

**Competitive Solicitation – No. 06019**

**Office Supplies**

**Introduction**

The Washington State Department of Enterprise Services (Enterprise Services) is issuing this Competitive Solicitation pursuant to RCW chapter 39.26. Pursuant to this Competitive Solicitation, Enterprise Services intends to conduct a competitive procurement to establish and award statewide Master Contracts for eligible purchasers, to purchase common office supplies, ink & toner, batteries, note taking supplies, writing implements, board-wall items, paper, equipment, desk accessories, technology accessories, school supplies, cleaning supplies, breakroom supplies, safety supplies, filing & report supplies, office storage, labels & label makers, mailing supplies, packing supplies, shipping supplies, calendars, and other related supplies (“Office Supplies”). Office Supplies does not include office furniture or computers, which are available to state agencies via other state contracts.

Enterprise Services has developed two award structures for this Competitive Solicitation. The two award structures will apply to awards differently in order to meet the needs of customers and comply with Washington procurement preferences.

This Competitive Solicitation will result in multiple Master Contracts. Enterprise Services intends to award one (1) Master Contract for all Office Supplies. In addition, Enterprise Services intends to award one (1) Master Contract, by category, for each of the categories of Office Supplies listed below. This unbundled contracting approach is intended to facilitate state agency purchases of goods and services from Washington small businesses and/or veteran-owned businesses.

The categories for this Office Supplies solicitation are defined as follows:

|  |  |
| --- | --- |
| **Category** | **Each category includes but is not limited to:** |
| Common Supplies | The most commonly ordered office supplies. |
| Ink & Toner | Ink and Toner for desktop and portable printers. Not for use in network or enterprise copiers/printers. |
| Batteries | Alkaline, silver oxide, coin size, and watch batteries. |
| Note Taking Supplies | Note pads, refills, and sticky note pads. |
| Writing Implements | Roller ball pens, gel-pens, pencils, permanent markers, and dry erase markers. |
| Board-Wall Items | Permanent or temporary corkboard, whiteboards, blackboards, and assorted hanging wall items. |
| Paper, Common, & Specialty | 100% Recycled content copy/printer paper and specialty paper. |
| Equipment | Paper shredders, telephone headset and light indicators, and sit/stand desk platforms. |
| Desk Accessories, Non-IT | Chair pads, foot rests, paper clip holders, pencil holder (cup), and document holders (non-IT related items). |
| Technology Accessories | IT related items such as connection cables, laptop cases, laptop bags, mice, mousepads, keyboards, keyboard trays, and digital storage. |
| School Supplies | The most commonly used school supplies such as scissors, glue sticks, and crayons. |
| Cleaning, Breakroom, & Safety | Utensils, serving ware, coffee cups, safety supplies, and cleaning supplies. |
| Filing, Reports, & Storage | Hanging file folders, multi-tabbed file folders, and tracking forms. |
| Labels & Label Makers | Label printers, shipping labels, tape cartridges, and badge printers. |
| Mailing, Packing, & Shipping | Envelopes, packing material, and box tape. |
| Calendar & Forms | Wall, desk, and flip calendars and miscellaneous forms. |

This Competitive Solicitation is divided into six (6) sections:

* [Section 1](#Section_1) provides a summary table of relevant deadlines for responding to the Competitive Solicitation and identifies contact information for Enterprise Services’ Procurement Coordinator.
* [Section 2](#Section_2) provides important information about the procurement that is designed to help interested bidders evaluate the potential opportunity, including the purpose of the procurement and Master Contracts, the form of the resulting Master Contract, and potential contract sales.
* [Section 3](#Section_4) identifies how Enterprise Services will evaluate the bids.
* [Section 4](#Section_3) identifies how to prepare and submit a bid for this Competitive Solicitation, including detailed instructions regarding what to submit and how to submit your bid.
* [Section 5](#_Section_5_–Complaint,) details the applicable requirements to file a complaint, request a debrief conference, or file a protest regarding this Competitive Solicitation.
* [Section 6](#_Section_6_–Doing) provides information pertaining to doing business with the State of Washington.

In addition, this Competitive Solicitation includes the following Exhibits:

* ***Exhibit A – Required Bidder Information***: These exhibits identify information that bidders must provide to Enterprise Services to constitute a responsive bid. *See* Section 4, below.
  + ***Exhibit A-1 – Bidder’s Certification***
  + ***Exhibit A-2 – Bidder’s Profile***
* ***Exhibit B-1 – Performance Requirements:*** This exhibit outlines the required specifications and qualifications for the Office Supplies that are the subject of this Competitive Solicitation.
* ***Exhibit B-2 – Recycled Material Requirements:*** This exhibit outlines the required recycled material content percentages for the Recycled Material Preference for the Office Supplies that are the subject of this Competitive Solicitation.
* ***Exhibit C-1 – Bid Price:*** This exhibit provides the pricing information that bidders must complete as part of their bid and the price evaluation tool that Enterprise Services will use to evaluate and compare bids.
* ***Exhibit C-2 – Non-Cost Response:*** This exhibit identifies information for evaluation of performance requirements that bidders must provide Enterprise Services as part of their responsive bid
* ***Exhibit D-1 – Master Contract:*** This exhibit is a draft of the Master Contract that the successful bidder(s) will execute with Enterprise Services.
* ***Exhibit D-2 – Master Contract Issues List:*** This exhibit provides the bidder the opportunity to list exceptions or proposed changes to the draft Master Contract.

# Section 1 – Deadlines, Questions, Procurement Coordinator, and Modification

This section identifies important deadlines for this Competitive Solicitation and where to direct questions regarding the Competitive Solicitation.

