance Requirements.** Contractor shall, at all times during the term of the Contract and at its cost and expense, buy and maintain insurance of the types and amounts listed above. Failure to buy and maintain the required insurance may result in the termination of the Contract at the PSJPC's option. By requiring insurance herein, PSJPC does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the PSJPC in this Contract.

Contractor shall include all subcontractors as insureds under all required insurance policies or shall furnish proof of insurance and endorsements for each subcontractor. Subcontractor(s) must comply fully with all insurance requirements stated herein. Failure of subcontractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.

23. **Licensing and Accreditation Standards.** The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary to the performance of this Contract.

## Proposals for Paper-Disposable Products and Delivery

**24. Limitation of Authority.** Only the PSJPC or the PSJPC's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this Contract is not effective or binding unless made in writing and signed by the PSJPC.

**25. Non-Discrimination.** The Contractor shall comply with all the federal and state nondiscrimination laws, regulations and policies, which are otherwise applicable to the PSJPC. Accordingly, no person shall, on the ground of sex, race, creed, religion, color, national origin, marital status, families with children, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed by the Contractor and its agents under this Contract. The Contractor shall notify the PSJPC immediately of any allegations, claims, disputes, or challenges made against it under non-discrimination laws, regulations, or policies, or under the Americans with Disabilities Act. In the event of the Contractor's noncompliance or refusal to comply with this nondiscrimination provision, this Contract may be rescinded, cancelled or terminated in whole or part, and the Contractor may be declared ineligible for further contracts with the PSJPC.

**26. Payments.** No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by either the PSJPC awarded distributor or a member district. All payments to the Contractor are conditioned upon (1) Contractor's submission of a properly executed and supported voucher for payment, including such supporting documentation of performance and supporting documentation of costs incurred or paid, or both as is otherwise provided for in the body of this Contract under Duties of the PSJPC.

All expenses necessary to the Contractor's performance of this Contract not specifically mentioned in the Contract shall be borne in full by the Contractor.

**27. Public Disclosure.** Contractor acknowledges that the PSJPC is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and that this Contract shall be a public record as defined in 42.56 RCW. Any specific information that is claimed by the Contractor to be confidential or proprietary must be clearly identified as such by the Contractor. To the extent consistent with chapter 42.56 RCW, the PSJPC shall maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view the Contractor's information, the PSJPC will notify the Contractor of the request and the date that such records will be released to the requester unless Contractor obtains a court order enjoining that disclosure. If the Contractor fails to obtain the court order enjoining disclosure, the PSJPC will release the requested information on the date specified.

**28. Publicity.** The Contractor agrees to submit to the PSJPC all advertising and publicity matters relating to this Contract which in the PSJPC's judgment, PSJPC's name can be implied or is specifically mentioned. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the PSJPC.

## **Proposals for Paper-Disposable Products and Delivery**

**29. Registration with Department of Revenue.** The Contractor shall complete registration with the Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract.

**30. Records Maintenance.** The Contractor shall maintain all books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by the PSJPC, personnel duly authorized by the PSJPC, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**31. Right of Inspection.** The Contractor shall provide right of access to its facilities to the PSJPC or any of its officers at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract on behalf of the PSJPC. All inspections and evaluations shall be performed in such a manner that will not unduly interfere with the Contractor's business or work hereunder.

**32. Severability.** The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

**33. Site Security.** While on PSJPC member district or distributor premises, Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

**34. Subcontracting.** Neither the Contractor nor any subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval of the PSJPC. Contractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Contract are included in any and all Subcontracts. In no event shall the existence of the subcontract operate to release or reduce liability of the Contractor to the PSJPC for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this Contract.

If, at any time during the progress of the work, the PSJPC determines in its sole judgment that any subcontractor is incompetent, the PSJPC shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by the PSJPC of any subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to the PSJPC.

## **Proposals for Paper-Disposable Products and Delivery**

- 35. Taxes.** All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.
- 36. Termination for Convenience.** Except as otherwise provided in this Contract, the PSJPC or PSJPC's Designee may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this Contract in whole or in part. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Contractor as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Contractor. If this Contract is so terminated, the PSJPC shall be liable only for payment required under the terms of the Contract for services rendered or goods delivered prior to the effective date of termination.
- 37. Termination for Default.** In the event the PSJPC determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, the PSJPC has the right to suspend or terminate this Contract. The PSJPC shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within thirty (30) days, the Contract may be terminated. The PSJPC reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the PSJPC to terminate the Contract. In the event of termination, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Contract and the replacement or cover Contract and all administrative costs directly related to the replacement Contract, e.g., cost of the competitive bidding, mailing, advertising and staff time. The termination shall be deemed to be a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the PSJPC provided in this Contract are not exclusive and are in addition to any other rights and remedies provided by law.
- 38. Termination Due to Funding Limitations or Contract Renegotiation, Suspension.** In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion of this Contract, with the notice specified below and without liability for damages:
- a. At PSJPC's discretion, the PSJPC may give written notice of intent to renegotiate the Contract under the revised funding conditions.
  - b. At PSJPC's discretion, the PSJPC may give written notice to Contractor to suspend performance when PSJPC determines there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor's performance to be resumed.
    - (1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.

## Proposals for Paper-Disposable Products and Delivery

- (2) When PSJPC determines that the funding insufficiency is resolved, it will give the Contractor written notice to resume performance, and Contractor shall resume performance.
  - (3) Upon the receipt of notice under b. (2), if Contractor is unable to resume performance of this Contract or if the Contractor's proposed resumption date is not acceptable to PSJPC and an acceptable date cannot be negotiated, PSJPC may terminate the Contract by giving written notice to the Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. PSJPC shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.
- c. PSJPC may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. PSJPC shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to PSJPC in the event the termination option in this section is exercised.
- d. For purposes of this section, "written notice" may include email.

**39. Termination Procedure.** Upon termination of this Contract the PSJPC, in addition to other rights provided in this Contract, may require the Contractor to deliver to the PSJPC awarded distributor or member districts any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The PSJPC awarded distributor or member districts shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by the PSJPC and the amount agreed upon by the Contractor and the PSJPC for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by the PSJPC, and (d) the protection and preservation of the property, unless the termination is for default, in which case the PSJPC shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Contract. The PSJPC may withhold from any amounts due to the Contractor such sum as the PSJPC determines to be necessary to protect the PSJPC against potential loss or liability.

The rights and remedies of the PSJPC provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the PSJPC, the Contractor shall:

- a. Stop work under this Contract on the date and to the extent specified, in the notice;
- b. Place no further orders or subcontractors for materials, services or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;

## Proposals for Paper-Disposable Products and Delivery

- c. Assign to the PSJPC, in the manner, at the times, and to the extent directed by the PSJPC, all rights, title, and interest of the Contractor under the orders and subcontracts in which case the PSJPC has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the PSJPC to the extent the PSJPC may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the PSJPC and deliver, in the manner, at the times and to the extent as directed by the PSJPC, any property which, if the Contract had been completed, would have been required to be furnished to the PSJPC;
- f. Complete performance of such part of the work not terminated by the PSJPC; and
- g. Take such action as may be necessary, or as the PSJPC may direct, for the protection and preservation of the property related to this Contract which, in is in the possession of the Contractor and in which the PSJPC has or may acquire an interest.

**40. Treatment of Assets.** Except as otherwise provided for in the Contract, the ownership and title to all real property and all personal property purchased by the Contractor in the course of performing this Contract with monies paid by the PSJPC member districts shall vest in the PSJPC member district, except for supplies consumed in performing this Contract. The Contractor shall (1) maintain a current inventory of all the real and personal property; (2) label all the property PSJPC and, (3) surrender property and title to the PSJPC member district without charge prior to settlement upon completion, termination or cancellation of this Contract.

Any property of the PSJPC member districts furnished to the Contractor shall, unless otherwise provided herein, or approved by the PSJPC, be used only for the performance of the Contract.

The Contractor shall be responsible for any loss or damage to property of the PSJPC member districts which results from the negligence of the Contractor which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.

If any property is lost, destroyed, or damaged, the Contractor shall notify the PSJPC and take all reasonable steps to protect the property from further damage.

All reference to the Contractor under this clause shall include Contractor's employees, agents and subcontractors.

**41. Waiver.** A failure by either part to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

Proposals for Paper-Disposable Products and  
Delivery

EXHIBIT D: VENDOR PROFILE AND REFERENCES

COMPANY INFORMATION

Contractor Information: Provide below, the information which will be used for contract administration: For example: the legal business name, legal status (e.g., corporation, sole proprietor, etc.) and the year the entity was organized to do business as the entity now substantially exists, Washington State Uniform Business Identification (UBI) number, the home office address, and telephone and fax numbers, web site URL (if any), and organizational chart of the legal entity with whom PSJPC may execute any Contract arising from this RFP, including the names and titles of Vendor's principal officers.

1. Federal Tax Identification Number: 20-5963953
2. WA State Department of Revenue Registration Tax Number: A51349521
3. Company URL Address: IMPERIALDADE.COM
4. Company Mailing Address: 1898 E. COLTON AVE REDLANDS, CA 92374
5. Orders to be sent to: PK.PAPER-ORDERS@IMPERIALDADE.COM
6. Billing will be from: Imperial Dade
7. Payment will be sent to: PO BOX 590  
REDLANDS, CA 92373
8. Hold and Recall Contact Information: Lindsey Inerchen  
909-240-8207

POLITICAL SUBDIVISIONS: Vendor agrees to sell the goods and services on this contract to political subdivisions (school districts): Yes  No  (If reply is "No" attach letter to this proposal response explaining reason(s) for declining participation by political subdivisions).

**Proposals for Paper-Disposable Products and Delivery**

**REFERENCES**

Provide a minimum of three (3) commercial or governmental references for which Vendor has delivered goods and/or services similar in scope as described in the RFP.

1) Agency/Company Name:	
Address:	
Contact Person:	
Telephone:	
Product Provided/Approx. Dollar Cost	

2) Agency/Company Name:	
Address:	
Contact Person:	
Telephone:	
Product Provided/Approx. Dollar Cost	

3) Agency/Company Name:	
Address:	
Contact Person:	
Telephone:	
Product Provided/Approx. Dollar Cost	

*SEE ATTACHED*

**SUBCONTRACTORS:** Identify any subcontractors who will perform services in fulfillment of contract requirements; the nature of services to be performed and include federal tax identification (TIN) number for each subcontractor.

Name/Address/Contact/Phone:	T.I.N.:	Brief description of the nature of Service Provided (e.g. testing, sampling, pick-up, etc.):
	<i>N/A</i>	

**Proposals for Paper-Disposable Products and Delivery**

**SALES AND ORDERING INFORMATION**

Vendor shall complete the following information and return with proposal response.

1. Sales Representative(s): Indicate below the contact information and specific territories covered:

Sales Representative	Sales Representative
Name: <u>LINDSEY IMRICHEN</u>	Name: <u>COREY KNUDSEN</u>
Tel: <u>(909) 794-1108</u>	Tel: <u>(909) 389-186</u>
Toll Free No: _____	Toll Free No: _____
CEL: _____	CEL: _____
Fax: <u>(909) 794-1237</u>	Fax: <u>(909) 794-1237</u>
E-Mail: <u>LINDSEY.IMRICHEN@IMPERIALDADE.COM</u>	E-Mail: <u>COREY.KNUDSEN@IMPERIALDADE.COM</u>
Territory: _____	Territory: <u>SCHOOL DISTRICTS</u>

2. Payment Term: Prompt Payment Discount — % net 30 days. Note: Prompt payment discount periods equal to (or greater than) 30 calendar days will receive consideration and proposal pricing will be reduced (for evaluation purposes only) by the amount of that discount(s).
3. Volume Discount: Identify volume discount(s), please indicate the discount — % or \$ — and when it applies:
4. Standard Lead Time after receipt of order (ARO) is 1-2 calendar days.
5. Minimum case quantities — for direct deliveries of shipment to Washington State locations.
6. Minimum order quantity \_\_\_\_\_ for distributor orders to Washington State.  
Western Washington : \$500  
Eastern Washington : \$1,000

## Proposals for Paper-Disposable Products and Delivery

### EXHIBIT E: CONTRACTOR INTAKE FORM

All potential Puget Sound Joint Purchasing Cooperative (PSJPC) Contractors or Governmental Entities must sign and submit this form before a PSJPC contract or Agreement is offered.

<b>1. CONTRACTOR NAME (AS LEGALLY REGISTERED WITH THE IRS):</b>		<b>CONTRACTOR DBA (DOING BUSINESS AS) NAME:</b>	
IMPERIAL BAG & PAPER		P&R PAPER SUPPLY Co	
<b>2. CONTRACTOR ADDRESS &amp; CONTACT INFORMATION:</b>			
ADDRESS (NUMBER, STREET, AND APT OR SUITE)	CITY	STATE	ZIP CODE
1898 E. COLTON AVE	REDLANDS	CA	92374
BUSINESS PHONE NUMBER	BUSINESS FAX NUMBER		
(909) 794-1108	(909) 794-1237		
CONTRACT MANAGER NAME	CONTRACT MANAGER EMAIL ADDRESS		
COPEY KNUDSEN	COPEY.KNUDSEN@IMPERIALMADE.COM		
CONTRACT MANAGER PHONE NUMBER	CONTRACT MANAGER FAX		
(909) 389-1861	(909) 794-1237		
<b>3. CONTRACTOR LICENSE:</b>			
Do you have a current Washington State business license?		<input checked="" type="radio"/> Yes <input type="radio"/> No	
Have you had any contract to provide services terminated for default? Yes <input type="radio"/> No <input checked="" type="radio"/>	If you do not have a Washington State business license, explain why you are exempt from registering your business with the State of Washington.		
If yes, please attach a list of each terminated contract with an explanation of the situation involved.	To file for a Master Business Application, visit <a href="http://www.dor.wa.gov">www.dor.wa.gov</a> .		
<b>4. BUSINESS INFORMATION:</b>			
How is your business organized? <i>LLC</i>	If filing as Corporation, non-profit, attach a copy of 501(c) status.		
Is your business a small, women/minority, or veteran-owned business" as defined in Chapter 39.26.010 RCW? Yes <input type="radio"/> No <input checked="" type="radio"/>	If yes, please complete and submit the <u>Self-Certification Statement</u> with this form. Refer to Chapter 39.26.010 RCW for more information.		
TAXPAYER IDENTIFICATION NUMBER (TIN)	For individuals, this is your Social Security Number (SSN). For other entities (corporations, school districts, etc.) this is your Employer Identification Number (EIN).		
SSN: - -                      EIN: 10 - 5463953			
STATEWIDE VENDOR NUMBER SWV -	Individuals awarded contracts with PSJPC are required to register as a Statewide Vendor. Visit the Department of Enterprise Services to <u>register as a Statewide Vendor</u> .		
<b>5. WASHINGTON STATE EMPLOYMENT (Not applicable to ESDs, School Districts, and State Agencies):</b>			

## Proposals for Paper-Disposable Products and Delivery

Are you, or any of your business partners, directors, officers, managers, employees, or board members current or former (within the last 24 months) officers or employees of the State of Washington? \*Yes No N/A  
 If yes: Current or Former  
 If you checked Yes, you may be required to seek guidance from the Executive Ethics Board; PSJPC will contact you for clarification about your current/former role.  
*\*District and Educational Service District employees are not considered state employees for this purpose. As a reminder, please check with your employer regarding their outside work policies.*

6. I certify, under penalty of perjury as provided by the laws of the State of Washington, that all of the foregoing statements are true and correct, and that I will notify PSJPC of any changes in any statement.

CONTRACTOR SIGNATURE <i>Lindsay Meichen</i>	DATE 7/14/23
PRINTED NAME LINDSEY MEICHEN	TITLE DIRECTOR OF INTERNAL SALES

**Proposals for Paper-Disposable Products and  
Delivery**

**EXHIBIT F: PROPOSAL CHECKLIST**

Please use the checklist below to ensure that you have submitted all required materials in the required format. This checklist must be submitted with your proposal.

Included in Proposal	Component
<input checked="" type="checkbox"/>	Letter of Submittal
<input checked="" type="checkbox"/>	Exhibits A: Certifications and Assurances, Buy American, Lobbying & Debarment Forms
<input checked="" type="checkbox"/>	Exhibit D: Vendor Profile, References, and Sales/Ordering Information
<input checked="" type="checkbox"/>	Exhibit E: Contractor Intake Form
<input checked="" type="checkbox"/>	Appendix D: Price Worksheets
<input checked="" type="checkbox"/>	Appendix E: School Delivery Locations
<input checked="" type="checkbox"/>	Small Business Self-Certification, if applicable (see Contractor Intake Form) <i>N/A</i>

## **APPENDIX A - PROTEST PROCEDURE**

### **PROPOSALS FOR PAPER-DISPOSABLE PRODUCTS AND DELIVERY Puget Sound Joint Purchasing Cooperative: Bid #3-202223**

#### **PROTEST PRIOR TO AWARD:**

##### **PROTEST PRIOR TO AWARD CRITERIA:**

Protests prior to Award will be considered only if the protest concerns:

1. Proposal acceptance of other Bidders,
2. The specifications or
3. The manner in which the solicitation process has been conducted.

##### **INITIATING THE PROTEST PROCESS:**

The protesting Bidder must notify Mark Campbell, PSJPC Executive Director, of the solicitation of his/her intent to file a protest as soon as possible after he/she becomes aware of the reason(s) for the protest. The protest(s) must be received in writing by PSJPC not later than five (5) business days after the Bidder's notification to PSJPC of the intent to protest.

