



# RENSSELAER COUNTY BUREAU OF CENTRAL SERVICES

STEVEN F. McLAUGHLIN  
COUNTY EXECUTIVE

JAMES R. GORDON  
DIRECTOR

January 10, 2019

Daniella Quirion, Contract Analyst  
Hill & Markes, Inc.  
P.O. Box 7  
1997 State Highway, 5S  
Amsterdam, New York 12010

RE: RFB-19-01 Paper Products and Associated Food Service Items – Category A –  
Paper & Paper Products - **NOTICE OF AWARD**

Dear Ms. Quirion:

I am pleased to inform you that your company has been awarded the contract for the above-referenced bid based upon your ability to meet Rensselaer County specifications and your low bid amount of \$138,172.22.

Category B – Associated Food Service Items was awarded to W. B. Mason Company, Inc., in the amount of \$108,009.01.

The award period shall be from February 1, 2019 through January 31, 2020. Rensselaer County Purchase Orders will be forwarded to your company as items are needed.

Thank you for submitting your bid.

Sincerely,

A handwritten signature in cursive script that reads "Christine M. Mariano". The signature is written in black ink and is positioned above the typed name and title.

Christine M. Mariano  
Deputy Director

cc: James R. Gordon, Director, Bureau of Central Services  
Lori A. Ruffinen, County Auditor  
Rensselaer County Departments  
Resolution: G/28/19

## OFFICIAL BID FORM

Rensselaer County: Date and submission of bids up to and including Wednesday, December 12, 2018 at 10:00 a.m. at which time all bids received will be opened and read aloud.

### PAPER, PLASTIC AND ASSOCIATED FOOD SERVICE ITEMS CATEGORY "A" - PAPER & PAPER PRODUCTS

ITEM #	Item Description, Packaging/Unit & "Suggested" Manufacturer/Brand & Product Code/ID	* Bidder's Mfr./Product ID and Unit Packaging (NOTE: IF SAME AS SPECIFIED SIMPLY ENTER "SAME")	UNIT	UNIT PRICE	X	EST QTY	=	TOTAL PRICE PER ITEM
1	Bags, Paper, Brown, Heavy Duty, (Duo 30905 / 5# Kraft Bulwark 500/Bale (BL))	<del>DUO30905 - discontinued by vendor</del> DUO71005 Duro 400/BL	bale	9.63	x	<del>322.5</del> 258	=	3,105.68
2	Bags, Paper, Brown, Heavy Duty, (Duo 30910 / 10 #, Kraft Bulwark 500/Bale (BL))	<del>DUO30910 - discontinued by vendor</del> DUO71010 Duro 400/BL	bale	15.65	x	<del>18.75</del> 25	=	293.44
3	Cups, portion, paper, individual, (Genpak F125 /20/5000 cs) 1.25 oz	GENF125 - same	cs	35.70	x	158	=	5,640.60
4	Cups, water, paper, 3.50 oz.- pleated only for water coolers (Genpak W-450F/25-100-2500 cs)	GENW450F - same	cs	39.15	x	6	=	234.90
5	Cups, cold drink, paper w/wax coating, 5 oz (Solo R-53J8000 30/100/3000 per case)	SLOR53J8000 - same	cs	87.08	x	104	=	9,056.32
6	Cups, cold drink, paper w/wax coating, 9 oz (Solo R9NJ8000 20/100/2000 per case)	SLOR9NJ8000 - same	cs	75.33	x	527	=	39,698.91
7	Cups, 3/4 oz. Souffle-Paper (Genpak, GENF075 20/250 cs)	GENF075 - same	cs	25.75	x	156	=	4,017.00
8	Cup, 4 oz Souffle-Plastic (Solo SLOP400 / 2500 cs)	SLOP400 - same	cs	39.27	x	214	=	8,403.78
9	Lid, 4 oz Souffle-Plastic (Solo SLOPL4 / 2500 cs)	SLOPL4 - same	cs	25.55	x	208	=	5,314.40
10	Cup, 2oz Souffle-plastic (Solo SLOB200 / 2500 cs)	SLOB200 - same	cs	25.71	x	106	=	2,725.26
11	Lid, 2oz Souffle-plastic (Solo SLOPL2 / 2500 cs)	SLOPL2 - same	cs	17.37	x	106	=	1,841.22

## OFFICIAL BID FORM

Rensselaer County: Date and submission of bids up to and including Wednesday, December 12, 2018 at 10:00 a.m. at which time all bids received will be opened and read aloud.