1. **Competitive Solicitation Deadlines**. The following table identifies important dates for this Competitive Solicitation:

| **Competitive Solicitation Deadlines** | | |
| --- | --- | --- |
| **Item** | **Date** | |
| Competitive Solicitation Posting Date: | February 11, 2020 | |
| Pre-Bid Conference: | February 20, 2020 at 11:30 AM (Pacific Time) | |
| *Attend in Person*  Conf. Room: 2331 1500 Jefferson Street SE Olympia, WA 98501 | *Attend via Phone*  Phone Number:  1 669 900 6833 Conf ID/Pass code:  639 366 856  [Join Zoom Meeting](https://zoom.us/j/639366856) |
| Question & Answer Period: | February 20, 2020 – March 9, 2020 | |
| Deadline for submitting Bids: | March 16, 2020 | |
| Anticipated Announcement of Apparent Successful Bidder(s): | April 7, 2020 | |
| Anticipated Award of Master Contract(s): | April 21, 2020 | |

1. **Competitive Solicitation Questions**. Questions or concerns regarding this Competitive Solicitation must be directed to the following Procurement Coordinator:

|  |  |
| --- | --- |
| **Procurement Coordinator** | |
| Name: | David Mgebroff |
| Telephone: | 360-407-8049 |
| Email: | [DESContractsTeamCedar@des.wa.gov](mailto:First.Last@des.wa.gov) |

Questions raised at the pre-bid conference and during the Q&A period will be answered and responses posted to Washington’s Electronic Business Solution (WEBS).

1. **Complaints, Debriefs, & Protests**. The Competitive Solicitation (and award of the Master Contract) is subject to complaints, debriefs, and protests as explained in Section 5, which may impact the dates set forth above.
2. **Competitive Solicitation – Amendment & Modification**. Enterprise Services reserves the right to amend and modify this Competitive Solicitation. Only bidders who have properly registered and downloaded the original Competitive Solicitation directly via WEBS will receive notifications of amendments and other correspondence pertinent to this Competitive Solicitation. Bidders must be registered in WEBS to be awarded a Master Contract. Visit [WEBS](https://fortress.wa.gov/ga/webs) to register.

# Section 2 – Information About the Procurement

This section describes the purpose of the Competitive Solicitation and provides information about this procurement, including the potential scope of the opportunity.

1. **Purpose of the Procurement – Award a Master Contract**. The purpose of this Competitive Solicitation is to receive competitive bids and award statewide Master Contracts for Office Supplies. Enterprise Services intends to award a single statewide Master Contract to the highest scored responsive, responsible bidder that can offer all Office Supplies. This single awarded Contractor must be able to offer all items from ***Exhibit C-1 - Bid Price*** in every category. Enterprise Services intends to award single statewide Master Contracts for each category to the highest scored responsive, responsible bidder in each category. These awarded Contractors must be able to offer all the items from ***Exhibit C-1 - Bid Price*** in the respective categories. For example, the awarded Contractor with the highest score for the Ink and Toner category would be awarded a statewide Master Contract for Ink and Toner.
   1. **Master Contracts**. Enterprise Services has statewide responsibility to develop ‘master contracts’ for goods and services. A Master Contract is a contract for specific goods and/or services that is competitively solicited and established by Enterprise Services, on behalf of the State of Washington, for use by statutorily specified ’purchasers’ (see below). Typically, purchasers use our Master Contracts through a purchase order, work order, or similar document. The Master Contract is designed to function as a ‘procurement bridge’ between innovative vendors who have bid and won a competitive solicitation to supply goods/services and eligible purchasers who wish to purchase such goods/services pursuant to pre-determined, clear, consistent, easy to use, value-added Master Contracts. In short, the Master Contract will establish precisely what goods/services may be purchased, the relevant performance requirements for such goods/services as well as the vendor’s contractual performance, and the applicable price for such goods/services. Purchaser-specific purchase orders will specify, for example, the particular volume of goods/services, the Purchaser’s delivery location, etc.
   2. **Master Contract Users – Eligible Purchasers**. Any resulting Master Contract from this Competitive Solicitation will be available for use by the following entities, each of whom is an eligible purchaser (”Purchasers”):
      * Washington State Agencies. All Washington State agencies, departments, offices, divisions, boards, and commissions.
      * Washington State Institutions of Higher Education (colleges). Any of the following specific institutions of higher education in Washington:
        + State universities – i.e., University of Washington & Washington State University;
        + Regional universities – i.e., Central Washington University, Eastern Washington University, & Western Washington University
        + Evergreen State College;
        + Community colleges; and
        + Technical colleges.
      * MCUA Parties. Any resulting Master Contract also may be utilized by any of the following types of entities that have executed a Master Contract Usage Agreement (MCUA) with Enterprise Services:
        + Political subdivisions (e.g., counties, cities, school districts, public utility districts, ports) in the State of Washington;
        + Federal governmental agencies or entities;
        + Public-benefit nonprofit corporations (i.e., § 501(c)(3) nonprofit corporations that receive federal, state, or local funding); and
        + Federally-recognized Indian Tribes located in the State of Washington.

Enterprise Services maintains a list of eligible MCUA parties on the [MCUA Listing website](https://apps.des.wa.gov/DESContracts/Home/MCUAListing).

While Master Contract usage is optional for Purchasers other than Washington State agencies, these entities can increase Master Contract use significantly. All Purchasers are subject to the same contract terms, conditions, and pricing as Washington State agencies.

1. **Master Contract**. The form of the Master Contract that will be awarded as a result of this Competitive Solicitation is attached as ***Exhibit D-1 – Master Contract***.
2. **Contract Term**. As set forth in the attached Master Contract for this Competitive Solicitation, the contract term is seventy-four (74) months. Bidders are to specify prices for the contract term. The Master Contract is subject to earlier termination.
3. **Estimated Sales**. Historically, for prior master contracts, annual total sales were approximately $5,149,363.16 for Office Supplies and $866,148 for Ink and Toner. Additionally, approximately $4,782,143.85 of Office Supplies were purchased from other contracts. Total potential or estimated contract sales is not known. As stated in this Competitive Solicitation, however, the resulting Master Contract will be available for use by all eligible purchasers. Such purchasers will decide whether the Master Contract meets their needs. Although Enterprise Services does not represent or guarantee any minimum purchase from the Master Contract, prior purchases the previous Master Contracts are set forth in the following charts:

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| --- | --- | --- | --- | --- | --- |
| **Ink and Toner** | | | | | |
| **Purchaser Type** | **2016** | **2017** | **2018** | **2019** | **Total** |
| State Agencies | $626,270 | $935,528 | $755,474 | $498,441 | $2,815,713 |
| Higher Ed (State) | $67,055 | $84,522 | $56,538 | $27,391 | $235,506 |
| Districts, Other | $37,269 | $47,538 | $39,065 | $31,170 | $155,042 |
| School Districts | $7,037 | $49,614 | $19,215 | $13,074 | $88,940 |
| Cities Including Towns | $2,984 | $23,974 | $27,079 | $18,914 | $72,951 |
| Non-Profits | $5,216 | $33,966 | $2,296 | $2,437 | $43,915 |
| Other Government | $660 | $21,729 | $1,300 | $893 | $24,582 |
| Enterprise Services | $3,174 | $3,545 | $4,852 | $796 | $12,367 |
| Eligible Associations/Medical | $881 | $2,424 | $2,256 | $1,418 | $6,979 |
| County | $1,382 | $3,738 | $293 | $1,484 | $6,897 |
| Other Non-Government | $55 | $0 | $809 | $538 | $1,347 |
| Eligible Private Schools | $0 | $0 | $164 | $0 | $164 |
| Port Districts | $135 | $0 | $0 | $0 | $135 |
| Grand Total | $752,118 | $1,206,578 | $909,341 | $596,556 | $3,464,593 |

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| **Office Supplies & Paper** | | | | | | | |
| **Purchaser Type** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **Total** |
| State Agencies | $6,082,306 | $5,037,457 | $4,886,553 | $4,403,850 | $4,254,020 | $3,198,841 | $27,863,027 |
| Higher Ed (State) | $248,600 | $206,256 | $270,531 | $265,401 | $229,436 | $152,851 | $1,373,075 |
| School Districts | $16,908 | $11,907 | $50,988 | $111,377 | $151,097 | $140,353 | $482,630 |
| Districts, Other | $68,954 | $73,038 | $62,092 | $53,425 | $80,373 | $57,693 | $395,575 |
| Enterprise Services | $40,956 | $53,769 | $36,810 | $30,393 | $29,614 | $23,961 | $215,503 |
| Cities Including Towns | $33,492 | $24,348 | $20,721 | $23,487 | $27,011 | $22,706 | $151,765 |
| Non-Profits | $44,093 | $40,618 | $26,586 | $12,052 | $10,456 | $9,852 | $143,657 |
| County | $86,258 | $22,995 | $6,373 | $10,829 | $8,533 | $8,431 | $143,419 |
| Other Government | $7,384 | $4,620 | $4,874 | $31,132 | $1,136 | $403 | $49,549 |
| Eligible Associations/Medical | $369 | $345 | $1,174 | $32,735 | $3,989 | $2,917 | $41,529 |
| Other Non-Government | $0 | $0 | $21,121 | $647 | $1,499 | $335 | $23,602 |
| Eligible Private Schools | $0 | $0 | $0 | $0 | $4,421 | $2,703 | $7,124 |
| Tribes | $1,981 | $1,896 | $253 | $0 | $0 | $0 | $4,130 |
| Port Districts | $1,297 | $297 | $0 | $0 | $0 | $0 | $1,594 |
| Grand Total | $6,632,598 | $5,477,546 | $5,388,076 | $4,975,328 | $4,801,585 | $3,621,046 | $30,896,179 |

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| **Combined** | | | | | | | |
| **Purchaser Type** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **Total** |
| State Agencies | $6,082,306 | $5,037,457 | $5,512,823 | $5,339,378 | $5,009,494 | $3,697,282 | $30,678,740 |
| Higher Ed (State) | $248,600 | $206,256 | $273,705 | $268,946 | $234,288 | $153,647 | $1,385,442 |
| School Districts | $16,908 | $11,907 | $118,043 | $195,899 | $207,635 | $167,744 | $718,136 |
| Districts, Other | $68,954 | $73,038 | $63,474 | $57,163 | $80,666 | $59,177 | $402,472 |
| Enterprise Services | $40,956 | $53,769 | $37,691 | $32,817 | $31,870 | $25,379 | $222,482 |
| Non-Profits | $44,093 | $40,618 | $27,246 | $33,781 | $11,756 | $10,745 | $168,239 |
| Eligible Private Schools | $0 | $0 | $37,269 | $47,538 | $43,486 | $33,873 | $162,166 |
| Cities Including Towns | $33,492 | $24,348 | $20,721 | $23,487 | $27,175 | $22,706 | $151,929 |
| County | $86,258 | $22,995 | $6,428 | $10,829 | $9,342 | $8,969 | $144,820 |
| Other Government | $7,384 | $4,620 | $7,858 | $55,106 | $28,215 | $19,317 | $122,500 |
| Port Districts | $1,297 | $297 | $7,037 | $49,614 | $19,215 | $13,074 | $90,534 |
| Other Non-Government | $0 | $0 | $26,337 | $34,613 | $3,795 | $2,772 | $67,517 |
| Eligible Associations/Medical | $369 | $345 | $1,309 | $32,735 | $3,989 | $2,917 | $41,664 |
| Tribes | $1,981 | $1,896 | $253 | $0 | $0 | $0 | $4,130 |
| Grand Total | $6,632,598 | $5,477,546 | $6,140,194 | $6,181,906 | $5,710,926 | $4,217,602 | $34,360,771 |

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| |  |  | | --- | --- | | **Ink & Toner (Top 20)** | | | **Agency** | **Total Sales** | | Department of Transportation | $562,746 | | Department of Corrections | $392,951 | | Department of Social & Health Services | $342,376 | | Labor & Industries | $289,676 | | Superintendent of Public Instruction | $197,423 | | Department of Revenue | $196,244 | | Western Washington University | $167,092 | | Washington State Patrol | $129,482 | | Department of Health | $120,576 | | Department of Agriculture | $76,129 | | Snohomish County Public Utilities District | $70,821 | | Office of the Secretary Of State | $64,959 | | Educational Service District 105 (Yakima) | $64,341 | | Renton Technical College | $54,465 | | Department of Veterans Affairs | $51,020 | | Office of the Insurance Commissioner | $50,367 | | Transportation Commission | $47,108 | | Department Of Commerce | $45,253 | | Department of Fish & Wildlife | $37,798 | | Catholic Archdiocese Of Seattle | $30,535 | | |  |  | | --- | --- | | **Office Supplies (Top 20)** | | | **Agency** | **Total Sales** | | Department of Social & Health Services | $10,613,212 | | Department of Corrections | $4,369,188 | | Department of Transportation | $1,921,778 | | Department of Licensing | $1,343,304 | | Labor & Industries | $1,217,819 | | Office of the Attorney General | $1,185,771 | | Department of Employment Security | $898,289 | | Seattle Colleges District 6 | $855,805 | | Department of Health | $764,564 | | Department of Revenue | $535,215 | | Department of Ecology | $496,922 | | Department of Children, Youth, and Families | $470,567 | | Washington State Patrol | $440,698 | | Department of Natural Resources | $398,928 | | Superintendent of Public Instruction | $333,177 | | Western Washington University | $314,845 | | Department of Veterans Affairs | $285,167 | | Educational Service District 105 (Yakima) | $277,516 | | Parks & Recreation Commission | $271,913 | | Department of Fish & Wildlife | $261,579 | |