If Intent to Award is announced, any protest must be received in writing by PSJPC not later than five (5) business days after the announcement or as otherwise specified in the Solicitation document. If a protest is not received within these time frames it will be untimely and PSJPC may proceed with the award without further obligation.

The PSJPC will consider all the facts available and issue a decision in writing within ten (10) business days after receipt of the protest, unless more time is needed. If additional time is necessary PSJPC will notify the protesting Bidder and, where applicable, the Bidder(s) against whom the protest is made.

##### **APPEAL OF PROTEST PRIOR TO AWARD DECISION:**

The protesting Bidder or the Bidder against whom the protest is made has the right to appeal the decision of PSJPC to the PSJPC Executive Board. The appeal must be received by the PSJPC Executive Director within five (5) business days after notification of PSJPC's decision.

The PSJPC Executive Board will consider all of the facts available and issue a decision in writing within ten (10) business days after receipt of the appeal, unless more time is needed. The appealing Bidder will be notified if additional time is necessary.

Award of the contract will be postponed until after the PSJPC Executive Board has issued a decision unless an emergency exists necessitating the award of the contract as determined by the PSJPC Executive Board.

The decision of the PSJPC Executive Board on the protest appeal is final. PSJPC Executive Board may issue further clarifications if determined necessary.

## APPENDIX A - PROTEST PROCEDURE

### PROTEST AFTER AWARD:

#### PROTEST AFTER AWARD CRITERIA:

Protests after Award will be considered only if the protest concerns:

1. A matter which arises after the Award or
2. Could not reasonably have been known or discovered prior to Award.

#### INITIATING THE PROTEST PROCESS AFTER AWARD:

The protesting Bidder must notify both PSJPC Executive Director in charge of the solicitation process and the Bidder that has received the Award that a protest of the Award is being made. This notification must be made as soon as possible after the Notice of Award is issued by an immediate communication method such as telephone or e-mail. The protesting Bidder must provide documentation demonstrating that they have notified the Bidder that has received the Award of their protest.

In addition to the above notification requirement, the written protest must be received by the PSJPC Executive Director in charge of this procurement not later than five (5) business days after Notice of Award is issued by the PSJPC.

The PSJPC Executive Director will:

Issue a decision on the protest within ten (10) business days after the protest was received, unless more time is needed. The protesting Bidder and the Bidder who has received the Award shall be notified of any delay in issuing the PSJPC Executive Director decision if more time is needed. The decision of the PSJPC Executive Director is final if the award is upheld. The PSJPC Executive Director may subsequently issue further clarifications, if necessary.

If the PSJPC Executive Director finds that the protest should be upheld and the Award canceled, all Bidders, including the protesting Bidder and the Bidder who received the Award, will be notified of the intent to cancel the Award and the reasons therefore.

#### AWARDED BIDDER APPEAL PROCESS

The Bidder who has received the Award has five (5) business days after receipt of notification of the intent to cancel the award in which to appeal the decision to the PSJPC Board. Copies of the Bidder's appeal must also be sent to the PSJPC Executive Director responsible for the solicitation.

The PSJPC Board or designee will:

Issue a decision

- a. to both the appealing Bidder and the original protesting Bidder
- b. within ten (10) business days after receipt of the appeal, unless more time is needed.

If more time is needed to issue a decision, all Bidders, including the appealing Bidder and the original protesting Bidder, will be notified.

## APPENDIX A - PROTEST PROCEDURE

### DECISION FINAL

The appeal decision of the PSJPC Board or designee is final. The PSJPC Board or designee may subsequently issue further clarifications if necessary,

### APPEAL UPHELD AND CONTRACT AWARD UPHELD

If the PSJPC Board or designee upholds the appeal and upholds the contract as awarded, the PSJPC will notify all Bidders of the decision.

### APPEAL DENIED AND AWARD CANCELED

- If PSJPC Board or designee upholds the decision of the PSJPC Executive Director the PSJPC will proceed with cancellation of the award.
- If the award is cancelled, the PSJPC may reject all bids, quotes or proposals pursuant to RCW 43.1911(4) and solicit new bids, quotes or proposals.
- If the PSJPC does not decide to reject all bids, an award will be made to the next lowest responsive and responsible Bidder.

## APPENDIX A - PROTEST PROCEDURE

### PROTEST AND APPEALS – FORM AND SUBSTANCE

All protests and appeals must:

1. Be in writing,
2. Signed by the protesting or appealing Bidder or an authorized agent
3. Delivered within the time frame(s) outlined herein
4. Addressed to that individual within the PSJPC assigned review responsibilities as specified above.

The protesting or appealing Bidder must:

1. State all facts and arguments on which the protesting or appealing Bidder is relying as the basis for its action
2. Attach any relevant exhibits related, or referred to in the written protest or appeal
3. Mail, fax or deliver copies of all protests, appeals, and exhibits to the Bidder or Bidders against whom the protest is made at the same time such protest, appeal, and exhibits are submitted to the PSJPC.

### COMMUNICATION DURING PROTESTS AND APPEALS

All communications relative to a solicitation that is being protested or appealed must be coordinated through that person conducting the official review for the PSJPC.

**APPENDIX B - BIDDER'S AUTHORIZED OFFER**  
**(BID SIGNATURE PAGE)**

**PROPOSALS FOR PAPER-DISPOSABLES PRODUCTS AND DELIVERY**  
**Puget Sound Joint Purchasing Cooperative: Bid #3-202223**

**Certifications and Assurances**

We make the following certifications and assurances as a required element of the Response, to which it is attached, affirming the truthfulness of the facts declared here and acknowledging that the continuing compliance with these statements and all requirements of the IFB are conditions precedent to the award or continuation of the resulting Contract.

1. The prices in this Response have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offerer or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered. The prices in this Response have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before Contract award unless otherwise required by law. No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition. However, we may freely join with other persons or organizations for the purpose of presenting a single Bid or Proposal.
2. The attached Response is a firm offer for a period of 120 days following the Response Due Date specified in the IFB, and it may be accepted by the Purchasing Activity without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 120 day period. In the case of protest, our Response will remain valid for 180 days or until the protest and any related court action is resolved, whichever is later.
3. In preparing this Response, we have not been assisted by any current or former employee of the Renton School District or PSJPC whose duties relate (or did relate) to this solicitation, or prospective Contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this Response. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. We understand that the PSJPC will not reimburse us for any costs incurred in the preparation of this Response. All Responses become the property of the PSJPC/RSD, and we claim no proprietary right to the ideas, writings, items or samples unless so stated in the Response. Submission of the attached Response constitutes an acceptance of the evaluation criteria and an agreement to abide by the procedures and all other administrative requirements described in the solicitation document.
5. We understand that any Contract awarded, as a result of this Response will incorporate all the solicitation requirements. Submission of a Response and execution of this Certifications and Assurances document certify our willingness to comply with the Contract terms and conditions if selected as a contractor.
6. We (select one) are  / are not  submitting proposed Contract exceptions.  
+++++
7. The authorized signatory below acknowledges having read and understood the entire solicitation and agrees to comply with the terms and conditions of the solicitation in submitting and fulfilling the offer made in its Bid.
8. By submitting this Bid, Bidder hereby offers to furnish materials, supplies, services and/or equipment in compliance with all terms, conditions, and specifications contained in this solicitation.

The signatory below represents that he/she has the authority to bind the company named below to the Bid submitted and any contract awarded as a result of this solicitation.

Lucky Clark  
Bidder Signature

D & R Paper Supply Co.  
Company Name

Lindsey Ineichen  
Name

7/14/23  
Date

## APPENDIX C BIDDER PROFILE

### PROPOSALS FOR PAPER-DISPOSABLE PRODUCTS AND DELIVERY Puget Sound Joint Purchasing Cooperative: Bid #3-202223

#### COMPANY INFORMATION

Contractor Information: Provide the below information, which will be used for contract administration: For example: the legal business name, legal status (e.g., corporation, sole proprietor, etc.) and the year the entity was organized to do business as the entity now substantially exists, Washington State Uniform Business Identification (UBI) number, the home office address, and telephone and fax numbers, web site URL (if any), and organizational chart of the legal entity with whom Puget Sound Joint Purchasing Cooperative (PSJPC), may execute any Contract arising from this RFP, including the names and titles of Bidder's principal officers.

1. Federal Tax Identification number: 20-5963953
2. WA State Department of Revenue Registration Tax number A51349521
3. Company Internet URL Address (if available): imperimidade.com
4. Company Mailing Addresses 

1999 E. Colton Ave. Redlands, CA 92374
---
5. Orders to be sent to: 

ONLINE ORDERING AVAILABLE OR PR-PAPER-ORDERS@IMPERIMIDADE.COM
---
6. Billing will be from 

P.O. Box 590 Redlands, CA 92373
------------------------------------
7. Payment to be sent to 

SAME AS ABOVE
---------------

## APPENDIX C BIDDER PROFILE

### PURCHASING COOPERATIVE MEMBERS:

POLITICAL SUBDIVISIONS: Bidder agrees to sell the goods and services on this contract to members (school districts) of the Puget Sound Joint Purchasing Cooperative and other school districts with permission of the PSJPC: Yes  No   
(If reply is "No" attach letter to this bid response explaining reason(s) for declining participation by political subdivisions).

### REFERENCES

Provide a minimum of three (3) commercial or governmental references for which Bidder has delivered goods and/or services similar in scope as describe in the RFP.

1) Agency/Company Name:	
Address:	
Contact Person:	
Telephone:	
Product Provided /Approx. Dollar Cost	

2) Agency/Company Name:	
Address:	
Contact Person:	
Telephone:	
Product Provided /Approx. Dollar Cost	

3) Agency/Company Name:	
Address:	
Contact Person:	
Telephone:	
Product Provided /Approx. Dollar Cost	

*SEE ATTACHED*

# *P & R Paper Supply Company, Inc.*

## *Wholesale Distributors of Paper and Janitorial Products*

P.O. Box 590 ~ 1898 E. Colton Avenue, Redlands, CA 92374

Phone (909) 794-1108 ~ Fax (909) 794-1237

www.prpaper.com ~ Email: info@prpaper.com

## References

### **Anaheim Union HSD**

501 N. Crescent Way

Orlando Griego | Tiffanie Bas

714-999-3560

About 150 deliveries annually

### **San Diego City Schools**

2351 Cardinal Lane, Building M, San Diego, CA 92123

Eric Schoeppler

858-522-5813

About 1500 deliveries annually

### **Antelope Valley U.S.D. (Lead District of PINCO)**

44809 Beech Ave., Lancaster, CA 93534

Joe Cook

661-575-1053

About 350 deliveries annually

Food Service Disposables ~ Wrapping Paper ~ Corrugated Boxes ~ Packaging Materials  
Bags ~ Tapes ~ Restaurant Supplies ~ Janitorial Supplies & Equipment  
Freezer Supplies ~ Gift Wrap ~ Specialties ~ Towels

*P & R Paper Supply Co*

## APPENDIX C BIDDER PROFILE

### SUBCONTRACTORS:

Identify any subcontractors who will perform services in fulfillment of contract requirements; the nature of services to be performed and include federal tax identification (TIN) number for each subcontractor.

Name/Address/Contact/Phone:	T.I.N.:	Brief description of the nature of Service Provided (e.g. testing, sampling, pick-up, etc):
	N/A	

### SALES INFORMATION:

Bidder shall complete the following information and return with bid response.

Sales Representative(s): Indicate below the contact information and specific territories covered:			
Name:	<u>Lindsey Ineichen</u>	Name:	<u>Corey Knudsen</u>
Telephone:	<u>(909) 794-1108</u>	Telephone:	<u>(909) 389-1861</u>
Toll Free No.	—	Toll Free No.	—
Mobile Phone	—	Mobile Phone	—
Territory	<u>SCHOOL DISTRICTS</u>	Territory	<u>SCHOOL DISTRICTS</u>
Fax:	<u>(909) 794-1237</u>	Fax:	<u>(909) 794-1237</u>
Email:	<u>Lindsey.Ineichen@imperialdade.com</u>	Email:	<u>Corey.Knudsen@imperialdade.com</u>

CURRENT PRODUCT CODE	CURRENT PACK	CURRENT SIZE	APPROVED ALTERNATES	PRODUCT TYPE	PRODUCT CATEGORY #	EST ANNUAL CASE QTY	CONVERSION OF EST QTY - MUST ENTER QUANTITY IN THIS COLUMN	X IF DIFFERENT THAN CURRENT VENDOR PRODUCT AND CODE	DISTRIBUTOR ITEM #	PACK	SIZE	WEST		EAST		Comment	
												DISTRIBUTOR COST (NET BID COST INCLUDING FREIGHT) 23-24SY	Extended Cost	DISTRIBUTOR COST (NET BID COST INCLUDING FREIGHT) 23-24SY	Extended Cost		
303679979	1	200CT	EQUAL	PAPER BAG	DISPOSABLES	1000			HND-FB37				\$14.40	\$14,400.00	\$18.40	\$18,400.00	
F-728	1	1000	EQUAL	BAG	DISPOSABLES	500		X	COB-VB-8FP-PLAIN	1	1000		\$52.75	\$26,375.00	\$57.75	\$28,875.00	
304985130	1	250	EQUAL	BAG	DISPOSABLES	1750		X	FDH-20-FH60	1	250		\$11.65	\$20,387.50	\$15.65	\$27,387.50	
20G-084018	1	1000				500			ELK-20G-084018				\$72.10	\$36,050.00	\$76.10	\$38,050.00	
18412	1	500	EQUAL	PAPER BAG	DISPOSABLES	500		X	DUR-18412				\$22.75	\$11,375.00	\$26.75	\$13,375.00	
GB04NPSC	1	500	EQUAL	PAPER BAG	DISPOSABLES	500		X	DUR-18404	1	500		\$12.80	\$6,400.00	\$16.80	\$8,400.00	
GB08NPSC	1	500	EQUAL	PAPER BAG	DISPOSABLES	500		X	DUR-18408	1	500		\$18.20	\$9,100.00	\$22.20	\$11,100.00	
885179	10	200	EQUAL	BAG	DISPOSABLES	1150		X	FDH-21-6709	1	2000		\$9.35	\$10,752.50	\$13.35	\$15,352.50	
EP-BL24	1	400	EQUAL	BOWL	DISPOSABLES	500			ECO-EP-BL24				\$62.90	\$31,450.00	\$68.90	\$34,450.00	
10B20	20	50	EQUAL	BOWL	DISPOSABLES	500			DRT-10B20				\$65.60	\$39,360.00	\$70.60	\$42,360.00	
0TH10220000	1	504	EQUAL	BOWL	DISPOSABLES	900			MBL-TH10022				\$23.10	\$20,790.00	\$28.10	\$25,290.00	
4605821	1	250	EQUAL	BOWL	DISPOSABLES	250			ANC-4605820				\$52.85	\$13,212.50	\$57.85	\$14,462.50	
NC838B	1	150				250			PCA-NC838B				\$35.60	\$8,900.00	\$40.60	\$10,150.00	
OEH8960200000	2	100				250			PCA-DC66108000				\$58.25	\$14,562.50	\$63.25	\$15,812.50	
KH8B12A-2050	10	50	EQUAL	CONTAINER	DISPOSABLES	300			SOL-KH812A-W				\$43.50	\$13,050.00	\$48.50	\$14,550.00	
C95PST3	2	100	EQUAL	CONTAINER	DISPOSABLES	400		X	PCA-YC18-1110	2	100		\$34.55	\$13,820.00	\$39.55	\$15,820.00	
C25UT1	4	125	EQUAL	CONTAINER	DISPOSABLES	550		X	PCA-YC18-1160	1	500		\$34.40	\$18,920.00	\$39.40	\$21,670.00	
C51UT1	2	125	EQUAL	CONTAINER	DISPOSABLES	2200		X	PCA-YC18-1120	2	100		\$31.75	\$69,850.00	\$36.75	\$80,850.00	
C95PST3	2	100	EQUAL	CONTAINER	DISPOSABLES	500		X	PCA-YC18-1113	2	100		\$34.55	\$17,275.00	\$39.55	\$19,775.00	
EL-LC8	1	240	EQUAL	CONTAINER	DISPOSABLES	200			ECO-LC6				\$73.65	\$14,730.00	\$79.65	\$15,930.00	
EP-LC81	1	160	EQUAL	CONTAINER	DISPOSABLES	200			ECO-LC81				\$75.45	\$15,090.00	\$81.45	\$16,290.00	
16PX	1	1000	EQUAL	CUPS	DISPOSABLES	500		X	COB-AC16	1	1000		\$41.05	\$20,525.00	\$46.05	\$23,025.00	
TP9R	20	50	EQUAL	CUPS	DISPOSABLES	500		X	COB-V69CF	1	1000		\$29.35	\$14,675.00	\$34.35	\$17,175.00	
RS-J8000	30	100	EQUAL	CUPS	DISPOSABLES	400		X	AIM-DC5MW	24	100		\$87.55	\$43,775.00	\$93.55	\$46,775.00	
12J16	40	25	EQUAL	CUPS	DISPOSABLES	500			DRT-12J12				\$48.50	\$24,250.00	\$54.50	\$27,250.00	
8J8	40	25	EQUAL	CUPS	DISPOSABLES	500			DRT-8J8				\$34.20	\$17,100.00	\$40.20	\$20,100.00	
510W	20	50	EQUAL	CUPS	DISPOSABLES	500		X	INT-10HDXW	1	1000		\$47.50	No Usage	\$53.50	No Usage	
EP-BHC12-GS	1	1000	EQUAL	CUPS	DISPOSABLES	500		X	LLC-KE-K512W	1	1000		\$74.65	\$37,325.00	\$80.65	\$40,325.00	
EP-BHC16-GS	1	1000	EQUAL	CUPS	DISPOSABLES	500		X	LLC-KE-K516W	1	1000		\$82.00	\$41,000.00	\$88.00	\$44,000.00	
EP-BHC3-GS	1	1000	EQUAL	CUPS	DISPOSABLES	500		X	LLC-KE-K508W	1	1000		\$59.30	\$29,650.00	\$65.30	\$32,650.00	
87242	1	900	EQUAL	CUPS	DISPOSABLES	400			DISCONTINUED				No Quote	No Quote	No Quote		
P200N	2	450	EQUAL WITH MATCHING LID	CUPS	DISPOSABLES	650	234	X	COB-VBPC201PP	1	2500		\$19.95	\$4,668.30	\$23.95	\$5,604.30	
EP-PC400	20	100	EQUAL WITH MATCHING LID	CUPS	DISPOSABLES	200		X	FAB-GPC400	1	2000		\$68.60	\$13,720.00	\$74.60	\$14,920.00	
P400N	10	250	EQUAL WITH MATCHING LID	CUPS	DISPOSABLES	800		X	COB-VBPC401PP	1	2500		\$35.20	\$28,160.00	\$39.20	\$31,360.00	
P550N	20	125	EQUAL WITH MATCHING LID	CUPS	DISPOSABLES	400		X	COB-VBPC551PP	1	2500		\$35.70	\$14,280.00	\$39.70	\$15,880.00	
PH5C16ECD	20	25	EQUAL	CUPS	DISPOSABLES	200		X	ECO-EP-85C16-WA	1	500		\$60.75	\$12,150.00	\$66.75	\$13,350.00	