### PAPER, PLASTIC AND ASSOCIATED FOOD SERVICE ITEMS CATEGORY "A" - PAPER & PAPER PRODUCTS

ITEM #	Item Description, Packaging/Unit & "Suggested" Manufacturer/Brand & Product Code/ID	* Bidder's Mfr./Product ID and Unit Packaging (NOTE: IF SAME AS SPECIFIED SIMPLY ENTER "SAME")	UNIT	UNIT PRICE	x	EST QTY	=	TOTAL PRICE PER ITEM
12	Cup, 5oz plastic, cold (Fabri-Kal RK5 25/100/2500 cs)	FABRK5 - same	CS	27.40	x	214	=	5,863.60
13	Lid, 5oz plastic, cold - non-vented lid (Fabri-Kal L5NV 25/100/2500 cs)	FABL5NV - same	CS	29.47	x	208	=	6,129.76
14	Hats, Paper, "Over-seas" style, white, disposable, adj. (Kestone KS-100 W/10/100 / 1000 cs)	FDJRC100 - same	CS	45.81	x	8	=	366.48
15	Napkins, table, paper, quarter fold, approx. 11"x13" (Morcon MOR1250MS 12/500 / 6000 cs)	MOR1250MS - same	CS	23.41	x	51	=	1,193.91
16	Napkins, dinner, two-ply, white, 1/8 fold, (Morcon MOR3466 20/150 / 3000 cs)	MOR3466 - same	CS	28.08	x	232	=	6,514.56
17	Napkins, dinner, two-ply, red (Hoffmaster HOF6023D11 / 8-125-1000 cs)	HOF6028D11 - same	CS	46.00	x	111	=	5,106.00
18	Napkins, dinner, two-ply, Navy blue (Hoffmaster HOF602D22 / 8-125-1000 cs)	HOF180522 - same	CS	44.19	x	106	=	4,684.14
19	Napkins, dinner, two-ply, Gold (Hoffmaster HOF602D40 / 8-125-1000 cs)	HOF180540 - same color: sun	CS	44.19	x	106	=	4,684.14
20	Napkins, dinner, two-ply, Orchid (Hoffmaster HOF020539 / 8-125-1000 cs)	HOF020539 - same color: purple	CS	44.19	x	2	=	88.38
21	Napkins, dinner, two-ply, Green (Hoffmaster HOF602D37 / 8-125-1000 cs)	HOF602D37 - same	CS	44.19	x	106	=	4,684.14

## OFFICIAL BID FORM

Rensselaer County: Date and submission of bids up to and including Wednesday, December 12, 2018 at 10:00 a.m. at which time all bids received will be opened and read aloud.

### PAPER, PLASTIC AND ASSOCIATED FOOD SERVICE ITEMS CATEGORY "A" - PAPER & PAPER PRODUCTS

ITEM #	Item Description, Packaging/Unit & "Suggested" Manufacturer/Brand & Product Code/ID	* Bidder's Mfr./Product ID and Unit Packaging (NOTE: IF SAME AS SPECIFIED SIMPLY ENTER "SAME")	UNIT	UNIT PRICE	X	EST QTY	=	TOTAL PRICE PER ITEM
22	Napkins, dinner, two-ply, Yellow (Hoffmaster HOF020540 / 8-125-1000 cs)	Color: sun HOF180540 - same	CS	44.19	x	2	=	88.38
23	Napkins, dinner, two-ply, Orange (Hoffmaster HOF020508 / 8-125-1000 cs)	HOF180508 - same	CS	44.19	x	2	=	88.38
24	Napkins, dinner, two-ply, 15" x 17" 1/8 fold Holiday Ornaments pattern (Hoffmaster HOF831217 4/250 / 1000 per cs)	HOF831217 - same	CS	43.24	x	2	=	86.48
25	Non-bleeding! Disposable, paper placemats, white, anniversary, plain edge (Hoffmaster / 601SE1014 / 1000 cs)	HOF601SE1014 - same	CS	16.20	x	72	=	1,166.40
26	Place mats, paper, 9-1/2" W x 13-1/2"L. Asst. Colors (Hoffmaster / Asst. # / 1000 cs)	Hoffmaster 1000/cs HOF975D - 11/Red, 22/Navy Blue, 29/Teal, 37/Hunt. Grn	CS	14.53	x	422	=	6,131.66
27	Plates 9", paper, stiff, plastic coated, (Aspen ASP121005 / 1200 per case) * Medium Weight	ASP121005 - same	CS	19.20	x	110	=	2,112.00
28	Plates, 10" foam, 3-compartment (Gen Pak / 81300 / 4-125-500 cs)	10.25" GEN81300 - same	CS	28.60	x	94	=	2,688.40
29	Plates, 6" paper standard (Aspen ASP10106/ 1000 per cs)	ASP10106 - same	CS	9.60	x	12	=	115.20
30	Portion Pack, paper, individual (Papercon 050475 24/1000 per case)	PPC050475 - same	CS	62.00	x	1	=	62.00
31	Table cover, white 72" x 72", two-ply tissue-one-ply poly (Hoffmaster HOF210066 / 25 per case)	HOF210066 - same	CS	49.80	x	6	=	298.80

Hill & Markes Inc  
 PO Box 7  
 1997 St. Hwy 5S  
 Amsterdam, NY 12010-0007

RFB-19-01  
 Dated: 11/12/18  
 Page: 14

## OFFICIAL BID FORM

Rensselaer County: Date and submission of bids up to and including Wednesday, December 12, 2018 at 10:00 a.m. at which time all bids received will be opened and read aloud.