1. **Washington State Procurement Priorities & Preferences**. Enterprise Services will apply the following Washington State procurement priorities and preferences to this Competitive Solicitation:

* Statutory Preference for Products Containing Recycled Material: 10% discount per line item for evaluation purposes only.
* Executive Order 18-03 – Workers’ Rights (Mandatory employee arbitration): 5 points.
* Washington Small Business: variable, see Sections 3.1 and 3.5.
* Veteran-Owned Business: variable, see Sections 3.1 and 3.5.

# Section 3 – Bid Evaluation

This section identifies how Enterprise Service will evaluate Competitive Solicitation bids.

1. **Overview**. Enterprise Services will evaluate bids for this Competitive Solicitation as described below.

* Bidder responsiveness, performance requirements, price factors, and responsibility, will be evaluated based on the process described herein.
* Any bidder whose bid is determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.
* Enterprise Services reserves the right to: (1) Waive any informality; (2) Reject any or all bids, or portions thereof; (3) Accept any portion of the items bid unless the bidder stipulates all or nothing in their bid; (4) Request clarification of any bids; (5) Cancel the Competitive Solicitation and re-solicit bids; and/or (6) Negotiate with the lowest responsive and responsible bidder(s) to determine if such bid can be improved.
* Enterprise Services will use the following process and evaluation criteria for an award of a Master Contract. Enterprise Services will evaluate using the respective award structure for the potential awards. Award Structure 1 is for the statewide all-category award. Award Structure 2 is for the statewide per category award. Each submission will be evaluated as follows:

| Step | Item | Award Structure 1 Points | Award Structure 2 Points |
| --- | --- | --- | --- |
| 1 | Responsiveness | Pass/Fail | Pass/Fail |
| 2 | Performance Requirements Evaluation ***Exhibit B-1 Performance Requirements*** | Pass/Fail | Pass/Fail |
| 3 | Bid Evaluation | | |
| Cost Factors ***Exhibit C-1 – Bid Price*** | 40 | 20 |
| Non-Cost Factors ***Exhibit C-2 – Non-Cost Response*** | 45 | 25 |
| Washington Small Business | 5 | 40 (if either) or  50 (if both) |
| Veteran-Owned Business | 5 |
| Executive Order 18-03 | 5 | 5 |
| Total: | | 100 | 100 |
| 4 | Responsible Bidder | | |
| Responsibility Analysis | Pass/Fail | Pass/Fail |

1. **Responsiveness (Step 1)**. Enterprise Services will review bids – on a pass/fail basis – to determine whether the bid is ‘responsive’ to this Competitive Solicitation. This means that Enterprise Services will review each bid to determine whether the bid is complete – i.e., does the bid include each of the required bid submittals, are the submittals complete, signed, legible. Enterprise Services reserves the right – in its sole discretion – to determine whether a bid is responsive – i.e., to determine a bidder’s compliance with the requirements specified in this Competitive Solicitation and to waive informalities in a bid. An informality is an immaterial variation from the exact requirements of the Competitive Solicitation, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the goods or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to bidders. Responsive bids will be evaluated as set forth herein.
2. **Performance Requirements Evaluation (Step 2).** Enterprise Services will evaluate each bid to ensure that each bidder’s product or service meets the performance requirements set forth in ***Exhibit B-1 – Performance Requirements***. Enterprise Services reserves the right to request additional information or perform tests and measurements before selecting the Apparent Successful Bidder. A bidder’s failure to provide requested information to Enterprise Services within ten (10) business days may result in disqualification
3. **Bid Evaluation (Step 3)**. Enterprise Services will evaluate bids – to identify the highest evaluation total – by reviewing and comparing the submitted bid prices provided in ***Exhibit C-1 – Bid Price***, the non-cost responses in ***Exhibit C-2 – Non-Cost Response***, and applicable Washington State Procurement Priorities & Preferences, as detailed below.
   1. **Cost Factors.** A total of 40 points are available for cost factors for Award Structure 1. A total of 20 points are available for cost factors for Award Structure 2. Theses cost factors will be determined by combining the market basket score and the non-Market Basket Items Score.
      1. **Market Basket.** A total of 30 points are available for the market basket score for Award Structure 1. A total of 15 points are available for the market basket score for Award Structure 2. Enterprise Services will evaluate bid prices - to evaluate the lowest price total – by reviewing and comparing the submitted bid prices provided in ***Exhibit C-1 – Bid Price***. Bidders must bid on all items for all categories in Award Structure 1, and all items in the respective category for Award Structure 2. The final item prices, after considering preference points, will be summed to create a total price, which will be used for evaluation purposes. Bidders’ scores will be determined by the following formula: (lowest total price / bidders total price) X available points.

**Example for Award Structure 1:** Bidder A total price for all items: $9,000 (lowest overall). Bidder B total price for all items: $10,000. Bidder B’s score = (9,000/10,000) X 30 = 27 points.

**Example for Award Structure 2:** Bidder A total price for items in the Equipment category: $1,000 (lowest overall). Bidder B total price for all items in the Equipment category: $1,500. Bidder B’s score = (1,000/1,500) X 15 = 10 points.

* + 1. **Non-Market Basket Items**. A total of 10 points are available for the discount off MSRP for Award Structure 1. A total of 5 points are available for the discount off MSRP for Award Structure 2. Enterprise Services will evaluate bid discounts to determine the highest discount by reviewing and comparing the submitted bid discount provided in ***Exhibit C-1 – Bid Price***. The evaluated percentage off of MSRP for Award Structure 1 will be the averaged percentage of all categories. The percentage off MSRP for Award Structure 2 will be evaluated per category. Bidders’ scores will be determined by the following formula: (bidders discount / highest discount) X available points.