429	4	125	EQUAL	TRAY	DISPOSABLES	3500			X	CHI-FT500	2	250	\$24.60	\$86,100.00	\$28.60	\$100,100.00
76003	6	500	EQUAL	FILM/FOIL	DISPOSABLES	200			X	COB-59100-VB	6	500	\$45.60	\$9,120.00	\$49.60	\$9,920.00
300827	5	500CT	EQUAL	FILM/FOIL	DISPOSABLES	200	250		X	VBV-VB844	1	2000	\$81.95	\$20,487.50	\$87.95	\$21,987.50
300827	4	500	EQUAL		DISPOSABLES	200			X	VBV-VB842	1	2000	\$81.95	\$16,390.00	\$87.95	\$17,590.00
057800	5	1M	EQUAL	WRAP	DISPOSABLES	200			X	PAT-WG01006	5	1000	\$109.10	\$21,820.00	\$115.10	\$23,020.00
057850	5	1M	EQUAL	WRAP	DISPOSABLES	200			X	PAT-WG01014	5	1000	\$109.10	\$21,820.00	\$115.10	\$23,020.00
57700	5	1M	EQUAL	WRAP	DISPOSABLES	200			X	PAT-WG01008	5	1000	\$109.10	\$21,820.00	\$115.10	\$23,020.00

MG40	1,250 SHEETS/ROLL	24 ROLLS/CASE				4000	1000		X	ANP-FSBRT	96	500	\$53.80	\$53,800.00	\$59.30	\$59,300.00
07805		12 ROLLS/CASE				500			X	KCC-07805	1	12	\$44.70	\$22,350.00	\$50.70	\$25,350.00
KC01000	8" x 1,000"	12 ROLLS/CASE				4000			X	CAS-H084	1	6	\$34.10	\$136,400.00	\$39.10	\$156,400.00
		EA				2000			X	BOB-TISSUE	1	1	\$32.00	\$64,000.00	\$37.00	\$74,000.00
		EA				400			X	KCC-09551	1	1	\$34.70	\$13,880.00	\$39.70	\$15,880.00
		EA				2000			X	BOB-TOWEL	1	1	\$30.00	\$60,000.00	\$36.00	\$72,000.00
		1000/CASE				500			X	KAN-R2433N8	1	1000	\$28.40	\$14,200.00	\$34.40	\$17,200.00
		250/CASE				600			X	KAN-R3340N16	1	250	\$20.25	\$12,150.00	\$26.25	\$15,750.00
		250/CASE				600	750		X	KAN-R4348M17	1	200	\$26.20	\$19,650.00	\$32.20	\$24,150.00
		100/CASE				3000			X	REP-BK40BK	1	250	\$29.65	\$88,950.00	\$35.65	\$106,950.00
8311	1	200				100			X	MAP-HS8507	1	200	\$22.00	\$2,200.00	\$28.00	\$2,800.00

**Contractual Agreement  
Contract No. RFP3-202324**

between

**PUGET SOUND JOINT PURCHASING COOPERATIVE**

(hereinafter referred  
to as PSJPC) 2661  
N PEARL STREET,  
#139  
TACOMA, WA 98407

and

**Imperial Bag and Paper, LLC**  
1865 Mountain View Ave  
Loma Linda, CA 92354

or, P.O. Box 590

Federal Identification  
State of Washington

In consideration  
Contractor do r

**I. DUTIES OF T**

To provide pap  
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s which are  
SJPC) and located  
requested, time  
ance.

- A. In order to accomplish the general objective(s) of this contract, Contractor shall perform the following specific duties to the satisfaction of the PSJPC's Executive Director. The contractor will fulfill orders with requested quantities, with time and manner of delivery as essential factors in proper performance.
- B. The Vendor shall produce the following written reports or other written documents (deliverables) by the dates indicated below:
- Quarterly usage reports (number of items and dollar volume by item) by PSJPC Member for the following periods:

- September 1<sup>st</sup> to November 30<sup>th</sup>
- December 1<sup>st</sup> to February 28<sup>th</sup>
- March 1<sup>st</sup> to May 31<sup>st</sup>
- June 1<sup>st</sup> to August 31<sup>st</sup>

All written reports/documents required under this contract must be delivered to the PSJPC's designee or RFP coordinator in accordance with the schedule above.

## **II. CONDITIONS OF COMMENCEMENT OF PERFORMANCE AND SCHEDULE OF PERFORMANCE**

No costs shall be incurred under this Contract until fully executed and subsequent to the termination date. The initial schedule of performance of Vendor's duties is as follows: April 1, 2024, or date of execution, whichever is later, through August 31, 2024. .

## **III. DUTIES OF THE PSJPC**

- A. In consideration of Contractor's satisfactory performance of the duties set forth herein, PSJPC member districts will order Contractor products at a rate not to exceed the rates as proposed in the Contractor's proposal submitted on January 3, 2024. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

Funds for the payment of this contract are provided by member districts. Invoice(s) will be paid only after approval by the PSJPC's awarded distributor or member district.

## **IV. RENEWAL (OPTIONAL CLAUSE)**

PSJPC and the contractor have the right to mutually renew this contract in whole or in part for four additional one (1) year periods as per the following schedule:

- Year 2: September 1, 2024 through August 31, 2025
- Year 3: September 1, 2025 through August 31, 2026
- Year 4: September 1, 2026 through August 31, 2027
- Year 5: September 1, 2027 through August 31, 2028

PSJPC will provide notice of renewal by giving notice on or before June 1<sup>st</sup> of each renewal year to the Contractor, unless an emergency exists, and/or special circumstances require a partial term extension. If PSJPC provides such notice to the Contractor, the Contractor shall be obligated to enter into a contract with the same fiscal obligations as the previous contract year, provided that PSJPC and Contractor shall negotiate any revision of additional services or goals beyond those encompassed in the previous contract.

## V. CONTRACT MANAGEMENT

The following shall be the contact person for all communications and billings regarding the performance of this contract.

Contractor	PSJPC
<p><b>Corey Knudsen</b> Contract Manager 1865 Mountain View Ave Loma Linda, CA 92354</p> <p>Phone: 909.389.1861 Fax: 909.794.1237</p> <p>Email: corey.knudsen@imperialdade.com</p>	<p><b>Mark Campbell</b> Executive Director 2661 N Pearl St., #139 Tacoma, WA 98407 Phone: (425) 760-8085</p> <p>Email: mark.campbell@pugetsoundcoop.org</p>

## VI. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE

Each of the attachments listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and State of Washington statutes and regulations
- Special Terms and Conditions as contained in this basic contract instrument
- Exhibit A – Certifications and Assurances , Lobbying and Debarment
- Exhibit D – Vendor Profile
- Exhibit E – Contractor Intake Form
- Exhibit F – Compostable and Biodegradable Certification
- Exhibit G – Polychlorinated Biphenyls Certification
- Exhibit H – Polystyrene Product Certification
- Appendix D – Specification Price Sheet, RFP#3-202324
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.



**Proposals for Paper-Disposable Products and  
Delivery**

**SALES AND ORDERING INFORMATION**

Vendor shall complete the following information and return with proposal response.

1. Sales Representative(s): Indicate below the contact information and specific territories covered:

Name: <u>Lindsay Paerchen</u>	Name: <u>Carey Eadsen</u>
Telephone: <u>909.794.1108</u>	Telephone: <u>909.7389.1861</u>
Toll Free No: _____	Toll Free No: _____
Mobile Phone: <u>909.240.6207</u>	Mobile Phone: _____
Territory: <u>Western Region</u>	Territory: <u>School District Sales</u>
Fax: <u>909.794.1237</u>	Fax: <u>909.794.1237</u>
Email: <u>Lindsay.Paerchen@imperialtrade.com</u>	Email: <u>Carey.Eadsen@imperialtrade.com</u>

2. Payment Term: Prompt Payment Discount      % net 30 days. Note: Prompt payment discount periods equal to (or greater than) 30 calendar days will receive consideration and proposal pricing will be reduced (for evaluation purposes only) by the amount of that discount(s).
3. Volume Discount: Identify volume discount(s), please indicate the discount      % or \$      and when it applies: Please describe your pricing model for non-specified/bid items? \_\_\_\_\_
4. Standard Lead Time after receipt of order (ARO) is 1-3 days calendar days.
5. Minimum case quantities      for direct deliveries of shipment to Washington State locations.
6. Minimum order quantity      for distributor orders to Washington State  
     \$ 450.00 West  
     \$ 650.00 East

**Proposals for Paper-Disposable Products and Delivery  
RFP #3-202324**

**EXHIBIT A: CERTIFICATION AND ASSURANCES, LOBBYING AND DEBARMENT**

***Vendor must sign and include the full text of Exhibit A with their proposal.***

Vendor makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Vendor declares that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Vendor may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of sixty (60) days following receipt, and it may be accepted by PSJPC without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the sixty (60) day period.
4. In preparing this proposal, Vendor has not been assisted by any current or former employee of the PSJPC whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. Vendor understands that PSJPC will not reimburse Vendor for any costs incurred in the preparation of this proposal. All proposals become the property of PSJPC, and Vendor claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Vendor and will not knowingly be disclosed by Vendor prior to opening, directly or indirectly, to any other Vendor or to any competitor.
7. Vendor agrees that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, Vendor has described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. Vendor grants PSJPC the right to contact references and others, who may have pertinent information regarding the Vendor's prior experience and ability to perform the services outlined in this procurement.



**CERTIFICATION REGARDING LOBBYING**

*(Submit this form attached to your SF-424 proposal)*

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan or cooperative Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with instructions.

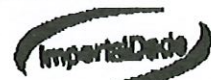
(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Imperial Dade  
Organization Name Project Name & CFDA Number

Linda L. Leichen Director of Internal Sales  
Name and Title of Authorized Representative

Linda Leichen 1/3/24  
Signature Date



### DEBARMENT CERTIFICATION FORM

The Contractor certifies that, neither the Contractor firm nor any owner, partner, director, officer, or principal of the Contractor, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or

(d) Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.

(e) The contractor is "Actively" registered with SAMS (Service for Award Management), and has been assigned the following DUNS Number: 137977224

The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

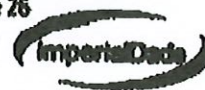
Dated this 3rd day of January, 20 24

By [Signature]

Authorized Signature for Contractor

Wendy Ineichen Director of Internal Sales

Printed Name and Title



Proposals for Paper-Disposable Products and  
Delivery

EXHIBIT D: VENDOR PROFILE AND REFERENCES

COMPANY INFORMATION

Contractor Information: Provide below, the information which will be used for contract administration: For example: the legal business name, legal status (e.g., corporation, sole proprietor, etc.) and the year the entity was organized to do business as the entity now substantially exists, Washington State Uniform Business Identification (UBI) number, the home office address, and telephone and fax numbers, web site URL (if any), and organizational chart of the legal entity with whom PSJPC may execute any Contract arising from this RFP, including the names and titles of Vendor's principal officers.

1. Federal Tax Identification Number: 20-5969953
2. WA State Department of Revenue Registration Tax Number: A51349531
3. Company URL Address: ImperialData.com
4. Company Mailing Address: 1865 Mountain View Ave. Loma Linda, CA 92354
5. Orders to be sent to: PREPAPER-ORDERS@IMPERIALDATA.COM  
\_\_\_\_\_  
\_\_\_\_\_
6. Billing will be from: IMPERIAL DATA  
\_\_\_\_\_  
\_\_\_\_\_
7. Payment will be sent to: IMPERIAL DATA  
PO Box 103204  
PASADENA, CA 91109
8. Hold and Recall Contact Information: LINDA HITCHEN  
409.794.1108  
\_\_\_\_\_

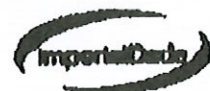
POLITICAL SUBDIVISIONS: Vendor agrees to sell the goods and services on this contract to political subdivisions (school districts): Yes  No  (If reply is "No" attach letter to this proposal response explaining reason(s) for declining participation by political subdivisions).

**Proposals for Paper-Disposable Products and Delivery**

**EXHIBIT E: CONTRACTOR INTAKE FORM**

*All potential Puget Sound Joint Purchasing Cooperative (PSJPC) Contractors or Governmental Entities must sign and submit this form before a PSJPC contract or Agreement is offered.*

<b>1. CONTRACTOR NAME (AS LEGALLY REGISTERED WITH THE IRS):</b>		<b>CONTRACTOR DBA (DOING BUSINESS AS) NAME:</b>	
Imperial Bag & Paper		Imperial Dado	
<b>2. CONTRACTOR ADDRESS &amp; CONTACT INFORMATION:</b>			
<b>ADDRESS (NUMBER, STREET, AND APT OR SUITE)</b>		<b>CITY</b>	<b>STATE</b>
1865 Mountain View Ave.		Loma Linda	CA
<b>BUSINESS PHONE NUMBER</b>		<b>BUSINESS FAX NUMBER</b>	
909.794.1108		909.794.1237	
<b>CONTRACT MANAGER NAME</b>		<b>CONTRACT MANAGER EMAIL ADDRESS</b>	
Corey Knudsen		Corey.Knudsen@imperialdado.com	
<b>CONTRACT MANAGER PHONE NUMBER</b>		<b>CONTRACT MANAGER FAX</b>	
(909) 389-1261		(909) 794-1237	
<b>3. CONTRACTOR LICENSE:</b>			
Do you have a current Washington State business license?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Have you had any contract to provide services terminated for default? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If you do not have a Washington State business license, explain why you are exempt from registering your business with the State of Washington.	
If yes, please attach a list of each terminated contract with an explanation of the situation involved.		To file for a Master Business Application, visit <a href="http://www.dor.wa.gov">www.dor.wa.gov</a> .	
<b>4. BUSINESS INFORMATION:</b>			
How is your business organized? LLC		If filing as Corporation, non-profit, attach a copy of 501(c) status.	
Is your business a small, women/minority, or veteran-owned business? as defined in Chapter 39.26.010 RCW? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, please complete and submit the Self Certification Statement with this form. Refer to Chapter 39.26.010 RCW for more information.	
<b>TAXPAYER IDENTIFICATION NUMBER (TIN)</b>		For individuals, this is your Social Security Number (SSN). For other entities (corporations, school districts, etc.) this is your Employer Identification Number (EIN).	
SSN: - - EIN: 70-5963953			
<b>STATEWIDE VENDOR NUMBER</b> SWV		Individuals awarded contracts with PSJPC are required to register as a Statewide Vendor. Visit the Department of Enterprise Services to register as a Statewide Vendor.	
<b>5. WASHINGTON STATE EMPLOYMENT (Not applicable to EDOs, School Districts, and State Agencies)</b>			



**Proposals for Paper-Disposable Products and  
Delivery**

Are you, or any of your business partners, directors, officers, managers, employees, or board members current or former (within the last 24 months) officers or employees of the State of Washington? \*Yes No N/A

If yes: Current or

Former If you checked Yes, you may be required to seek guidance from the Executive Ethics Board; PSIPC will contact you for clarification about your current/former role.

*\*District and Educational Service District employees are not considered state employees for this purpose. As a reminder, please check with your employer regarding their outside work policies.*

I certify, under penalty of perjury as provided by the laws of the State of Washington, that all of the foregoing statements are true and correct, and that I will notify PSIPC of any changes in my statement.