**Example for Award Structure 1:** Bidder A discount: 8%. Bidder B discount: 10% (highest discount). Bidder A’s score = (8/10) X 10 = 8 points.

**Example for Award Structure 2:** Bidder A discount: 8%. Bidder B discount: 10% (highest discount). Bidder A’s score = (8/10) X 5 = 4 points

* 1. **Non-Cost Factors.**  A total of 45 points are available for non-cost factors for Award Structure 1. A total of 25 points are available for non-cost factors for Award Structure 2. The non-cost factors score will be determined by totaling the evaluation committee’s scores for each factor. The points for each factor will be determined by the evaluation team scores for the bidder responses provided in ***Exhibit C-2 – Non-Cost Response***.
     1. **Delivery.** A total of eight points are available for delivery in Award Structure 1. A total of five points are available for delivery in Award Structure 2.
     2. **Customer Service.** A total of eight points are available for customer service in Award Structure 1. A total of four points are available for customer service in Award Structure 2.
     3. **Website.** A total of eight points are available for website in Award Structure 1. A total of five points are available for website in award structure 2.
     4. **User Profiles.** A total of seven points are available for user profiles in Award Structure 1. A total of four points are available for user profiles in award structure 2.
     5. **Accounting.** A total of fivepoints are available for accounting in Award Structure 1. A total of twopoints are available for accounting in Award Structure 2.
     6. **Order Fulfillment.** A total of sevenpoints are available for order fulfillment in Award Structure 1. A total of fourpoints are available for order fulfillment in Award Structure 2.
     7. **Sustainability.** A total of two points are available for sustainability in Award Structure 1. A total of one point is available for sustainability in Award Structure 2.

1. **Washington State Procurement Priorities & Preferences**. Enterprise Services will apply the following Washington State procurement priorities and preferences to this Competitive Solicitation
2. Statutory Preference for Products Containing Recycled Material. Pursuant to RCW 39.26.255, Enterprise Services is providing a bid preference in the amount of ten percent (10%) reduction in evaluated price per product line item to any bidder that provides products that exceed the recommended recovered materials percentages for the relevant product as designated by the [Environmental Protection Agency’s Comprehensive Procurement Guide standard](https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program) (as it existed on July 1, 2001) listed in ***Exhibit B-2 – Recycled Material Requirements***. Accordingly, all bidders must certify whether they are seeking the Statutory Preference for Products Containing Recycled Material for individual Office Supplies in this Competitive Solicitation. Bidders must make the certification on the certification form attached as ***Exhibit A-1 – Bidder’s Certification***. Bidders who seek to obtain the ten percent (10%) bid preference per product for Products Containing Recycled Material must, in regard to the products pertaining to this procurement, certify that the products specified in ***Exhibit C-1 – Bid Price*** exceed the recommended recovered materials percentages for the relevant product as designated by the EPA’s CPG standard (as it existed on July 1, 2001) listed in ***Exhibit B-2 – Recycled Material Requirements***.
3. Executive Order 18-03 – Workers’ Rights (Firms without Mandatory Individual Arbitration for Employees). Pursuant to RCW 39.26.160(3) (best value criteria) and consistent with Executive Order 18-03 – Supporting Workers’ Rights to Effectively Address Workplace Violations (dated June 12, 2018), Enterprise Services will evaluate bids for best value and will provide a bid preference in the amount of 5 points to any bidder who certifies, pursuant to the Bidder’s Certification attached as ***Exhibit A-1 – Bidder’s Certification***, that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.
4. Washington Small Business. In furtherance of Washington’s business inclusion goals Enterprise Services will evaluate bids for best value and will provide a bid preference in the amount specified in Section 3.1 to any bidder who certifies, pursuant to the Bidder Certification attached as ***Exhibit A-1 – Bidder’s Certification***, and documents its status as a ‘Washington small business’ as defined in RCW 39.26.010. A Washington small business is an in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that certifies on WEBS, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars ($7,000,000) annually as reported on its federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years.
5. Veteran-Owned Business. In furtherance of Washington’s business inclusion goals, Enterprise Services will evaluate bids for best value and will provide a bid preference in the amount specified in Section 3.1 to any bidder who certifies, pursuant to the Bidder Certification attached as ***Exhibit A-1 – Bidder’s Certification***, its status as a certified veteran-owned business under RCW 43.60A.190 and is identified as such on WEBS (which is confirmed by the Washington Department of Veterans’ Affairs).
6. **Responsibility Analysis (Step 4)**. For responsive bids, Enterprise Services will make reasonable inquiry to determine the responsibility of any bidder. Determination of responsibility will be made on a pass/fail basis. In determining responsibility, Enterprise Services will consider the following:
   * The ability, capacity, and skill of the bidder to perform the contract or provide the service required
   * The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
   * Whether the bidder can perform the contract within the time specified;
   * The quality of performance of previous contracts or services;
   * The previous and existing compliance by the bidder with laws relating to the contract or services;
   * Whether, within the three-year period immediately preceding the date of the Competitive Solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the Washington State 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 chapter 49.46, 49.48, or 49.52 RCW; and
   * Such other information as may be secured having a bearing on the decision to award the Master Contract.

In addition, Enterprise Services may consider the following:

* Financial Information: Enterprise Services may request financial statements, credit ratings, references, record of past performance, clarification of bidder’s offer, on-site inspection of bidder's or subcontractor's facilities, or other information as necessary. Failure to respond to these requests may result in a bid being rejected as non-responsive.
* References: Enterprise Services reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness. Any negative or unsatisfactory reference can be reason for rejecting a bidder as non-responsible.

1. **Contract Negotiations (Step 5)**. EnterpriseServices may negotiate with the highest scored responsive, responsible bidder(s) (Top Bidder) to finalize the Master Contract and to determine if the bid may be improved. If, after a reasonable period of time, Enterprise Services, in its judgement, cannot reach agreement on acceptable Master Contract terms with the Top Bidder, Enterprise Services may suspend negotiations and undertake negotiations with the next bidder as determined by the evaluations.
2. **Announcement of Apparent Successful Bidder**. Enterprise Services will determine the Apparent Successful Bidder (“ASB”). The ASB will be the responsive and responsible bidder(s) that best meet(s) the Competitive Solicitation requirements and presents the best total value, including price, as calculated consistent with the instructions set forth in ***Exhibit C-1 – Bid Price***, and other factors as set forth in this Competitive Solicitation including any applicable state procurement priority or preference.

* Designation as an ASB does not imply that Enterprise Services will issue an award for a Master Contract to your firm. Rather, this designation allows Enterprise Services to perform further analysis and ask for additional documentation. The bidder must not construe this as an award, impending award, attempt to negotiate, etc. If a bidder acts or fails to act as a result of this notification, it does so at its own risk and expense.
* Upon announcement of the ASB, bidders may request a debrief conference as specified in Section 5.

1. **Award of Master Contract(s)**. Subject to protests, if any, Enterprise Services and the ASB will enter into Master Contract(s) as set forth in ***Exhibit D-1 – Master Contract***. An award, in part or full, is made and a contract formed by signature of Enterprise Services and awarded bidder on the Master Contract(s). Enterprise Services reserves the right to award on an all-or-nothing consolidated basis. Following the award of the Master Contract(s), all bidders registered in WEBS will receive a Notice of Award delivered to the bidder’s email address provided in the bidder’s profile in WEBS.
2. **Bid Information Availability**. Upon Enterprise Services’ announcement of ASB, all bid submissions and all bid evaluations are subject to public disclosure pursuant to Washington’s Public Records Act. *See* RCW 39.26.030(2).
3. **Additional Awards**. Enterprise Services reserves the right, during the resulting Master Contract term, to make additional Master Contract awards to responsive, responsible bidders who provided a bid but who are not awarded a Master Contract. Such awards would be on the same or substantially similar terms and conditions and would be designed to address a Contractor vacancy (e.g., a contractor is terminated or goes out of business), respond to Purchaser needs, or be in the best interest of the State of Washington.

# Section 4 – How to Prepare and Submit a Bid for this Competitive Solicitation

This section identifies how to prepare and submit your bid to Enterprise Services for this Competitive Solicitation. In addition, bidders will need to review and follow the Competitive Solicitation requirements including those set forth in the exhibits, which identifies the information that bidders must provide to Enterprise Services to constitute a responsive bid. By responding to this Competitive Solicitation and submitting a bid, bidders acknowledge having read and understood the entire Competitive Solicitation and accept all information contained within this Competitive Solicitation.

1. **Pre-Bid Conference**. Enterprise Services will host a Competitive Solicitation pre-bid conference at the time and location indicated in Section 1.1 of this Competitive Solicitation. Attendance is not mandatory. Bidders, however, are encouraged to attend and participate. The purpose of the pre-bid conference is to clarify the Competitive Solicitation as needed and raise any issues or concerns that bidders may have. If changes to the Competitive Solicitation are required as a result of the pre-bid conference, the Procurement Coordinator will post an amendment to this Competitive Solicitation to WEBS. Assistance for disabled, blind, or hearing-impaired persons who wish to attend the pre-bid conference is available with prior arrangement by contacting the Procurement Coordinator.
2. **Bidder Communications Regarding this Competitive Solicitation**. During the Competitive Solicitation process, all bidder communications regarding this Competitive Solicitation must be directed to the Procurement Coordinator for this Competitive Solicitation. *See* Section 1.2 of this Competitive Solicitation. Bidders should rely only on this Competitive Solicitation and written amendments to the Competitive Solicitation issued by the Procurement Coordinator. In no event will oral communications regarding the Competitive Solicitation be binding.

* Bidders are encouraged to make any inquiry regarding the Competitive Solicitation as early in the process as possible to allow Enterprise Services to consider and, if warranted, respond to the inquiry. If a bidder does not notify Enterprise Services of an issue, exception, addition, or omission, Enterprise Services may consider the matter waived by the bidder for protest purposes.
* If bidder inquiries result in changes to the Competitive Solicitation, written amendments will be issued and posted on WEBS.
* Unauthorized contact regarding this Competitive Solicitation with other state employees involved with the Competitive Solicitation may result in bidder disqualification.

1. **Pricing**. Bid prices must include all cost components needed for the delivery of the goods and/or services as described in this Competitive Solicitation. See ***Exhibit C-1 – Bid Price***. A bidder’s failure to identify all costs in a manner consistent with the instructions in this Competitive Solicitation is sufficient grounds for disqualification.

* Inclusive Pricing: Bidders must identify and include all cost elements in their pricing. In the event that bidder is awarded a Master Contract, the total price for the goods and/or services shall be bidder’s price as submitted. Except as provided in the Master Contract, there shall be no additional costs of any kind.
* Credit Cards (P-Cards): In the event that bidder is awarded a Master Contract, the total price for the goods and/or services shall be the same regardless of whether purchasers make payment by cash, credit card, or electronic payment. Bidder shall bear, in full, any processing or surcharge fees associated with the use of credit cards or electronic payment.
* Vendor Management Fee: The resulting Master Contract from this Competitive Solicitation will include a Vendor Management Fee as specified in the Master Contract attached as ***Exhibit D-1 – Master Contract***.

1. **Bid Submittal Checklist – Required Bid Submittals**. This section identifies the bid submittals that must be provided to Enterprise Services to constitute a responsive bid. The submittals must be delivered as set forth below. Bids that do not include the submittals identified below may be rejected as nonresponsive. In addition, a bidder’s failure to complete any submittal as instructed may result in the bid being rejected. Bidders must identify any supplemental materials with the bidder’s name.

* Exhibit A - 1 – Bidder’s Certification  
  This document is the Bidder’s Certification.  
  Complete the certification, attach it to the bid along with any exceptions or required explanations, and submit it to Enterprise Services.  
  Note: the Certification must be complete. Where there are choices, Bidder must check a box. The certification must be signed and submitted by a duly authorized representative for the Bidder.
* Exhibit A - 2 – Bidder’s Profile  
  This document is required bidder information for Enterprise Services’ contract administration purposes.  
  Complete as instructed and submit with the bid to Enterprise Services.
* Exhibit C-1 – Bid Price

Complete as instructed and submit with the bid to Enterprise Services.

* **Exhibit C-2 – Non-Cost Response**Complete as instructed and submit with the bid to Enterprise Services.
* **Exhibit D-2 – Master Contract Issues List**Complete as instructed and submit with the bid to Enterprise Services.