CONTRACTOR SIGNATURE

*Lynda Inatchon*

DATE

*1/3/24*

PRINTED NAME

*Lynda Inatchon*

TITLE

*Director of Internal Sales*





Proposals for Paper-Disposable Products and Delivery

EXHIBIT G: POLYCHLORINATED BIPHENYLS CERTIFICATION

Pursuant to RCW 39.26.280, the Washington State Superintendent of Public Instruction is required to provide a preference to a bidder that provides products or products in packaging that do not contain Polychlorinated Biphenyls (PCBs).

I hereby certify, on behalf of the firm identified below, as follows (check one):

[X] Not applying for the PCBs Preference.

OR

[ ] ALL Products have been tested for Polychlorinated Biphenyls. All product(s) identified in the above solicitation, have been tested within the previous 365 days, were performed by an independent, third-party laboratory using Environmental Protection Agency (EPA) Analytical Method 1688c. The test results are attached.

OR

[ ] All product(s) identified below, have been tested within the previous 365 days, were performed by an independent, third-party laboratory using Environmental Protection Agency (EPA) Analytical Method 1688c. The test results are attached.

Product: \_\_\_\_\_

Product: \_\_\_\_\_  
Include additional lines as necessary

I hereby certify, under penalty of perjury under the laws of the State of Washington that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Lark Luk  
Signature of Bidder

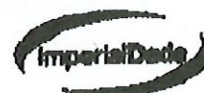
11/3/24  
Date

Loma Linda, CA  
Place Signed (City, State)

Wendy Weichen  
Print Name

Director of Internal Sales  
Title

Imperial Data  
Organization Name



**Proposals for Paper-Disposable Products and Delivery**

**EXHIBIT H: Polystyrene Product Certification**

Pursuant to RCW 70A.245, the Washington State Legislature prohibits the use of products containing "expanded polystyrene" and or polystyrene derivatives in food service operations including schools.

I hereby certify, on behalf of the firm identified below, as follows (check one):

- ALL products proposed and sold to PSJPC member districts and schools do not contain "expanded polystyrene" or polystyrene products.

I hereby certify, under penalty of perjury under the laws of the State of Washington that the certification herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Linda Lindo  
Signature of Bidder

1/3/24  
Date

Loma Linda, CA  
Place Signed (City, State)

Linda Lindo  
Print Name

Director of Internal Sales  
Title

Imperial Bids  
Organization Name



Item No.	Description	Quantity	Unit	Price	Total
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BID ITEM #	PRODUCT	DESCRIPTION/SPECIFICATIONS	BRAND IS AS LISTED OR EQUAL	PRODUCT CODE	CASE PACK	PACK SIZE	PRODUCT TYPE	PRODUCT CATEGORY #	EST ANNUAL CASE QTY	CONVERSION OF EST QTY - IF DIFFERENT THAN SPECIFIED	PROPOSED DISTRIBUTOR ITEM #	PROPOSED BRAND	PROPOSED PRODUCT CODE	PROPOSED PACK SIZE
1	BAG, BUN PAN HD FLAT PK 27X37"	Bun pan bag 27" x 37", made of high molecular, high density film (HDPE) or linear low polyethylene (3.5 Mil). Roll w/ twist tie.	HANDGARDS OR ELKAY	303679979 OR BOR2737HD	1	200	FOODSERVICE BAGS	G	1000		303679979	HANDGARDS	303679979	200
2	BAG, BUN RACK COVER HD FLAT PK 60x80	Bun rack bag 60" x 80", made of high molecular, high density film (HDPE) or linear low polyethylene, FDA Compliant.	HANDGARDS	303679951	1	50	FOODSERVICE BAGS	G	75		303679971	HANDGARDS	303679971	50
3	BAG, FOIL SANDWICH 6X.75X6.5	Foil sandwich bag 6x.75x6.5, silver, foil and paper lamination provides heat retention.	BAGCRAFT	300533	1	1000	FOODSERVICE WRAP	A	500	X	45782	VICTORIA BAKERY	45782	1000
4	BAG, FOOD STORAGE 1 QT 7X8 CLEAR RESEALABLE 1.75 MIL	Food storage quart zipper resealable bag 7" x 8", 1.75 Mil, clear, material: LDPE, FDA Compliant. Recyclable	ELKAY	F20708Q	1	500	FOODSERVICE BAGS	G	75	X	20FH50BAG	FOODHANDLING	20FH50BAG	500
5	BAG, FOOD STORAGE 1GL 10X12 CLEAR RESEALABLE 1.75 MIL	Food storage gallon zipper resealable bag 10" x 12", 1.75 Mil, clear, material: LDPE, FDA Compliant. Recyclable	ELKAY	F21012G	1	250	FOODSERVICE BAGS	G	1750	X	20FH60FH	FOODHANDLING	20FH60FH	250
6	BAG, FOOD STORAGE 8X4X18 UTILITY CLEAR 2 MIL	Food storage gusseted bag 8" x 4" x 18", 2 Mil, clear, material: LDPE. Use with heat sealer or bag sealing tape FDA Compliant. Recyclable	ELKAY	20G-084018	1	1000	FOODSERVICE BAGS	G	500		20G084018	ELKAY PLAST	20G084018	1000
7	BAG, FREEZER STORAGE 18"X30"	Bag freezer storage 18" x 30", made of high molecular, high density film (HDPE) or linear low polyethylene, FDA Compliant.	HANDGARDS OR ELKAY	303679978 OR BOR1830HD	1	200	FOODSERVICE BAGS	G	75		BOR1830HD	ELKAY PLAST	BOR1830HD	200
8	BAG, PAPER BROWN, 6 LB	Paper bag 6#, 6x3.625x11.0625, Kraft brown, brown, 100% recycled.	DURO HILLEX POLY	18406	1	500	FOODSERVICE BAGS	G	500		VB6SOB	DURO	18406	500
9	BAG, PAPER BROWN, 8 LB	Paper bag 8#, 6.125x4.725x12.4375, Kraft brown, 100% recycled.	DURO HILLEX POLY	18408	1	500	FOODSERVICE BAGS	G	600		8SONOVOLEX	DURO	18408	500
10	BAG, SAND SADDLE PK 6.5'X7"	Flip top saddle pack bag 6.5" x 7" x 1 3/4 FB, 50 Mil, clear, material: HDPE, FDA Compliant. Recyclable	ELKAY	DP657	10	200	FOODSERVICE BAGS	G	1150	X	216709FH	FOODHANDLING	216709FH	2000
11	BOWL, COMPOSTABLE 11.5Z	11.5 oz soup bowl, made from bamboo and unbleached plant fiber. Commercially compostable	WORLD CENTRICS	BO-SC-U11-LFP	20	50	BOWLS & PLATES	J	75	X	VB12BOBPPPF	VICTORIA BAKERY	VB-12BOBPP-500	500
12	BOWL, OVAL COMPOSTABLE 18Z	18 oz oval bowl, made from bamboo and unbleached plant fiber. Commercially compostable	WORLD CENTRICS	BO-SC-UBBS-LFP	1	400	BOWLS & PLATES	J	75	X	EPBL20	AMERCARE	EPBL20	500
13	BOWL, PAPER 12Z	12 oz heavy weight white paper bowl, coated paper, single use from 32F - 205F. Commercially compostable	DART	HB12B-2054	20	50	BOWLS & PLATES	J	600	X	VB12BOBPPPF	VICTORIA BAKERY	VB-12BOBPP-500	500
14	BOWL, POLYPRO 16-20Z BLACK	20 oz Incredi-Bowls, black polypropylene soup bowl, reusable, temperature range from 33F - 230F. Recyclable	ANCHOR PACKAGING	4605821	1	250	BOWLS & PLATES	J	1200		4605820	ANCHOR PAC	4605820	504
15	BOWL, POLYPRO 16-20Z BLACK WITH LIDS	20 oz Incredi-Bowls, black polypropylene soup bowl, lids included, reusable, temperature range from 33F - 230F. Recyclable	ANCHOR PACKAGING	4115820	1	250	BOWLS & PLATES	J	150		4115820	ANCHOR PAC	4115820	250
16	CONT, 24Z BLACK RECTANGLE W/ILD COMBO 1 CMPT VERSATAINER	Rectangle 24 oz 1 compartment black heavy-gauge polypropylene container, clear lids included, leak resistant, stackable, reusable, temperature range from -16F to 212F. Recyclable	NEWSPRING	NC639B	1	150	CONTAINERS	I	250	X	VBPPREC24	VICTORIA BAKERY	VB-PPREC24-150	150
17	CONT, 6X6X2.25 PLASTIC W/BLACK BASE & HINGED LID	6"x6" square 16 oz oriented polystyrene plastic dual bar locked hinged lid container, clear, leak resistant, stackable, single use from 37F to 180F. Recyclable	PACTIV	OEH696020000	2	100	CONTAINERS	I	250	X	1000454	SABERT COR	1000454	171
18	CONT, PAPER 12Z SQUAT W/ILD	12 oz white double sided polyethylene paper squat container, white lids included, leak resistant, single use from 32F up to 205F. Recyclable	DART	KHSB12A-2050	10	50	CONTAINERS	I	300	X	VB71012	VICTORIA BAKERY	VB71012	250



39	CUP, SOUFFLE PLAS 5.5Z TRANSL	5.5 oz HFS plastic souffle portion cup, translucent, leak resistant, single use from 14F up to 230F. Recyclable	DART	P550N	20	125	CUPS & LIDS	F	400		X	VB550PC	VICTORIA BA	VB550PC	2500
40	CUP, SOUFFLE PLAS 2Z COMPOSTABLE	2 oz clear, plastic souffle portion cup, single use. Compostable	ECO-PRODUCTS	EP-PC200	20	100	CUPS & LIDS	F	200		X	9509302	FABRI-KAL CC	9509302	2000
41	CUP, SOUFFLE PLAS 2Z TRANSL	2 oz HFS plastic souffle portion cup, translucent, leak resistant, single use from 14F up to 230F. Recyclable	DART	P200N	2	450	CUPS & LIDS	F	650	234	X	VBPC201PP	VICTORIA BA	VBPC201PP	2500
42	CUP, SOUFFLE PLAS 4Z COMPOSTABLE	4 oz clear, plastic souffle portion cup, single use. Compostable	ECO-PRODUCTS	EP-PC400	20	100	CUPS & LIDS	F	200		X	9509306	FABRI-KAL CC	9509306	2000
43	CUTLERY, COMPOSTABLE FORK	Fork Plantware high-heat bulk pack, white, 6" in length. Compostable	ECO-PRODUCTS	EP-S012	1	1000	BOWLS & PLATES	B	500		X	FO-PS-6	WORLD CENT	FO-PS-6	1000
44	CUTLERY, COMPOSTABLE KNIFE	Knife Plantware high-heat bulk pack, white, 6" in length. Compostable	ECO-PRODUCTS	EP-S011	1	1000	BOWLS & PLATES	B	500		X	KN-PS-6	WORLD CENT	KN-PS-6	1000
45	CUTLERY, COMPOSTABLE SPOONS	Spoon Plantware high-heat bulk pack, white, 6" in length. Compostable	ECO-PRODUCTS	EP-S013	1	1000	BOWLS & PLATES	B	500		X	SP-PS-6	WORLD CENT	SP-PS-6	1000
46	CUTLERY, COMPOSTABLE SPOON	Spoon Plantware high-heat bulk pack, white, 6" in length. Compostable	ECO-PRODUCTS	EP-S018	1	1000	BOWLS & PLATES	B	500		X	RKPSB	WORLD CENT	RK-PS-B	1000
47	CUTLERY, PP FORK MEDIUM WEIGHT WHITE	Fork polypropylene bulk pack, medium weight, white, 6" in length. Recyclable	DART	F65W	1	1000	BOWLS & PLATES	B	12000		X	3642F	NUTRI-BON	3642F	1000
48	CUTLERY, PP KNIFE MEDIUM WEIGHT WHITE	Knife polypropylene bulk pack, medium weight, white, 6.5" in length. Recyclable	DART	K65W	1	1000	BOWLS & PLATES	B	12000		X	3640F	NUTRI-BON	3640F	1000
49	CUTLERY, PP SPOON MEDIUM WEIGHT WHITE	Spoon polypropylene bulk pack, medium weight, white, 6" in length. Recyclable	DART	S65W	1	1000	BOWLS & PLATES	B	10000		X	3641F	NUTRI-BON	3641F	1000
50	CUTLERY, PP SPOON MEDIUM WEIGHT WHITE	Spoon polypropylene bulk pack, medium weight, white, 6" in length. Recyclable	DART	SP-65W	1	1000	BOWLS & PLATES	B	4000		X	3647SPORK	NUTRI-BON	3647	1000
51	CUTLERY, SMARTSTOCK DISPENSER	SmartStock Series-W wrapped teapoon dispenser, each dispenser is for 1 each of forks, spoons and knives.	DIXIE	SSW3D85	3	1	BOWLS & PLATES	B	100			SSW3D85	DIXIE	SSW3D85	1
52	CUTLERY, SMARTSTOCK FORK	SmartStock Series-W wrapped fork cutlery, heavy-weight, black.	DIXIE	SSWPF5	24	40	BOWLS & PLATES	B	100			SSWPF5	DIXIE	SSWPF5	960
53	CUTLERY, SMARTSTOCK KNIFE	SmartStock Series-W wrapped knife cutlery, heavy-weight, black.	DIXIE	SSWPK5	24	40	BOWLS & PLATES	B	100			SSWPK5	DIXIE	SSWPK5	960
54	CUTLERY, SMARTSTOCK SPOON	SmartStock Series-W wrapped teapoon cutlery, heavy-weight, black.	DIXIE	SSWPT5	24	40	BOWLS & PLATES	B	100			SSWPT5	DIXIE	SSWPT5	960
55	FILM, 12X12 PLASTIC PERFORATED ROLL BOX FOOD WRAP	12X12" perforated plastic food film wrap packed in dispenser box, 40 gaugs per roll.	AEP INDUSTRIES	30010600	1	ROLL	FOODSERVICE WRAP	A	100		X	12X12E15	ANCHOR PAC	12X12E15	1
56	FILM, PVC 18X2000 STD CUTTER BOX W/ZIP SAFE SLIDE ATTACHED	18"x2000" plastic food film wrap packed in dispenser box, 40 gauge per roll, zip safe slide attached.	AEP INDUSTRIES	30510400	1	ROLL	FOODSERVICE WRAP	A	875		X	18X2M	ANCHOR PAC	7309882	1
57	FOIL, 18X1000 HD CUTTER BOX	18"x1000" foil food wrap packed in dispenser box, .55 mil, 1000' minimum feet, must be heavy duty.	ANCHOR PACKAGING	6402181	1	ROLL	FOODSERVICE WRAP	A	1000			11808	ANCHOR PAC	11808	1
58	GLOVE POLY MED HEAT CAST	NO LATEX ALLOWED, powder free required. No Color. FDA Compliant.	HANDGUARDS	303363182	4	500	FOODSERVICE GLOVES	D	450	900	X	15271	GOLDMAX INI	1527-1	1000
59	GLOVE VINYL LRG PWDR FREE CLEAR	NO LATEX ALLOWED, powder free required. No Color. FDA Compliant.	HANDGUARDS	304340183	10	100	FOODSERVICE GLOVES	D	3200		X	64V3000PFL	VICTORIA BA	64V3000PFL	1000
60	GLOVE VINYL M PWDR FREE CLEAR	NO LATEX ALLOWED, powder free required. No Color. FDA Compliant.	HANDGUARDS	304340182	10	100	FOODSERVICE GLOVES	D	400		X	64V3000PFM	VICTORIA BA	64V3000PFM	1000
61	GLOVE VINYL S PWDR FREE CLEAR	NO LATEX ALLOWED, powder free required. No Color. FDA Compliant.	HANDGUARDS	304340181	10	100	FOODSERVICE GLOVES	D	400		X	64V3000PFS	VICTORIA BA	64V3000PFS	1000
62	GLOVE VINYL XL PWDR FREE CLEAR	NO LATEX ALLOWED, powder free required. No Color. FDA Compliant.	HANDGUARDS	304340184	10	100	FOODSERVICE GLOVES	D	400		X	64V3000PFXL	VICTORIA BA	64V3000PFXL	1000
63	LID, CLEAR PLAS 20Z NON-VENTED	20 oz PET plastic non-vented lid, clear, leak resistant, single use from -22F up to 151F. Fits TR16, TP12 and TP9R. Recyclable	DART	662TP	10	100	CUPS & LIDS	F	150		X	DF98	VICTORIA BA	DF98	1000
64	LID, CLEAR PLAS 3.5Z - 20Z DOME WITH NO HOLE	3.5 - 20 oz PET plastic dome lid with no hole, clear, leak resistant, single use from -22F up to 151F. Fits TR16, TP12 and TP9R. Recyclable	DART	DNR662	10	100	CUPS & LIDS	F	75		X	VBDLNH98	VICTORIA BA	VBDLNH98	1000
65	LID, CLEAR PLAS 5 - 20Z STRAW-SLOTTED	12 - 24 oz PET plastic straw-slotted lid, clear, single use from -22F up to 151F. Fits TR16, TP12 and TP9R. Recyclable	DART	662TS	10	100	CUPS & LIDS	F	100		X	F98HCF	VICTORIA BA	F98HCF	1000
66	LID, HOT CUP 10Z - 20Z COMPOSTABLE	10 - 20 oz hot cup lid, Fits EP-BHC1G-GS and EP-BHC12-GS. Compostable	ECO-PRODUCTS	EP-ECOLID-W	1	800	CUPS & LIDS	F	200	160	X	KEKDL516	LOLLIUP US	KE-KDL516	1000
67	LID, HOT CUP 10Z - 24Z	10 - 24 oz polypropylene plastic dome hot cup lid, white, single use from -4F to 230F. Fits 510W and 412WN-2050. Recyclable	DART	TLP316PP	10	100	CUPS & LIDS	F	200		X	CKDL516W	LOLLIUP US	C-KDL516W	1000
68	LID, SOUFFLE PLAS 2Z CLR	2 oz PET plastic souffle lid, clear, leak resistant, single use from -22F up to 151F. Recyclable	DART	PL200N	20	125	CUPS & LIDS	F	400		X	VBPCLD250	CARRYOUT -	VBPCLD250	2500