1. **Bid Format**. Bids must be complete, legible, signed, and follow all instructions stated in the Competitive Solicitation (including the exhibits). Unless otherwise specified in writing by Enterprise Services, documents included with an electronic bid must be prepared in MS Word, MS Excel, or Adobe PDF.
2. **Submitting Bids**. Your electronic bid must be emailed to [DESContractsTeamCedar@des.wa.gov](mailto:First.Last@des.wa.gov). Enterprise Services’ email boxes only can accept emails that total less than 30MB in size. Bidders are cautioned to keep email sizes to less than 25MB to ease delivery. Zipped files cannot be accepted.

# Section 5 – Complaint, Debrief, & Protest Requirements

This section details the applicable requirements for complaints, debriefs, and protests.

1. **Complaints**. This Competitive Solicitation offers a complaint period for bidders wishing to voice objections to this solicitation. The complaint period ends five (5) business days before the bid due date. The complaint period is an opportunity to voice objections, raise concerns, or suggest changes that were not addressed during the Question & Answer Period or, if applicable, at the Pre-Bid Conference. Failure by the bidder to raise a complaint at this stage may waive its right for later consideration. Enterprise Services will consider all complaints but is not required to adopt a complaint, in part or in full. If bidder complaints result in changes to the Competitive Solicitation, written amendments will be issued and posted on WEBS.
   1. Criteria for Complaint. A formal complaint may be based only on one or more of the following grounds: (a) The solicitation unnecessarily restricts competition; (b) The solicitation evaluation or scoring process is unfair or flawed; or (c) The solicitation requirements are inadequate or insufficient to prepare a response.
   2. Initiating A Complaint. A complaint must: (a) Be submitted to and received by the Procurement Coordinator no less than five (5) business days prior to the deadline for bid submittal; and (b) Be in writing (see *Form and Substance, and Other* below). A complaint should clearly articulate the basis of the complaint and include a proposed remedy.
   3. Response. When a complaint is received, the Procurement Coordinator (or designee) will consider all the facts available and respond in writing prior to the deadline for bid submittals, unless more time is needed. Enterprise Services is required to promptly post the response to a complaint on WEBS.
   4. Response is Final. The Procurement Coordinator’s response to the complaint is final and not subject to administrative appeal. Issues raised in a complaint may not be raised again during the protest period. Furthermore, any issue, exception, addition, or omission not brought to the attention of the Procurement Coordinator prior to bid submittal may be deemed waived for protest purposes.
2. **Debrief Conferences**. A Debrief Conference is an opportunity for a bidder and the Procurement Coordinator to meet and discuss the bidder’s bid. A debrief is a required prerequisite for a bidder wishing to file a protest. Following the evaluation of the bids, Enterprise Services will issue an announcement of the ASB. That announcement may be made by any means, but Enterprise Services likely will use email to the bidder’s email address provided in the Bidder’s Profile. Bidders will have three (3) business days to request a Debrief Conference. Once a Debrief Conference is requested, Enterprise Services will offer the requesting bidder one meeting opportunity and notify the bidder of the Debrief Conference place, date, and time. Please note, because the debrief process must occur before making an award, Enterprise Services likely will schedule the Debrief Conference shortly after the announcement of the ASB and the bidder’s request for a Debrief Conference. Enterprise Services will not allow the debrief process to delay the award. Therefore, bidders should plan for contingencies and alternate representatives; bidders who are unwilling or unable to attend the Debrief Conference will lose the opportunity to protest.
   1. Timing. A Debrief Conference may be requested by a bidder following announcement of the Apparent Successful Bidder.
   2. Purpose of Debrief Conference. Any bidder who has submitted a timely bid response may request a Debrief Conference (see Form and Substance, and Other below). A Debrief Conference provides an opportunity for the bidder to meet with Enterprise Services to discuss its bid and evaluation.
   3. Requesting a Debrief Conference. The request for a Debrief Conference must be made in writing via email to the Procurement Coordinator and received within three (3) business days after the announcement of the Apparent Successful Bidder. Debrief conferences may be conducted either in person at the Enterprise Services offices in Olympia, Washington, or by telephone, as determined by Enterprise Services, and may be limited by Enterprise Services to a specified period of time. The failure of a bidder to request a debrief within the specified time and attend a debrief conference constitutes a waiver of the right to submit a protest. Any issue, exception, addition, or omission not brought to the attention of the procurement coordinator before or during the debrief conference may be deemed waived for protest purposes.
3. **Protests**. Following a Debrief Conference, a bidder may protest the award of the Master Contract.
   1. Criteria for a Protest. A protest may be based only on one or more of the following: (a) Bias, discrimination, or conflict of interest on the part of an evaluator; (b) Error in computing evaluation scores; or (c) Non-compliance with any procedures described in the Competitive Solicitation.
   2. Initiating a Protest. Any bidder may protest an award to the ASB. A protest must: (a) Be submitted to and received by the Protest Officer, within five (5) business days after the protesting bidder’s Debriefing Conference (see Form and Substance, and Other below); (b) Be in writing; (c) Include a specific and complete statement of facts forming the basis of the protest; and (d) Include a description of the relief or corrective action requested.
   3. Protest Response. After reviewing the protest and available facts, Enterprise Services’ Protest Officer will issue a written response within ten (10) business days from receipt of the protest, unless additional time is needed.
   4. Decision is Final. The protest decision is final and not subject to administrative appeal. If the protesting bidder does not accept Enterprise Services’ protest response, the bidder may seek relief in Thurston County Superior Court.
4. **Communication During Complaints, Debriefs, and Protests**. With the exception of protests, all communications about this Competitive Solicitation, including complaints and debriefs, must be addressed to the Procurement Coordinator unless otherwise directed. Protests must be addressed to the Protest Officer.
   1. Form, Substance, & Other. All complaints, requests for debrief, and protests must (a) Be in writing; (b) Be signed by the complaining or protesting bidder or an authorized agent, unless sent by email; (c) Be delivered within the time frame(s) outlined herein; (d) Identify the solicitation number; (e) Conspicuously state “Complaint,” “Debrief,” or “Protest” in any subject line of any correspondence or email, and (f) Be sent to the address identified below.
   2. Complaints & Protests. All complaints and protests must (a) State all facts and arguments on which the complaining or protesting bidder is relying as the basis for its action; and (b) Include any relevant documentation or other supporting evidence.
5. **How to Contact Enterprise Services**.
   1. To Submit a Complaint. Send an email message to the Procurement Coordinator listed in this Competitive Solicitation. The email message must include “Complaint” in the subject line of the email message. Alternatively, mail the complaint to the Procurement Coordinator listed in this Competitive Solicitation at the following address:

Attn: Procurement Coordinator – Complaint  
Contracts & Procurement Division  
Washington State Department of Enterprise Services  
P.O. Box 41411  
Olympia, WA 98504-1411

* 1. To Request a Debrief Conference. Send an email message to the Procurement Coordinator listed in this Competitive Solicitation. The email message must include “Debrief” in the subject line of the email message.
  2. To Submit A Protest. Send an email message to the Protest Officer ([DESDLProcurementProtest@des.wa.gov](mailto:DESDLProcurementProtest@des.wa.gov)). The email message must include “Protest” in the subject line of the email message. Alternatively, mail the protest to the Protest Officer at the following address

Attn: Protest Officer  
Contracts & Procurement Division  
Washington State Department of Enterprise Services  
P.O. Box 41411  
Olympia, WA 98504-1411

# Section 6 – Doing Business with the State of Washington

This section provides additional information regarding doing business with the State of Washington.

1. **Washington’s Public Records Act – Public Records Disclosure Requests**.
   * All documents (written and electronic) submitted to Enterprise Services as part of this procurement are public records. Unless statutorily exempt from disclosure, such records are subject to disclosure ***if*** requested. *See* RCW chapter 42.56, Public Records Act. Enterprise Services strongly discourages bidders from unnecessarily submitting sensitive information (e.g., information that you might categorize as ‘confidential,’ ‘proprietary,’ ‘sensitive,’ ‘trade secret,’ etc.).
     + If, in your judgment, there is an applicable statutory exemption from disclosure for certain portions of your bid, please mark the precise portion(s) of the relevant page(s) of your bid that you believe are statutorily exempt from disclosure and identify the precise statutory basis for exemption from disclosure.
     + In addition, if, in your judgment, certain portions of your bid are not statutorily exempt from disclosure but are sensitive because these particular portions of your bid (NOT including pricing) include highly confidential, proprietary, or trade secret information (or the equivalent) that your firm protects through the regular use of confidentiality or similar agreements and routine enforcements through court enforcement actions, please mark the precise portion(s) of the relevant page(s) of your bid that include such sensitive information.
   * In the event that Enterprise Services receives a public records disclosure request pertaining to information that you have submitted and marked either as (a) statutorily exempt from disclosure; or (b) sensitive, Enterprise Services, prior to disclosure, will do the following:
     + Enterprise Services’ Public Records Officer will review any records marked as statutorily exempt from disclosure. In those situations, where the designation comports with the stated statutory exemption from disclosure, Enterprise Services will redact or withhold the document(s) as appropriate.
     + For documents marked ‘sensitive’ or for documents where Enterprise Services either determines that no statutory exemption to disclosure applies or is unable to determine whether the stated statutory exemption to disclosure properly applies, Enterprise Services will notify the bidder at the address provided in the bid submittal of the public records disclosure request and identify the date that Enterprise Services intends to release the document(s) (including documents marked ‘sensitive’ or exempt from disclosure) to the requester unless the bidder, at bidder’s sole expense, timely obtains a court order enjoining Enterprise Services from such disclosure. In the event Bidder fails to timely file a motion for a court order enjoining such disclosure, Enterprise Services will release the requested document(s) on the date specified. Bidder’s failure properly to identify exempted or sensitive information or timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Bidder of any claim that such materials are exempt or protected from disclosure.
2. **Economic Goals**. In support of the state’s economic goals, bidders are encouraged to consider the following in responding to this Competitive Solicitation:
   * Support for a diverse supplier pool, including, veteran-owned, minority-owned and women-owned business enterprises. Results Washington has established the following voluntary numerical goals for this Competitive Solicitation:
     + Ten (10) percent minority-owned businesses (MBE);
     + Six (6) percent women-owned businesses (WBE);
     + Five (5) percent veteran-owned businesses (VB).

Achievement of these goals is encouraged whether directly or through subcontractors. Bidders may contact the [Office of Minority and Women’s Business Enterprises](http://www.omwbe.wa.gov/) for information on certified firmsor to become certified.

* + Veterans and U.S. active duty, reserve or National Guard service-members are eligible for the registry. The veteran or service-member must control and own at least fifty-one (51) percent of the business and the business must be legally operating in the State of Washington. Control means the authority or ability to direct, regulate or influence day-to-day operations.

1. **PCB Statement.** Polychlorinated biphenyls, commonly known as PCBs, have adverse effects on human health and the environment. Accordingly, the State of Washington through its procurements of goods is trying to minimize the purchase of products with PCBS and to incentive its vendors to sell products and products in packaging without them.
2. **Resources**.
   * Register for competitive solicitation notices at the Washington Electronic Business Solution (WEBS) [WEBS Registration](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx). Note: There is no cost to register on WEBS.
   * If you qualify as a Washington small business, identify yourself in WEBS. Call WEBS Customer Service at 360-902-7400.
   * Contact the Washington State Office of Minority and Women’s Business Enterprises about state and federal certification programs at Phone 866-208-1064 or [OMWBE](http://www.omwbe.wa.gov/).
   * Contact the Washington State Department of Veterans’ Affairs about veteran-owned businesses certification at (360) 725-2169 or [DVA](http://www.dva.wa.gov/).
   * Contact Enterprise Services about small and diverse business inclusion.

Exhibits List

The exhibits listed below are available as separate documents on WEBS.

1. ***Exhibit A - 1 – Bidder’s Certification***
2. ***Exhibit A - 2 – Bidder’s Profile***
3. ***Exhibit B-1 – Performance Requirements***
4. ***Exhibit B-2 – Recycled Material Requirements***
5. ***Exhibit C-1 – Bid Price***
6. ***Exhibit C-2 – Non-Cost Response***
7. ***Exhibit D-1 – Master Contract***
8. ***Exhibit D-2 – Master Contract Issues List***