92	WRAP, FOIL SHEET BLUE 10.5X13	Foil sheets with insulated, absorbent paper backing 10.5x13. USDA approved for food handling.	BAGCRAFT	300829	5	500	FOODSERVICE WRAP	A	200	X	VB844	VICTORIA BA VB844	2000
93	WRAP, FOIL SHEET RED 10.5X13	Foil sheets with insulated, absorbent paper backing 10.5x13. USDA approved for food handling.	BAGCRAFT	300827	4	500	FOODSERVICE WRAP	A	200	X	VB842	VICTORIA BAY VB842	2000
94	WRAP, SAND PAPER BLACK & WHITE CHECK GREASE RESISTANT, 12X12	Dry wax, USDA approved for food handling (no wet waxed, Black Check).	BAGCRAFT	57800	5	1M	FOODSERVICE WRAP	A	200	X	COB01006	VICTORIA BA COB01006	5000
95	WRAP, SAND PAPER BLUE & WHITE CHECK GREASE RESISTANT, 12X12	Dry wax, USDA approved for food handling (no wet waxed, Blue Check).	BAGCRAFT	57850	5	1M	FOODSERVICE WRAP	A	200	X	COB01014	VICTORIA BA COB01014	5000
96	WRAP, SAND PAPER RED & WHITE CHECK, GREASE RESISTANT 12x12	Dry wax, USDA approved for food handling (no wet waxed, Red Check).	BAGCRAFT	57700	5	1M	FOODSERVICE WRAP	A	200	X	COB01008	VICTORIA BA COB01008	5000

**OTHER SUPPLIES**

97	PAPER TOWELS, WHITE, 8"X1,000' HARDROLL TOWEL	compatible with a variety of Kimberly-Clark professional dispensers and many universal towel dispensers. The roll has a core size of 1.5", meets EPA standards and is FSC and EcoLogo certified	SCOTT	01000	8" x 1.00' 12 ROLLS/50	4000	OTHER SUPPLIES K		10,000	X	H080	KIMBERLY CLARK H080	8"X800
98	TOWEL DISPENSER FOR KIMBERLY CLARK (SCOTT)	touch free, one-at-a-time dispensing system, wall mounted dispenser is made of durable	KIMBERLY CLARK	09990	1 EA	2000	OTHER SUPPLIES K		09990	X	09990	KIMBERLY CLARK 9990	1
99	TRASH BAG/CAN LINER, "CLEAR" 24"X33" PLY-8 MIC	12 - 16 gallon 24"x33" 8 MIC clear can liners.	INTERPLAST	5243308N	20	50	OTHER SUPPLIES K		500	X	CRHD2433H	REPUBLIC BAGS CRHD2433H	1000
100	TRASH BAG/CAN LINER, "CLEAR" 33"X40" PLY-16 MIC	33 - 40 gallon 33"x40" 16 MIC clear can liners.	INTERPLAST	5394016N	10	25	OTHER SUPPLIES K		800	X	R3340N16	KANGAROO PAK 52535	250
101	TRASH BAG/CAN LINER, "CLEAR" 43"X48" PLY-16 MIC	55 gallon 43"x48" 16 MIC clear can liners.	INTERPLAST	5404816N	10	25	OTHER SUPPLIES K		600	X	R4348N17	KANGAROO PAK 52529	200
102	TRASH BAG/CAN LINER, "BLACK" 33"X40" PLY-16 MIC	33 - 40 gallon 33"x40" 16MIC black can liners. wrapped, ideal for cleaning and sanitizing	HERITAGE BAG	E6640V/KR01	20	25	OTHER SUPPLIES K		3000	X	R3340K16	KANGAROO PAK 52832	250
103	WIPES, ALCOHOL, PROBE	thermometer probes.	COOPER-ATKINS	2001087	1	200	OTHER SUPPLIES K		75		915008	COOPER ATKINS 9150-0-8	200

WESTERN WASHINGTON EASTERN WASHINGTON

PROPOSED PACK SIZE	DISTRIBUTOR COST (NET BID) 23-245Y	EXTENDED COST	DISTRIBUTOR COST (NET BID) 23-245Y	EXTENDED COST	"	PROPOSED DISTRIBUTOR #	PROPOSED BRAND	PROPOSED PRODUCT CODE	PROPOSED PACK SIZE	DISTRIBUTOR COST (NET BID) 23-245Y	EXTENDED COST
	\$13.50	\$13,500.00	\$17.50	\$17,500.00		3416799	HANDGARDS	303679979	1	200 EA \$ 18.02	\$18,022.00
	\$13.60	\$1,020.00	\$17.60	\$1,320.00	X	8570934	HANDGARDS	303679951	1	50 EA \$ 16.08	\$1,205.88 <i>Dual award</i>
	\$48.70	\$24,350.00	\$52.70	\$26,350.00		497859	BAGCRAFT	300533	1	1000 E \$ 111.96	\$55,980.00
	\$13.10	\$982.50	\$17.10	\$1,282.50	X	6881239	MONOGRAM	385692	1	500 EA \$ 21.45	\$1,608.75
	\$10.80	\$18,900.00	\$14.80	\$25,900.00	X	7495427	HANDGARDS	304985130	1	250 EA \$ 13.54	\$23,697.63 <i>Dual award</i>
	\$48.45	\$24,225.00	\$52.45	\$26,225.00		6886901	ELKAY PLAST	20G-084018	1	1000 E \$ 131.36	\$65,680.00
	\$9.10	\$682.50	\$13.10	\$982.50		6027148	HANDGARDS	303679978	1	200 EA \$ 13.76	\$1,031.87
	\$14.50	\$7,250.00	\$18.50	\$9,250.00		9224564	DURO BAG	18406	1	500 EA \$ 22.68	\$11,340.00
	\$15.75	\$9,450.00	\$19.75	\$11,850.00		8601856	DURO BAG	18408	1	500 EA \$ 26.08	\$15,647.70
	\$7.40	\$8,510.00	\$11.40	\$13,110.00		1797414	ELKAY PLAST	DP657	1	2000 E \$ 17.15	\$19,724.92
	\$21.75	\$3,262.50	\$25.75	\$3,862.50		5796151	WORLD CENT	BO-SC-U11-I-20	50 EA \$ 41.78	\$3,133.50	
	\$39.05	\$2,343.00	\$43.05	\$2,583.00		1002044	WORLD CENT	BO-SC-UBBS8	50 EA \$ 40.74	\$3,055.50	
	\$21.75	\$13,050.00	\$25.75	\$15,450.00	X	3915493	SOLO CUP	HB12-J8001	125 EA \$ 49.71	\$29,826.00 <i>Dual award</i>	
	\$32.60	\$19,560.00	\$36.60	\$21,960.00		4692208	ANCHOR PAC	4605821	1	250 EA \$ 38.98	\$46,776.00
	\$58.15	\$8,722.50	\$62.15	\$9,322.50		9965625	ANCHOR PAC	4115820	1	250 EA \$ 87.98	\$13,197.00
	\$27.80	\$6,950.00	\$31.80	\$7,950.00		6285829	NEWSRING	NC836B	1	150 EA \$ 45.05	\$11,262.18
	\$40.65	\$11,910.45	\$44.65	\$13,082.45		9355017	PACTIV	0EH89602002	100 EA \$ 83.11	\$20,777.90	
	\$56.05	\$16,815.00	\$60.05	\$18,015.00		8672729	SOLO CUP	KHSB12A-20 10	50 EA \$ 50.86	\$15,264.00 <i>Dual award</i>	

\$51.20	\$30,720.00	\$55.20	\$33,120.00	7690114	DART	KHSB8A-J80 1	250 EA	\$ 56.44	\$33,864.00
\$559.75	\$23,900.00	\$63.75	\$25,500.00	X 5811591	DART	C95PST1 2	100 EA	\$ 56.22	\$22,488.00
\$60.70	\$30,350.00	\$64.70	\$32,350.00	X 5628748	DART	C95PST3 2	100 EA	\$ 57.87	\$28,935.00
\$68.15	\$37,482.50	\$71.15	\$39,682.50	3966295	DART	PET57PST1 4	125 EA	\$ 74.29	\$40,859.50
\$65.75	\$144,650.00	\$69.75	\$153,450.00	9835468	DART	PET90PST1 1	250 EA	\$ 68.54	\$150,788.00
\$144.05	\$13,828.80	\$148.05	\$14,212.80	5640727	ECO-PRODUCE	EP-LC6 1	240 EA	\$ 50.94	\$10,187.12
\$127.80	\$25,560.00	\$131.80	\$26,360.00	5641162	ECO-PRODUCE	EP-LC81 1	160 EA	\$ 55.79	\$11,157.30
\$21.15	\$1,586.25	\$25.15	\$1,886.25	5238222	SOLO CUP	PF35C1 10	100 EA	\$ 82.67	\$6,200.25
\$40.45	\$4,045.00	\$44.45	\$4,445.00	8600645	DART	TP12 20	50 EA	\$ 59.23	\$5,923.00
\$40.05	\$20,025.00	\$44.05	\$22,025.00	8600884	DART	TR16 20	50 EA	\$ 96.74	\$48,370.00
\$28.65	\$14,325.00	\$32.65	\$16,325.00	8602054	DART	TP9R 20	50 EA	\$ 48.64	\$24,320.00
\$76.50	\$7,650.00	\$80.50	\$8,050.00	2865509	EARTHCHOICE	PHSC16ECD120 25 EA	\$ 77.53	\$15,506.00	
\$89.65	\$44,825.00	\$93.65	\$46,825.00	5641428	SOLO CUP	R53-J8000 30	100 EA	\$ 162.16	\$64,864.00
\$123.35	\$9,251.25	\$127.35	\$9,551.25	5641543	SOLO CUP	R9N-J8000 20	100 EA	\$ 140.84	\$10,563.00
\$50.40	\$5,040.00	\$54.40	\$5,440.00	5855019	SOLO CUP	510W 20	50 EA	\$ 66.02	\$6,602.00
\$103.15	\$10,315.00	\$107.15	\$10,715.00	4783833	ECO-PRODUCE	EP-BHC10-G1 1000 E	\$ 77.04	\$7,704.37	
\$53.95	\$5,395.00	\$57.95	\$5,795.00	2156784	SOLO CUP	412nm-2050 20	50 EA	\$ 57.95	\$5,795.00
\$68.25	\$6,825.00	\$72.25	\$7,225.00	4783270	ECO-PRODUCE	EP-BHC12-G1 1000 E	\$ 78.53	\$7,853.15	
\$33.85	\$27,080.00	\$37.85	\$30,280.00	X 5544010	NEWSPAPER	ES04 1	500 EA	\$ 50.53	\$20,211.12
				9664418	DART	P400N 10	250 EA	\$ 37.18	\$29,744.00

Dual award

Dual award

Dual award

\$34.30	\$13,720.00	\$38.30	\$15,320.00		9664467	DART	P550N	20	125 EA	\$	78.69	\$31,436.00
\$60.95	\$12,190.00	\$64.95	\$12,960.00		4907804	ECO-PRODUCE	EP-PC200	20	100 EA	\$	62.33	\$12,466.68
\$19.15	\$4,481.10	\$23.15	\$5,417.10		9664525	DART	P200N	10	250 EA	\$	23.69	\$15,398.50
\$69.50	\$13,900.00	\$73.50	\$14,700.00		4966727	ECO-PRODUCE	EP-PC400	20	100 EA	\$	87.17	\$17,434.58
\$37.50	\$18,750.00	\$41.50	\$20,750.00		1853001	ECO-PRODUCE	EP-S012	1	1000 E	\$	49.52	\$24,759.85
\$37.50	\$18,750.00	\$41.50	\$20,750.00		1853043	ECO-PRODUCE	EP-S011	1	1000 E	\$	49.52	\$24,759.85
\$37.50	\$18,750.00	\$41.50	\$20,750.00		1871003	ECO-PRODUCE	EP-S013	1	1000 E	\$	49.52	\$24,759.85
\$37.50	\$18,750.00	\$41.50	\$20,750.00		6489411	ECO-PRODUCE	EP-S018	20	50 EA	\$	50.33	\$25,165.05
\$8.50	\$102,000.00	\$12.50	\$150,000.00		1199812	SOLO CUP	F6SW	1	1000 E	\$	18.62	\$223,440.00
\$8.50	\$102,000.00	\$12.50	\$150,000.00		8250768	SOLO CUP	K6SW	1	1000 E	\$	18.09	\$217,080.00
\$8.50	\$85,000.00	\$12.50	\$125,000.00		4750435	SOLO CUP	S6SW	1	1000 E	\$	18.92	\$189,200.00
\$8.50	\$34,000.00	\$12.50	\$50,000.00		9134693	SOLO CUP	SP6SW	1	1000 E	\$	13.60	\$54,400.00
\$0.00	\$0.00	\$0.00	\$0.00		7330599	DIXIE FOODS	SSW3D85	3	1 EA	\$	0.84	\$84.50
\$37.55	\$3,755.00	\$41.55	\$4,155.00		1596937	DIXIE FOODS	SSWPF5	24	40 EA	\$	34.53	\$3,453.00
\$37.10	\$3,710.00	\$41.10	\$4,110.00		9886983	DIXIE FOODS	SSWPK5	24	40 EA	\$	34.18	\$3,418.00
\$37.10	\$3,710.00	\$41.10	\$4,110.00		9752112	DIXIE FOODS	SSWPT5	24	40 EA	\$	34.58	\$3,458.00
\$9.20	\$920.00	\$13.20	\$1,320.00	X	2775757	ANCHOR PAC	2120120	1	1 RL	\$	12.98	\$1,298.00
\$14.75	\$12,906.25	\$18.75	\$16,406.25	X	4829289	ANCHOR PAC	7318518	1	1 RL	\$	16.98	\$14,857.50
\$42.05	\$42,050.00	\$46.05	\$46,050.00		6678874	ANCHOR PAC	6402181	1	1 RL	\$	57.98	\$57,980.00
\$10.40	\$9,360.00	\$14.40	\$12,960.00		6680342	VALUGARDS	303363182	4	500 EA	\$	15.56	\$7,003.53
\$16.80	\$53,760.00	\$20.80	\$66,560.00		5595574	VALUGARDS	304340183	10	100 EA	\$	21.93	\$70,176.00
\$16.80	\$6,720.00	\$20.80	\$8,320.00		5595608	VALUGARDS	304340182	10	100 EA	\$	21.93	\$8,772.00
\$16.80	\$6,720.00	\$20.80	\$8,320.00		5595558	VALUGARDS	304340181	10	100 EA	\$	21.93	\$8,772.00
\$16.80	\$6,720.00	\$20.80	\$8,320.00		5651351	VALUGARDS	304340184	10	100 EA	\$	21.93	\$8,772.00
\$24.15	\$3,622.50	\$28.15	\$4,222.50		8627861	DART	662TP	10	100 EA	\$	26.89	\$4,033.50
\$29.15	\$2,186.25	\$33.15	\$2,486.25		8627796	DART	DNR662	10	100 EA	\$	36.49	\$2,796.75
\$21.70	\$2,170.00	\$25.70	\$2,570.00		8627903	DART	662TS	10	100 EA	\$	30.58	\$3,058.00
\$70.10	\$11,216.00	\$74.10	\$11,856.00		6609937	ECO-PRODUCE	EP-ECOLID-1	1	800 EA	\$	59.29	\$11,857.14
\$31.90	\$6,380.00	\$35.90	\$7,180.00	X	1496531	SOLO CUP	OPT316	10	100 EA	\$	46.61	\$9,322.00
\$14.10	\$5,640.00	\$18.10	\$7,240.00		6520793	DART	PL200N	20	125 EA	\$	21.63	\$8,652.00

\$20.15	\$8,060.00	\$24.15	\$9,660.00	X	8625717	DART	PL4N	20	125 EA	\$ 29.48	\$11,792.00
\$36.55	\$2,741.25	\$40.55	\$3,041.25		4749818	ECC-PRODU	EP-PCLID	1	2000 E	\$ 52.72	\$3,954.10
\$46.95	\$9,390.00	\$50.95	\$10,190.00		6056634	DIXIE FOODS	HS1000	1	1000 E	\$ 35.68	\$7,136.00
\$43.25	\$129,750.00	\$47.25	\$141,750.00		4034365	DIXIE FOODS	LO10	1	1000 E	\$ 45.33	\$135,990.00
\$53.25	\$53,250.00	\$57.25	\$57,250.00		5828298	ECO CRAFT	30025	1	1000 E	\$ 69.93	\$69,990.00
\$18.35	\$1,835.00	\$23.35	\$2,235.00		2429496	HANDGARDS	304985025	1	100 EA	\$ 21.01	\$2,101.00
\$25.20	\$2,520.00	\$29.20	\$2,920.00		1427699	HANDGARDS	304985021	1	100 EA	\$ 31.10	\$3,110.10
\$31.60	\$3,160.00	\$35.60	\$3,560.00		8489437	HANDGARDS	304985022	1	100 EA	\$ 28.54	\$2,854.33
\$27.00	\$2,700.00	\$31.00	\$3,100.00	X	7800659	VALU PLUS	487235	20	500 EA	\$ 44.04	\$4,404.00
\$28.40	\$36,920.00	\$32.40	\$42,120.00		8493454	TORK	DX900	12	500 EA	\$ 43.19	\$56,147.00
\$59.00	\$64,900.00	\$63.00	\$69,300.00		3502523	SCOTT PAPE	98908	6	875 EA	\$ 51.67	\$56,837.00
\$29.50	\$1,475.00	\$33.50	\$1,675.00		8751133	SOLO CUP	MP6-J8001	8	125 EA	\$ 51.08	\$5,108.00
\$37.75	\$49,075.00	\$41.75	\$54,275.00		2370509	SOLO CUP	MP9R-J8001	4	125 EA	\$ 40.20	\$52,260.00
\$24.90	\$199,200.00	\$28.90	\$231,200.00		2056830	SAVADAY	21114	1	240 EA	\$ 41.43	\$331,440.00
\$35.20	\$61,600.00	\$39.20	\$68,600.00	X	1010079	WORLD CENT	TR-SC-5C-LF1	400 EA	\$ 39.04	\$68,320.00	
\$20.10	\$78,390.00	\$24.10	\$93,990.00		5222633	SOUTHERN C	409	4	250 EA	\$ 54.32	\$211,863.60
\$22.15	\$119,610.00	\$26.15	\$141,210.00		5149752	SOUTHERN C	413	4	250 EA	\$ 52.79	\$285,066.00
\$27.65	\$152,075.00	\$31.65	\$174,075.00		7226343	SOUTHERN C	417	1	1000 E	\$ 47.33	\$260,315.00
\$18.30	\$146,400.00	\$22.30	\$178,400.00		5450465	SOUTHERN C	421	2	250 EA	\$ 34.80	\$278,400.00
\$21.75	\$119,625.00	\$25.75	\$141,625.00		1794528	SOUTHERN C	566	2	250 EA	\$ 59.64	\$28,029.90
\$26.00	\$91,000.00	\$30.00	\$105,000.00		6226344	SOUTHERN C	429	1	500 EA	\$ 42.96	\$150,360.00
\$20.10	\$2,010.00	\$24.10	\$2,410.00		5024179	CHIX	8311	1	200 EA	\$ 59.43	\$5,943.00
\$47.25	\$18,900.00	\$51.25	\$20,500.00		6678908	ANCHOR PAC	6403910	6	500 EA	\$ 57.98	\$23,192.00

\$78.80	\$15,760.00	\$82.80	\$16,560.00	2358422	BAGCRAFT	300829	4	500 EA	\$ 170.32	\$34,064.00
\$78.80	\$15,760.00	\$82.80	\$16,560.00	8358418	BAGCRAFT	300827	4	500 EA	\$ 170.32	\$34,064.00
\$97.90	\$19,580.00	\$101.90	\$20,380.00	6252886	PAPERCON	P057800-EA	5	1000 E	\$ 99.48	\$19,896.00
\$97.90	\$19,580.00	\$101.90	\$20,380.00	5259106	PAPERCON	57850	5	1000 E	\$ 145.13	\$29,026.00
\$97.90	\$19,580.00	\$101.90	\$20,380.00	4252888	PAPERCON	57700	5	1000 E	\$ 121.33	\$24,256.00
	\$2,723,020.60		\$3,194,192.60							\$4,499,038.93

6 RC	\$32.90	\$329,000.00	\$36.90	\$269,000.00	5438015	SCOTT PAPE	991001000	12	1 RL	\$ 85.31	\$341,239.20	Dual award
	\$45.00	\$90,000.00	\$49.00	\$98,000.00	4784369	IN-SIGHT	991009990	1	1 EA	\$ 65.85	\$131,700.00	Dual award
	\$29.50	\$14,750.00	\$33.50	\$16,750.00	7513856	INTEPLAST /	S243308N	20	50 EA	\$ 66.38	\$33,190.00	
	\$19.75	\$11,850.00	\$23.75	\$14,250.00	6403794	INTEPLAST /	S334016N	10	25 EA	\$ 48.79	\$29,274.00	
	\$25.55	\$19,162.50	\$29.55	\$22,162.50	6330179	MONOGRAM	720547	25	8 EA	\$ 28.50	\$17,100.00	Dual award
	\$20.00	\$120,000.00	\$24.00	\$144,000.00	6329411	MONOGRAM	728018	1	250 EA	\$ 23.43	\$70,290.00	Dual award
	11.15	\$886.25	\$15.15	\$1,136.25	6345714	COOPER INS	9150-0-8	10	200 EA	\$ 108.45	\$8,133.75	Dual award
		\$585,598.75		\$665,298.75							\$630,926.95	

\$3,308,619.35      \$3,859,491.35      \$5,123,965.88

# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

August 7, 2024

Imperial-Dade Bag and Paper

Attn: Mr. Corey Knudsen, School District Sales  
Imperial-Dade Bag and Paper  
1865 Mountain View Ave  
Loma Linda, CA 92373

[Corey.knudsen@ImperialDade.com](mailto:Corey.knudsen@ImperialDade.com)

RE:

Contract Renewal Award of Puget Sound Joint P  
(PSJPC) RFP #3-202324 – Paper Disposable Prod

Dear Mr. Knudsen,

The Puget Sound Joint Purchasing Co-operative will  
renew the contractual agreement with Imperial Bag and Paper for the 2024-25  
school year. Our Executive Board has voted to renew the contract as specified  
under PSJPC RFP #3-202324. If there are changes to the prices submitted with  
your bid as shown in the attached spreadsheet "Imperial-Dade Renewal Appendix  
D Paper-Disposables Specifications Price Sheet RFP  
#3-202324", please update Tab 4-Sortable Bid Items, columns R&T. The PSJPC is  
looking forward to a successful partnership for the upcoming year.

The term of this contract renewal commences August 1, 2024, and ends July 31,  
2025 with the option to renew for 3 additional 1-year terms.

Sincerely,

*Mark Campbell*

Mark Campbell, Executive Director PSJPC

**Please sign below to acknowledge receipt and acceptance of the PSJPC 2024-25  
renewal award.**

**Officer Name and Title:** Lindsey Ineichen / Director of Internal Sales

Signature *Lindsey Ineichen* Date 8/12/24

*Renewal letter  
24.25*

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

## **Renewal: Attachment C**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

### **U.S. DEPARTMENT OF AGRICULTURE**

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

#### Vendor Must Sign & Submit with Renewal Submission

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS THAT FOLLOW)

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Imperial Dade  
Organization Name

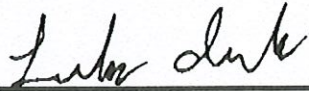
Puget Sound Joint Purchasing Cooperative  
PR/Award Number of Project Name

Name and Title(s) of Authorized Representative

# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886



8/12/24

Signature(s)

Date

## INSTRUCTIONS FOR CERTIFICATION

By signing and side in submitting this form, the prospective lower tier participant is providing the certification set out on the reverse accordance with these instructions.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "99 participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Cover Transactions," without modification, in all Lower tier covered transactions and in all solicitations for lower tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## DEBARMENT AND SUSPENSION

Sponsor is prohibited from contracting a company or individual that has been debarred or suspended in accordance with 7 CFR Pt3017. This prohibition does not extend to contracts in existence at the time of the debarment/suspension or to most contracts under \$100,000. Rather, it applies to new contracts and extensions or renewals of existing contract of \$100,000 or more and to contracts for audit services, regardless of amount. This prohibition does not apply to proposed debarments.

**PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON  
2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

**Renewal: Attachment E**

**NON-COLLUSION AFFIDAVIT**

**STATE OF WASHINGTON NON-COLLUSION AFFIDAVIT  
COUNTY OF KING**

**Vendor/Supplier must sign and submit with renewal response.**

Michael Ayala, being first duly sworn, on his oath says that the bid above submitted is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person not therein named; and he/she further says that the said bidder has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure to myself an advantage over any other bidder or bidders.

Imperial Dade CONTRACTOR

SUBSCRIBED AND SWORN to before me this 13<sup>th</sup> day of August year 2024.

NOTARY PUBLIC IN AND FOR THE STATE OF California, residing  
at Loma Linda.

# CALIFORNIA JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of San Bernardino )

Subscribed and sworn to (or affirmed) before me on this 13<sup>th</sup> day

of August, 20 24, by Michael Daniel Ayala

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.



(Seal)

Signature Lynette Arreola  
Notary Public

## Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this jurat to an unauthorized document and may prove useful to persons relying on the attached document.

### Description of Attached Document

This certificate is attached to a document titled/for the purpose of

containing \_\_\_\_\_ pages, and dated \_\_\_\_\_.

Additional Information	
<b>Method of Affiant Identification</b>	
Proved to me on the basis of satisfactory evidence: <input type="radio"/> form(s) of identification <input type="radio"/> credible witness(es)	
Notarial event is detailed in notary journal on: Page # _____ Entry # _____	
Notary contact: _____	
<b>Other</b>	
<input type="checkbox"/> Affiant(s) Thumbprint(s)	<input type="checkbox"/> Describe: _____

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

## Debarment Procedures:

Upon receipt of information concerning the existence of a cause for debarment, Food and Nutrition Service (FNS) must investigate and determine whether debarment is the appropriate course of action. If so, FNS issues a notice of proposed debarment to the company or individual, explaining the cause for the action and the procedures for opposing the proposed debarment.

A notice of proposed debarment does not excuse a company or individual from fulfilling existing contracts involving federal non-procurement programs. Furthermore, a company or individual may continue to enter into new contracts or extend or renew existing contracts involving federal non-procurement programs during this period of time.

Within 30 days after receipt of the notice of proposed debarment, the company or individual may submit information in opposition to the proposed debarment. Should FNS determine that debarment is appropriate, the company or individual is debarred for a period of time which reflects the seriousness of the cause, generally not to exceed 3 years.

During the period of debarment, the company or individual is excluded from any transactions involving federal non-procurement programs, including the extension or renewal of existing contracts. However, a debarred company or individual is not excused from fulfilling contract that involves a federal non-procurement program and that is in existence at the time of the debarment. For example, a company or individual which is debarred by FNS and which is under contract to supply milk to a sponsor receiving funds under the Child and Adult Care Food Program may continue to do business under that contract, but no extension or renewal of that contract is permitted.

## Compliance Agreement:

The existence of a cause for debarment does not necessarily require that a company or individual be debarred, if FNS determines that the company or individual is currently conducting business in a responsible manner and does not pose a threat to the Child Nutrition Programs, the public interest, and the federal government. In such cases, FNS may consider an alternative course of action, such as a Compliance Agreement.

Under such an agreement, a company or individual could be required to institute ethics education programs for its employees, report to FNS on its budding practices, and even restructure management in order to prevent any future misconduct. Such an agreement would allow the company or individual to continue to participate in transactions involving federal non-procurement programs, which providing the guarantees necessary to assure FNS that the federal government and the public are protected.

## Suspension Procedures:

FNS may consider a suspension action if FNS received information concerning the existence or likelihood of a cause for debarment and if immediate action is necessary to protect the public interest. If suspension is deemed to be the appropriate course of action, FNS issues a notice of suspension to the company or individual explaining the cause for the action and the procedures for opposing the suspension.

A suspension immediately excludes the company or individual from transactions involving federal non-procurement programs pending completion of legal and/or debarment proceedings. A suspension may be opposed by the company or individual in essentially the same procedural

manner as a proposed debarment and cannot extend beyond 18 months unless administrative or legal proceedings have been initiated with that period.

As with a debarment, the company or individual is not excused from fulfilling contracts involving federal non-procurement programs. And while the company or individual and a sponsor may continue to do business under an existing contract, the contract may neither be extended nor renewed, nor may the sponsor enter into a new contract with a suspended company or individual.

## Certification Statement

To ensure that a sponsor does not enter into a contract with a debarred or suspended company or individual, each sponsor must require that each responsive bidder include a certification statement with each bid on each contract. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a federal agency. It is the responsibility of each bidder to sign the certification statement and submit it with any bid.

***PUGET SOUND JOINT PURCHASING COOPERATIVE***

**SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON**

**2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886**

A sponsor may rely upon the certification statement submitted by a bidder unless sponsor personnel know that the certification is in error. In such cases, the sponsor should contact the state agency for confirmation of the bidder's status relative to debarment and suspension.

# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

## Renewal: Attachment D

### LOBBYING CERTIFICATION & DISCLOSURE OF LOBBYING ACTIVITIES



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION - Child Nutrition Services  
PO BOX 47200 · OLYMPIA WA 98504-7200  
360-725-6200 · TTY 360-664-3631

#### Child Nutrition Services DISCLOSURE OF LOBBYING ACTIVITIES

If the organization participates in any lobbying activities and receives more than \$100,000 in federal funds (from any source), complete pages 2 and 3 of *Disclosure of Lobbying Activities* and submit.

Recipients of federal grants such as U.S. Department of Agriculture Food and Nutrition Services funds, contracts, loans, and cooperative agreements are prohibited from using any federal funds to pay any persons to influence federal decision making (lobbying) in connection with a specific award. Paying dues to the School Nutrition Association does not constitute a lobbying effort and does not need to be reported.

Examples of sources of federal funds and the Common Codes of Federal Domestic Assistance (CFDA) as reference for question number 7 on page 2:

Program Title	CFDA Number
Child and Adult Care Food Program	10.558
National School Lunch Program	10.555
School Breakfast Program	10.553
Special Milk Program	10.556
Summer Food Service Program	10.559

If the organization participates in any lobbying activities and receives more than \$100,000 in federal funds (from ANY source), complete pages 2 and 3 of the *Disclosure of Lobbying Activities* form.

USDA is an equal opportunity provider and employer.



**PUGET SOUND JOINT PURCHASING COOPERATIVE**  
**SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON**  
**2661 N Pearl Street, #139**  
**Tacoma, Washington 98407**  
**253-405-5886**

**DISCLOSURE OF LOBBYING ACTIVITIES**

**INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "subawardee", then enter the full name, addressee, city, state and zip code of the prime federal recipient. Include congressional district, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grant, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name, and middle initial.
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal official(s) or employee(s) contacted or the officer(s), employee(s), or member(s) of Congress that were contacted.
15. Check whether or not a Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

## **Renewal: Attachment F**

### **CERTIFICATION REGARDING "BUY AMERICAN" REQUIREMENTS**

Section 104 (d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires SFAs to purchase domestically grown and processed foods, to the maximum extent practicable. There is a two-part test to define the country of origin for a manufactured end product: (1) the article must be manufactured in the United States; and (2) the cost of domestic components must exceed 50 percent of the cost of all the components.

**We request that suppliers certify the percentage of U.S. content in products supplied to us according to the two-part test above.**

**On the product bid document please put an X in the column marked "Not American" if the item you are bidding is not of American origin.**

Two situations may warrant a waiver to permit purchases of foreign food products.

- 1) The product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality.
- 2) Competitive bids reveal the cost of a U.S. product is significantly higher than the foreign product.

**By signing below the vendor/supplier indicates all products not marked with an "X" in their 2023-24 bid documents are of American origin."**

**"We certify that our food products were manufactured in the United States and have at least 51% U.S. contents."**

**Date:**

**Vendor Name: Imperial Dade Bag & Paper**

**Completed By:**

**\*\* Not Applicable.  
Imperial Dade does not distribute Food.**

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

## **Renewal: Attachment G**

### **AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT**

**Vendor/Supplier must sign, date and submit this form with renewal response.**

Distributors who desire to provide Puget Sound Joint Purchasing Cooperative with equipment, supplies and/or professional services must comply with the following affirmative action contract requirements. During the performance of this contract, the Distributor agrees as follows:

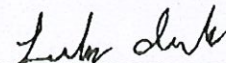
1. The Distributor agrees to comply with all Local, State and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
2. The Distributor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or mental or physical handicap. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
3. The Distributor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
4. The Distributor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's affirmative action commitments, and shall post copies of the notice in conspicuous places available to employee and applicants for employment.
5. Any Distributor who is in violation of these requirements, or an applicable Affirmative Action Program shall be barred forthwith from receiving awards of any purchase order from any district or shall be subject to other legal action or contract cancellation unless satisfactory showing is made that discriminatory practices, or noncompliance with applicable affirmative action programs, have terminated, and that reoccurrence of such acts is unlikely. This includes compliance with Section 503 and 504 of the Vocational Rehabilitation Act of 1973 and Sections 2012 and 2014 of the Vietnam Era Veterans Readjustment Act of 1974.

**Acknowledgement:** The undersigned acknowledges that he/she has read and understands the foregoing.

Name of Firm

Printed Name of Authorized Signer

Signature of Authorized Signer



Date: 8/12/24

**PUGET SOUND JOINT PURCHASING COOPERATIVE**  
SCHOOL NUTRITION

*Renawal letter*  
*[Signature]*  
*2.5.26*

March 1, 2025

**Imperial-Dade Bag and Paper**  
Attn: Mr. Corey Knudsen, School Nutrition  
Imperial-Dade Bag and Paper  
1865 Mountain View Ave  
Loma Linda, CA 92373

[Corey.knudsen@ImperialDade.com](mailto:Corey.knudsen@ImperialDade.com)

**RE:**  
**Contract Renewal Award of Puget Sound Joint Purchasing Cooperative (PSJPC) RFP #3-202324 – Paper Disposable Products**

Dear Mr. Knudsen,

The Puget Sound Joint Purchasing Co-operative would like to exercise its option to renew the contractual agreement with Imperial Bag and Paper for the 2025-26 school year. Our Executive Board has voted to renew the contract as specified under PSJPC RFP #3-202324. If there are changes to the prices submitted with your bid as shown in the attached spreadsheet "Imperial-Dade Renewal Appendix D Paper-Disposables Specifications #3-202324". Please update Tab 4-Sortable Bid Items, columns R&T. The PSJPC is looking forward to a successful partnership for the upcoming year.

The term of this contract renewal commences August 1, 2025, and ends July 31, 2026 with the option to renew for 2 additional 1-year terms.

Sincerely,

*Mark Campbell*  
Mark Campbell, Executive Director PSJPC

**Please sign below to acknowledge receipt and acceptance of the PSJPC 2024-25 renewal award.**

**Officer Name and Title:**

Signature *[Signature]* School Dist. SA125 Date 6/9/25

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON  
2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

## **Renewal: Attachment C**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

#### **U.S. DEPARTMENT OF AGRICULTURE**

##### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

##### Vendor Must Sign & Submit with Renewal Submission

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS THAT FOLLOW)

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

IMPERIAL DADE  
Organization Name

Puget Sound Joint Purchasing Cooperative  
PR/Award Number of Project Name

Name and Title(s) of Authorized Representative

CORREY KANDSEN SCHOOL DISTRICT SAVES

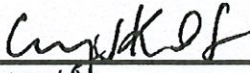
# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

  
Signature(s)

6/9/25  
Date

## INSTRUCTIONS FOR CERTIFICATION

By signing and side in submitting this form, the prospective lower tier participant is providing the certification set out on the reverse accordance with these instructions.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "99 participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is disbarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Cover Transactions," without modification, in all Lower tier covered transactions and in all solicitations for lower tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## DEBARMENT AND SUSPENSION

Sponsor is prohibited from contracting a company or individual that has been debarred or suspended in accordance with 7 CFR Pt3017. This prohibition does not extend to contracts in existence at the time of the debarment/suspension or to most contracts under \$100,000. Rather, it applies to new contracts and extensions or renewals of existing contract of \$100,000 or more and to contracts for audit services, regardless of amount. This prohibition does not apply to proposed debarments.

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

## Debarment Procedures:

Upon receipt of information concerning the existence of a cause for debarment, Food and Nutrition Service (FNS) must investigate and determine whether debarment is the appropriate course of action. If so, FNS issues a notice of proposed debarment to the company or individual, explaining the cause for the action and the procedures for opposing the proposed debarment.

A notice of proposed debarment does not excuse a company or individual from fulfilling existing contracts involving federal non-procurement programs. Furthermore, a company or individual may continue to enter into new contracts or extend or renew existing contracts involving federal non-procurement programs during this period of time.

Within 30 days after receipt of the notice of proposed debarment, the company or individual may submit information in opposition to the proposed debarment. Should FNS determine that debarment is appropriate, the company or individual is debarred for a period of time which reflects the seriousness of the cause, generally not to exceed 3 years.

During the period of debarment, the company or individual is excluded from any transactions involving federal non-procurement programs, including the extension or renewal of existing contracts. However, a debarred company or individual is not excused from fulfilling contract that involves a federal non-procurement program and that is in existence at the time of the debarment. For example, a company or individual which is debarred by FNS and which is under contract to supply milk to a sponsor receiving funds under the Child and Adult Care Food Program may continue to do business under that contract, but no extension or renewal of that contract is permitted.

## Compliance Agreement:

The existence of a cause for debarment does not necessarily require that a company or individual be debarred, if FNS determines that the company or individual is currently conducting business in a responsible manner and does not pose a threat to the Child Nutrition Programs, the public interest, and the federal government. In such cases, FNS may consider an alternative course of action, such as a Compliance Agreement.

Under such an agreement, a company or individual could be required to institute ethics education programs for its employees, report to FNS on its budding practices, and even restructure management in order to prevent any future misconduct. Such an agreement would allow the company or individual to continue to participate in transactions involving federal non-procurement programs, which providing the guarantees necessary to assure FNS that the federal government and the public are protected.

## Suspension Procedures:

FNS may consider a suspension action if FNS received information concerning the existence or likelihood of a cause for debarment and if immediate action is necessary to protect the public interest. If suspension is deemed to be the appropriate course of action, FNS issues a notice of suspension to the company or individual explaining the cause for the action and the procedures for opposing the suspension.

A suspension immediately excludes the company or individual from transactions involving federal non-procurement programs pending completion of legal and/or debarment proceedings. A suspension may be opposed by the company or individual in essentially the same procedural

manner as a proposed debarment and cannot extend beyond 18 months unless administrative or legal proceedings have been initiated with that period.

As with a debarment, the company or individual is not excused from fulfilling contracts involving federal non-procurement programs. And while the company or individual and a sponsor may continue to do business under an existing contract, the contract may neither be extended nor renewed, nor may the sponsor enter into a new contract with a suspended company or individual.

## Certification Statement

To ensure that a sponsor does not enter into a contract with a debarred or suspended company or individual, each sponsor must require that each responsive bidder include a certification statement with each bid on each contract. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a federal agency. It is the responsibility of each bidder to sign the certification statement and submit it with any bid.

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

**SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON**

**2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886**

A sponsor may rely upon the certification statement submitted by a bidder unless sponsor personnel know that the certification is in error. In such cases, the sponsor should contact the state agency for confirmation of the bidder's status relative to debarment and suspension.

# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

## Renewal: Attachment D

### LOBBYING CERTIFICATION & DISCLOSURE OF LOBBYING ACTIVITIES



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION - Child Nutrition Services  
PO BOX 47200 - OLYMPIA WA 98504-7200  
360-725-6200 · TTY 360-664-3631

#### Child Nutrition Services DISCLOSURE OF LOBBYING ACTIVITIES

If the organization participates in any lobbying activities and receives more than \$100,000 in federal funds (from any source), complete pages 2 and 3 of *Disclosure of Lobbying Activities* and submit.

Recipients of federal grants such as U.S. Department of Agriculture Food and Nutrition Services funds, contracts, loans, and cooperative agreements are prohibited from using any federal funds to pay any persons to influence federal decision making (lobbying) in connection with a specific award. Paying dues to the School Nutrition Association does not constitute a lobbying effort and does not need to be reported.

Examples of sources of federal funds and the Common Codes of Federal Domestic Assistance (CFDA) as reference for question number 7 on page 2:

Program Title	CFDA Number
Child and Adult Care Food Program	10.558
National School Lunch Program	10.555
School Breakfast Program	10.553
Special Milk Program	10.556
Summer Food Service Program	10.559

If the organization participates in any lobbying activities and receives more than \$100,000 in federal funds (from ANY source), complete pages 2 and 3 of the *Disclosure of Lobbying Activities* form.

USDA is an equal opportunity provider and employer.

**PUGET SOUND JOINT PURCHASING COOPERATIVE**  
**SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON**  
**2661 N Pearl Street, #139**  
**Tacoma, Washington 98407**  
**253-405-5886**

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. Section 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0046

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known.  Congressional District, if known: _____			<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known: _____		
<b>6. Federal Department/Agency:</b> _____			<b>7. Federal Program Name/Description:</b> <input type="checkbox"/> NSLP <input type="checkbox"/> SBP <input type="checkbox"/> SFSP <input type="checkbox"/> SMP <input type="checkbox"/> CACFP  Code of Federal Domestic Assistance (CFDA) Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b> _____			<b>9. Award Amount, if known:</b> \$ _____		
<b>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, middle initial):</b> _____			<b>b. Individuals Performing Services (including address if different from 10.a.) (last name, first name, middle initial):</b> _____		
<i>(Attach Continuation Sheet(s) SF LLL A if necessary)</i>					
<b>11. Amount of Payment (check all that apply):</b> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned			<b>13. Type of Payment (check all that apply):</b> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____		
<b>12. Form of Payment (check all that apply):</b> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ Value _____					
<b>14. Brief description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s) contacted, for payment indicated in 11:</b>  <i>(Attach Continuation Sheet(s) if necessary)</i>					
<b>15. Continuation Sheet(s) attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. Section 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>				Signature: _____ Print Name: <u>Corey Knudson</u> Title: <u>School District Sales</u> Telephone No.: <u>909.794.1108</u> Date: <u>6/9/25</u>	
<b>Federal Use Only.</b>				Authorized for Local Reproduction Standard Form - LLL	

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

**SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON**

**2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886**

## **DISCLOSURE OF LOBBYING ACTIVITIES**

### **INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "subawardee", then enter the full name, addressee, city, state and zip code of the prime federal recipient. Include congressional district, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grant, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name, and middle initial.
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal official(s) or employee(s) contacted or the officer(s), employee(s), or member(s) of Congress that were contacted.
15. Check whether or not a Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON  
2661 N Pearl Street, #139  
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253-405-5886

**Renewal: Attachment E**

**NON-COLLUSION AFFIDAVIT**

**STATE OF WASHINGTON NON-COLLUSION AFFIDAVIT  
COUNTY OF KING**

Vendor/Supplier must sign and submit with renewal response.

Corey Knudsen, being first duly sworn, on his oath says that the bid above submitted is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person not therein named; and he/she further says that the said bidder has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure to myself an advantage over any other bidder or bidders.

Imperial Dade \_\_\_\_\_ CONTRACTOR

SUBSCRIBED AND SWORN to before me this 9th day of June year 2015.

NOTARY PUBLIC IN AND FOR THE STATE OF \_\_\_\_\_, residing

at \_\_\_\_\_.

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

## **Renewal: Attachment F**

### **CERTIFICATION REGARDING "BUY AMERICAN" REQUIREMENTS**

Section 104 (d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires SFAs to purchase domestically grown and processed foods, to the maximum extent practicable. There is a two-part test to define the country of origin for a manufactured end product: (1) the article must be manufactured in the United States; and (2) the cost of domestic components must exceed 50 percent of the cost of all the components.

We request that suppliers certify the percentage of U.S. content in products supplied to us according to the two-part test above.

On the product bid document please put an X in the column marked "Not American" if the item you are bidding is not of American origin.

Two situations may warrant a waiver to permit purchases of foreign food products.

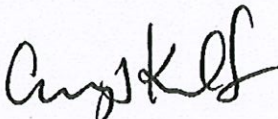
- 1) The product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality.
- 2) Competitive bids reveal the cost of a U.S. product is significantly higher than the foreign product.

By signing below the vendor/supplier indicates all products not marked with an "X" in their 2023-24 bid documents are of American origin."

"We certify that our food products were manufactured in the United States and have at least 51% U.S. contents."

Date: 6/9/25

Vendor Name: Imperial Dade Bag & Paper

Completed By: Corey Knudsen 

# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

## Renewal: Attachment G

### AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT

**Vendor/Supplier must sign, date and submit this form with renewal response.**

Distributors who desire to provide Puget Sound Joint Purchasing Cooperative with equipment, supplies and/or professional services must comply with the following affirmative action contract requirements. During the performance of this contract, the Distributor agrees as follows:

1. The Distributor agrees to comply with all Local, State and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
2. The Distributor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or mental or physical handicap. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
3. The Distributor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
4. The Distributor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's affirmative action commitments, and shall post copies of the notice in conspicuous places available to employee and applicants for employment.
5. Any Distributor who is in violation of these requirements, or an applicable Affirmative Action Program shall be barred forthwith from receiving awards of any purchase order from any district or shall be subject to other legal action or contract cancellation unless satisfactory showing is made that discriminatory practices, or noncompliance with applicable affirmative action programs, have terminated, and that reoccurrence of such acts is unlikely. This includes compliance with Section 503 and 504 of the Vocational Rehabilitation Act of 1973 and Sections 2012 and 2014 of the Vietnam Era Veterans Readjustment Act of 1974.

Acknowledgement: The undersigned acknowledges that he/she has read and understands the foregoing.

Name of Firm Imperial Dads

Printed Name of Authorized Signer Corey Knudsen

Signature of Authorized Signer \_\_\_\_\_

Date: 6/9/25

# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON  
2661 N Pearl Street, #139  
Tacoma, Washington 98407  
253-405-5886

April 27, 2026

## Imperial-Dade Bag and Paper

Attn: Mr. Corey Knudsen, School District Sales  
Imperial-Dade Bag and Paper  
1865 Mountain View Ave  
Loma Linda, CA 92373

[Corey.knudsen@ImperialDade.com](mailto:Corey.knudsen@ImperialDade.com)

RE:

Contract Renewal Award of Puget Sound  
(PSJPC) RFP #3-202324 – Paper Disposables

Dear Mr. Knudsen,

The Puget Sound Joint Purchasing Cooperative is pleased to  
renew the contractual agreement with Imperial Dade for the  
school year. Our Executive Board has voted to award the contract  
under PSJPC RFP #3-202324. If there are any questions regarding  
your bid as shown in the attached spreadsheet Imperial Dade Paper-Disposables Specifications #3-202324. Please update Tab 4-Sortable  
Bid Items, columns R&T. The PSJPC is looking forward to a successful partnership  
for the upcoming year.

The term of this contract renewal commences August 1, 2026, and ends July 31,  
2027 with the option to renew for 1 additional 1-year terms.

Sincerely,

*Mark Campbell*

Mark Campbell, Executive Director PSJPC

**Please sign below to acknowledge receipt and acceptance of the PSJPC 2024-25  
renewal award.**

Officer Name and Title:

Signature *Lulu Luke* Date 5/22/26

*Renewal letter  
2026*

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

## **Renewal: Attachment C**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

#### **U.S. DEPARTMENT OF AGRICULTURE**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

#### **Vendor Must Sign & Submit with Renewal Submission**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS THAT FOLLOW)

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Imperial Dade  
Organization Name

Puget Sound Joint Purchasing Cooperative  
PR/Award Number of Project Name

Name and Title(s) of Authorized Representative

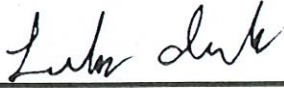
# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886



5/22/26

Signature(s)

Date

## INSTRUCTIONS FOR CERTIFICATION

By signing and side in submitting this form, the prospective lower tier participant is providing the certification set out on the reverse accordance with these instructions.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "99 participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is disbarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Cover Transactions," without modification, in all Lower tier covered transactions and in all solicitations for lower tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## DEBARMENT AND SUSPENSION

Sponsor is prohibited from contracting a company or individual that has been debarred or suspended in accordance with 7 CFR Pilspt3017. This prohibition does not extend to contracts in existence at the time of the debarment/suspension or to most contracts under \$100,000. Rather, it applies to new contracts and extensions or renewals of existing contract of \$100,000 or more and to contracts for audit services, regardless of amount. This prohibition does not apply to proposed debarments.

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

## Debarment Procedures:

Upon receipt of information concerning the existence of a cause for debarment, Food and Nutrition Service (FNS) must investigate and determine whether debarment is the appropriate course of action. If so, FNS issues a notice of proposed debarment to the company or individual, explaining the cause for the action and the procedures for opposing the proposed debarment.

A notice of proposed debarment does not excuse a company or individual from fulfilling existing contracts involving federal non-procurement programs. Furthermore, a company or individual may continue to enter into new contracts or extend or renew existing contracts involving federal non-procurement programs during this period of time.

Within 30 days after receipt of the notice of proposed debarment, the company or individual may submit information in opposition to the proposed debarment. Should FNS determine that debarment is appropriate, the company or individual is debarred for a period of time which reflects the seriousness of the cause, generally not to exceed 3 years.

During the period of debarment, the company or individual is excluded from any transactions involving federal non-procurement programs, including the extension or renewal of existing contracts. However, a debarred company or individual is not excused from fulfilling contract that involves a federal non-procurement program and that is in existence at the time of the debarment. For example, a company or individual which is debarred by FNS and which is under contract to supply milk to a sponsor receiving funds under the Child and Adult Care Food Program may continue to do business under that contract, but no extension or renewal of that contract is permitted.

## Compliance Agreement:

The existence of a cause for debarment does not necessarily require that a company or individual be debarred, if FNS determines that the company or individual is currently conducting business in a responsible manner and does not pose a threat to the Child Nutrition Programs, the public interest, and the federal government. In such cases, FNS may consider an alternative course of action, such as a Compliance Agreement.

Under such an agreement, a company or individual could be required to institute ethics education programs for its employees, report to FNS on its budding practices, and even restructure management in order to prevent any future misconduct. Such an agreement would allow the company or individual to continue to participate in transactions involving federal non-procurement programs, which providing the guarantees necessary to assure FNS that the federal government and the public are protected.

## Suspension Procedures:

FNS may consider a suspension action if FNS received information concerning the existence or likelihood of a cause for debarment and if immediate action is necessary to protect the public interest. If suspension is deemed to be the appropriate course of action, FNS issues a notice of suspension to the company or individual explaining the cause for the action and the procedures for opposing the suspension.

A suspension immediately excludes the company or individual from transactions involving federal non-procurement programs pending completion of legal and/or debarment proceedings. A suspension may be opposed by the company or individual in essentially the same procedural

manner as a proposed debarment and cannot extend beyond 18 months unless administrative or legal proceedings have been initiated with that period.

As with a debarment, the company or individual is not excused from fulfilling contracts involving federal non-procurement programs. And while the company or individual and a sponsor may continue to do business under an existing contract, the contract may neither be extended nor renewed, nor may the sponsor enter into a new contract with a suspended company or individual.

## Certification Statement

To ensure that a sponsor does not enter into a contract with a debarred or suspended company or individual, each sponsor must require that each responsive bidder include a certification statement with each bid on each contract. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a federal agency. It is the responsibility of each bidder to sign the certification statement and submit it with any bid.

# ***PUGET SOUND JOINT PURCHASING COOPERATIVE***

**SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON**

**2661 N Pearl Street, #139**

**Tacoma, Washington 98407**

**253-405-5886**

A sponsor may rely upon the certification statement submitted by a bidder unless sponsor personnel know that the certification is in error. In such cases, the sponsor should contact the state agency for confirmation of the bidder's status relative to debarment and suspension.

# PUGET SOUND JOINT PURCHASING COOPERATIVE

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2661 N Pearl Street, #139  
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253-405-5886

## Renewal: Attachment D

### LOBBYING CERTIFICATION & DISCLOSURE OF LOBBYING ACTIVITIES



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION - Child Nutrition Services  
PO BOX 47200 · OLYMPIA WA 98504-7200  
360-725-6200 · TTY 360-664-3631

#### Child Nutrition Services DISCLOSURE OF LOBBYING ACTIVITIES

If the organization participates in any lobbying activities and receives more than \$100,000 in federal funds (from any source), complete pages 2 and 3 of *Disclosure of Lobbying Activities* and submit.

Recipients of federal grants such as U.S. Department of Agriculture Food and Nutrition Services funds, contracts, loans, and cooperative agreements are prohibited from using any federal funds to pay any persons to influence federal decision making (lobbying) in connection with a specific award. Paying dues to the School Nutrition Association does not constitute a lobbying effort and does not need to be reported.

Examples of sources of federal funds and the Common Codes of Federal Domestic Assistance (CFDA) as reference for question number 7 on page 2:

Program Title	CFDA Number
Child and Adult Care Food Program	10.558
National School Lunch Program	10.555
School Breakfast Program	10.553
Special Milk Program	10.556
Summer Food Service Program	10.559

If the organization participates in any lobbying activities and receives more than \$100,000 in federal funds (from ANY source), complete pages 2 and 3 of the *Disclosure of Lobbying Activities* form.

USDA is an equal opportunity provider and employer.



# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

## DISCLOSURE OF LOBBYING ACTIVITIES

### INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "subawardee", then enter the full name, addressee, city, state and zip code of the prime federal recipient. Include congressional district, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grant, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name, and middle initial.
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal official(s) or employee(s) contacted or the officer(s), employee(s), or member(s) of Congress that were contacted.
15. Check whether or not a Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

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253-405-5886

**Renewal: Attachment E**

**NON-COLLUSION AFFIDAVIT**

**STATE OF WASHINGTON NON-COLLUSION AFFIDAVIT**

**COUNTY OF KING**

**Vendor/Supplier must sign and submit with renewal response.**

Lindsey Ineichen, being first duly sworn, on his oath says that the bid above submitted is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person not therein named; and he/she further says that the said bidder has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure to myself an advantage over any other bidder or bidders.

Imperial Dade CONTRACTOR

SUBSCRIBED AND SWORN to before me this 22nd day of May year 2026.

NOTARY PUBLIC IN AND FOR THE STATE OF \_\_\_\_\_, residing

at \_\_\_\_\_.

# **PUGET SOUND JOINT PURCHASING COOPERATIVE**

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

## **Renewal: Attachment F**

### **CERTIFICATION REGARDING "BUY AMERICAN" REQUIREMENTS**

Section 104 (d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires SFAs to purchase domestically grown and processed foods, to the maximum extent practicable. There is a two-part test to define the country of origin for a manufactured end product: (1) the article must be manufactured in the United States; and (2) the cost of domestic components must exceed 50 percent of the cost of all the components.

**We request that suppliers certify the percentage of U.S. content in products supplied to us according to the two-part test above.**

**On the product bid document please put an X in the column marked "Not American" if the item you are bidding is not of American origin.**

Two situations may warrant a waiver to permit purchases of foreign food products.

- 1) The product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality.
- 2) Competitive bids reveal the cost of a U.S. product is significantly higher than the foreign product.

**By signing below the vendor/supplier indicates all products not marked with an "X" in their 2023-24 bid documents are of American origin."**

**"We certify that our food products were manufactured in the United States and have at least 51% U.S. contents."**

**Date:**

**Vendor Name: Imperial Dade Bag & Paper**

**Completed By:**

**\*\*N/A - We do not distribute food products**

# PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139

Tacoma, Washington 98407

253-405-5886

## Renewal: Attachment G

### AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT

**Vendor/Supplier must sign, date and submit this form with renewal response.**

Distributors who desire to provide Puget Sound Joint Purchasing Cooperative with equipment, supplies and/or professional services must comply with the following affirmative action contract requirements. During the performance of this contract, the Distributor agrees as follows:

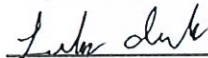
1. The Distributor agrees to comply with all Local, State and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
2. The Distributor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or mental or physical handicap. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
3. The Distributor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
4. The Distributor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's affirmative action commitments, and shall post copies of the notice in conspicuous places available to employee and applicants for employment.
5. Any Distributor who is in violation of these requirements, or an applicable Affirmative Action Program shall be barred forthwith from receiving awards of any purchase order from any district or shall be subject to other legal action or contract cancellation unless satisfactory showing is made that discriminatory practices, or noncompliance with applicable affirmative action programs, have terminated, and that reoccurrence of such acts is unlikely. This includes compliance with Section 503 and 504 of the Vocational Rehabilitation Act of 1973 and Sections 2012 and 2014 of the Vietnam Era Veterans Readjustment Act of 1974.

Acknowledgement: The undersigned acknowledges that he/she has read and understands the foregoing.

Name of Firm Imperial Dade

Printed Name of Authorized Signer Lindsey Ineichen

Signature of Authorized Signer



Date: 5/22/26

# Imperial Dade Paper/Packaging

Phone (909) 794-1108 ~ Fax (909) 794-1237

**PUGET SOUND CO-OP WEST**

2026-2027 Price List

Bid Line #	Item Number	Description	UM	2025-2026 Price	2026-2027 Price WEST	2026-2027 Price EAST
1	303679979	FB37 27X37 HI-D BUN PAN COVERS200/CS	CS	\$ 23.15	\$ 25.45	\$ 29.45
2	303679971	RP8052 BUN RACK COVER 52X80 HDPE 50/CS 0.60 MIL	CS	\$ 45.00	\$ 49.50	\$ 53.50
3	300533	VB PLAIN FOIL SANDWICH BAG 1M/CS 6X.75X6.5	CS	\$ 55.03	✓	\$ 59.03
4	20FH50BAG	7X8 QUART ZIPPER BAG WHT STRIPE 500/CS	CS	\$ 13.10	\$ 14.80	\$ 18.80
5	20FH60FH	10.5X11 DBLE TRACK ZIPPER SEAL BAG GAL 250/CS 2.0 MIL	CS	\$ 11.85	\$ 13.75	\$ 17.75
6	84182	8X4X18 SIDE GUSSET BAG	CS	No Usage	No Pricing	No Pricing
7	BOR1830HD	.5 MIL CLR HDPE 18X30 IN POLY BAG ROLL	RL	\$ 9.10	\$ 10.10	\$ 14.10
8	VB6SOB	VB BAG PAPER #6 KFT 500CT KRAFT	BD	\$ 14.50	\$ 25.90	\$ 29.90
9	8SONOVOLEX	BAG KFT PAPER 8LB 007267 500/PK *DURO ONLY* KRAFT	BD	\$ 15.75	\$ 16.80	\$ 20.80
10	216709FH	21-6709 SADDLE PACK FLIP TOP SANDWICH BAG 2M/CS	CS	\$ 7.40	\$ 8.60	\$ 12.60
11	VB12BOBPPPF	VB BOWL WHT 12 OZ BAGASSE NO PFAS ADD WHITE	CS	\$ 22.90	\$ 23.95	\$ 27.95
12	EPBL20	BOWL 20 OZ BAGASSE ECO COMPOSTABLE RENEW 500/CS	CS	No Usage	No Pricing	No Pricing
13	VB12BOBPPPF	VB BOWL WHT 12 OZ BAGASSE NO PFAS ADD WHITE	CS	\$ 22.90	\$ 23.95	\$ 27.95
14	VBBWP20B	VB BOWL MICRO-SAFE 20 OZ PP BLK 5.75 IN 6/84 CS	CS	\$ 46.95	\$ 54.80	\$ 58.80
15	4115820	BOWL, POLYPRO 16-20Z BLACK WITH LIDS	CS	No Usage	No Pricing	No Pricing
16	VBPPREC24	VB 24 OZ CONT RECT BLK W/ CLR LID COMBO 150/CS BLACK	CS	\$ 27.80	\$ 30.00	\$ 34.00
17	1000454	CONT HINGED 6IN 21.9OZ BLK/CLRSQ PP 6X6X2.5 171/CS	CS	\$ 40.65	\$ 43.90	\$ 47.90
18	VB71012	VB CONT COMBO FOOD 12OZ WHT RNPPRBRD W/PPRBOARD VENTED LID	CS	\$ 56.05	\$ 62.80	\$ 66.80
19	VB71008	VB CONT COMBO FOOD 8OZ WHT RNDPPRBRD W/PPRBOARD VENTED LID	CS	\$ 54.30	\$ 60.80	\$ 64.80
20	PET95PST1	CONT HINGED L 8.9IN 55 OZ CLR SQ PET CLEARSEAL 8.9X9.4X3	CS	\$ 62.15	\$ 81.50	\$ 85.50
21	CASH1123	CONT, PLASTIC 3 COMP 8.8X9.3 LARGE 3"H HINGED CLEAR	CS	No Usage	No Pricing	No Pricing
22	PET57PST1	PET57PST1 6 IN PET SANDWICH CONT 6X5.8X3	CS	No Usage	No Pricing	No Pricing
23	CASH112	CONT HINGED 8 IN CLR SQ RPET	CS	\$ 52.60	\$ 53.85	\$ 57.85
24	KLCS6NCS500	CLAMSHHELL 19 OZ CLR 6X6X3 HINGED 500/CS	CS	No Usage	No Pricing	No Pricing
25	KL-CS-8	CONT, SALAD, COMPOSTABLE 8X8X3 W/LID	CS	No Usage	No Pricing	No Pricing
26	VBCLN4	VB 4 OZ/5 OZ PARFAIT INSERT 20/50 PTINS-D98	CS	\$ 23.30	\$ 25.65	\$ 29.65
27	VBCCSPET12	VB PET SQUAT CUP 12 OZ CLR 1,000/CS 98MM 20/50	CS	\$ 40.45	\$ 45.20	\$ 49.20
28	VG16CF	VB CUP COLD 16 OZ PET CLR 98 MM SERIES 20/50	CS	\$ 40.05	\$ 45.10	\$ 49.10
29	PTC09D92	VB CUP COLD 9 OZ SQUAT PET 92 SERIES CLR 20/50	CS	\$ 28.65	\$ 33.20	\$ 37.20
30	KEK516	16 OZ WHT GENER PRT PP HT CUP	CS	No Usage	No Pricing	No Pricing
31	DC5MW024100A	5 OZ PAPER WATER CUP 24/100	CS	\$ 89.65	\$ 92.75	\$ 96.75
32	DMR9INF	CUP COLD PAPER 9 OZ CHAMPAGNE	CS	No Usage	No Pricing	No Pricing

# Imperial Dade Paper/Packaging

Phone (909) 794-1108 ~ Fax (909) 794-1237  
**PUGET SOUND CO-OP WEST**  
 2026-2027 Price List

Bid Line #	Item Number	Description	UM	2025-2026 Price	2026-2027 Price WEST	2026-2027 Price EAST
33	SMM10CB	CUP HOT WHT PAPER 10 OZ SQUAT CARTE BLANC WHITE	CS	No Usage	No Pricing	No Pricing
34	CUSU10	CUP. HOT PAPER 100Z COMPOSTABLE	CS	No Usage	No Pricing	No Pricing
35	VBCLHP12W	VB CUP HOT WHT PAPER 12 OZ 1000/CS - INNER PK 50CS WHITE	CS	\$ 53.95	\$ 56.95	\$ 60.95
36	KEK512W	12 OZ WHT PPR HOT CUP ECO FRIENDLY, 20/50.	CS	No Usage	No Pricing	No Pricing
38	VBPC401PP	4 OZ CLR PP PORTION CUP 2500/CS 50/50 (PMPC4CLR)	CS	\$ 33.85	\$ 37.24	\$ 41.24
39	VB550PC	VB CUP PORTION CLR 5.5 OZ PP	CS	\$ 34.30	\$ 41.75	\$ 45.75
40	9509302	CUP PORTION CLR 2 OZ RND UNPRINTED GPC200 ECO GREENWARE	CS	\$ 60.95	\$ 62.95	\$ 66.95
41	VBPC201PP	VB PORTION CUP 2 OZ CLR PP 50/50	CS	\$ 19.15	\$ 21.35	\$ 25.35
42	9509306	CUP PORTION CLR 4 OZ RND UNPRINTED GPC400 ECO GREENWARE	CS	\$ 69.50	\$ 72.50	\$ 76.50
43	FO-PS-6	6.3 IN FORK COMPOSTABLE	CS	\$ 37.50	\$ 40.50	\$ 44.50
44	KN-PS-6	6.7 IN KNIFE ECO COMPOSTABLE	CS	No Usage	No Pricing	No Pricing
45	SP-PS-6	SPOON PLAT/ALC 6 IN ECO COMPOSTABLE	CS	\$ 38.35	\$ 41.40	\$ 45.40
46	RKPSB	6 IN SPORK TPLA 100% ECO COMPOSTABLE CONR 1M/CS	CS	\$ 38.55	\$ 41.60	\$ 45.60
47	3642F	SPOON CUTLERY WHT PP MED WT 10/100CT Q70266 WHITE	CS	\$ 9.15	\$ 9.90	\$ 13.90
48	3640F	FORK CUTLERY WHT PP MED WT 10/100CT Q70264 WHITE	CS	\$ 9.15	\$ 9.90	\$ 13.90
49	3641F	KNIFE CUTLERY WHT PP MED WT 10/100CT 2980104 WHITE	CS	\$ 9.15	\$ 9.90	\$ 13.90
50	3647SPORK	MED WT SPORK 1M/CS	CS	\$ 9.15	\$ 9.90	\$ 13.90
51	SSW3D85	DISP WRAPPED CUTLERY TRIPLE SMARTSTOCK DISP SERIES W	EA	-	-	-
52	SSWPF5	FORK BLK POLYPRO HVY WRAPPED SMARTSTOCK REFILL SERIES W	CS	No Usage	No Pricing	No Pricing
53	SSWPK5	KNIFE BLK POLYPRO HVY WRAPPED SMARTSTOCK REFILL SERIES W	CS	No Usage	No Pricing	No Pricing
54	SSWPT5	TSPoon BLK POLYPRO HVY WRAPPED SMARTSTOCK REFILL SERIES W	CS	No Usage	No Pricing	No Pricing
55	12X12E15	FILM PERFORATED 12X12 1/RL 1600SHEET/RL CLING WRAP	RL	\$ 9.85	\$ 10.35	\$ 14.35
56	18X2M	VB WRAP 18 IN X2000FT 35 GAUGEWRAP / FILM	RL	\$ 14.75	\$ 15.85	\$ 19.85
57	11808	VB FOIL ROLL ALUM 18 INX1000FTEXTRA HEAVY DUTY	RL	\$ 59.70	\$ 68.50	\$ 72.50
58	15271	MED CLR POLY (GPE) HVY DUTY GLOVE 10/100	CS	\$ 11.80	✓	\$ 15.80
59	64V3000PFL	VB GLOVES VINYL PF L CLR 100CT/PK 10PK/CS 1000CT/CS	CS	\$ 17.10	\$ 23.10	\$ 27.10
60	64V3000PFM	VB GLOVES VINYL PF M CLR 100CT/PK 10PK/CS 1000CT/CS	CS	\$ 17.10	\$ 23.10	\$ 27.10
61	64V3000PFS	VB GLOVES VINYL PF S CLR 100CT/PK 10PK/CS 1000CT/CS	CS	\$ 17.10	\$ 23.10	\$ 27.10
62	64V3000PFXL	VB GLOVES VINYL PF XL CLR 100CT/PK 10PK/CS 1000CT/CS	CS	\$ 17.10	\$ 23.10	\$ 27.10
63	DF98	VB 12-24 OZ FLAT LID / NO STRAW SLOT 98MM 1M/CS	CS	\$ 24.15	\$ 26.10	\$ 30.10
64	VBDLNH98	VB CLR DOME LID W/ NO HOLE 1M/CS 98 SERIES LID (626)	CS	\$ 29.15	\$ 33.30	\$ 37.30
65	F98HCF	VB LID CUP COLD FLAT STRAWSLOT98 MM SERIES 20/50	CS	\$ 21.70	\$ 28.00	\$ 32.00
66	KEKDL516	LID CUP WHT HOT DOME SIP PLA FOR 12-24 OZ KARAT WHITE	CS	\$ 70.10	\$ 77.10	\$ 81.10