### PAPER, PLASTIC AND ASSOCIATED FOOD SERVICE ITEMS CATEGORY "A" - PAPER & PAPER PRODUCTS

ITEM #	Item Description, Packaging/Unit & "Suggested" Manufacturer/Brand & Product Code/ID	* Bidder's Mfr./Product ID and Unit Packaging (NOTE: IF SAME AS SPECIFIED SIMPLY ENTER "SAME")	UNIT	UNIT PRICE	X	EST QTY	=	TOTAL PRICE PER ITEM
32	Table cover, asst. colors, 54" x 54", two-ply tissue-one ply poly (Hoffmaster HOF2204 50/cs - H.Green, Red, Navy, Jade)	Hoffmaster - 50/cs HOF2204-37/Hunt. Grn, 11/Red, 22/Navy 22/Jade - same	CS	55.24	x	6	=	331.44
33	Disposable wiping towel, food service type, (Chicopee / 8506 / 900 cs)	CHX8506 - same	CS	55.38	x	61	=	3,378.18
34	Towels, paper roll, perforated (Cascades CAS4073A1 2-ply 9" x 11" sheet - 85 sheet roll / 30 per cs)	CASK085 8" x 11" 30/85/cs	CS	14.44	x	137	=	1,978.28

AGGREGATE TOTAL \$ 138,172.22  
 CATEGORY "A"

Partial bids WILL NOT be accepted. All items within a Category must be bid.

All bid quantities are estimated and the contract shall be for the actual quantities ordered during the award period.

Sign and enclose the Local Law #2 form and the Non-Collusive Bidding Certification form.

Contract Agreement: The specifications detailed herein and the Vendor's signed bid response acknowledged by Rensselaer County's Notice of Award shall constitute the entire agreement between Rensselaer County and the Successful Bidder.

Bidder Hill & Markes, Inc. Fed Tax ID # 140751030  
 Address 1997 St. Hwy 5S Amsterdam NY 12010  
 Signature Daniella Quirion Print Name Daniella Quirion  
 Date 11/30/18 Phone (518) 842-2410 Fax (518) 842-1207 Email info @ hillmarkes.com

RETURN IN ENCLOSED BID ENVELOPE

LOCAL LAW #2, 1992  
CERTIFICATION of COMPLIANCE

Local Law No. 2 for the Year 1992, adopted by the County of Rensselaer and effective as of September 1, 1992, provided for certain changes to the County's Code of Ethics, adopted originally in 1989. One of the changes provided for by the 1992 legislation affects those persons and entities who wish to do business with the County of Rensselaer and Hudson Valley Community College. In substance, the Code of Ethics, as amended, provides as follows:

"No elected public official or family member hereof, nor any partnership [or] unincorporated association in which he or she is a member or employee or in which he or she has a proprietary interest, nor any business or professional corporation of which he or she is an officer, director or legally or beneficially owns or controls more than five percent of the outstanding stock, shall have business dealings with Rensselaer County or any of its boards, agencies, commissions, authorities, districts and Hudson Valley Community College. For purposes of this subdivision, business dealings shall include contracts with Rensselaer County, its boards, agencies, commissions, authorities, districts and Hudson Valley Community College, gained through competitive bidding."

For the purposes of the above section, the term "family member" means "...a spouse, child, step-child, brother, sister parent, or dependent of Rensselaer County officer, employee, public official and party officers."

Should you have any questions concerning the foregoing, you should feel free to contact the Office of the Rensselaer County Attorney, located at the Ned Pattison Rensselaer County Government Center, 1600 Seventh Avenue, Troy, New York 12180, either in writing or by telephone. The telephone number for the County Attorney's office is (518) 270-2950. Their facsimile number is (518) 270-2922.

STATE OF NEW YORK

COUNTY OF RENSSELAER

The undersigned vendor/bidder hereby certifies and affirms to the County of Rensselaer, New York that it has reviewed the pertinent provisions of Local Law No. 2 of the Year 1992 for the County of Rensselaer, New York and that the undersigned vendor/bidder is not in violation of those provisions pertaining to business dealings with the County of Rensselaer.

- PRINT or TYPE ALL INFORMATION except "SIGNATURE" -

Hill & Markes, Inc.

( Name of Vendor/Company )

Daniella Quirion - Contract Analyst

( Person authorized to sign & Title )

1997 St. Hwy 55

( Street or Box Number )

Amsterdam, NY 12010

( City, State, Zip Code )



( Authorized Signature )

11/30/18

( Date )

**SUBMIT THIS FORM WITH YOUR BID**

**CONTRACT CLAUSES REQUIRED BY LAW AND INCLUDED AS PROVISION OF THE BID**

Upon the refusal of a person, when called before a Grand Jury, head of a municipality, or other Municipal Agency, which is empowered to compel the attendance of witnesses and examine them under oath, to testify in an investigation concerning any transaction or contract had with the State, any political subdivision thereof, a public authority or with any public department, agency or official of the State or any political sub-division thereof or of any public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract,

- (a) such person, any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from district, or any public department, agency or official thereof, for goods, work or services for a period of five years after such refusal, and to provide also that
- (b) any and all contracts made with any municipal corporation or any public department, agency or official thereof or with any fire district or any agency or official thereof by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be canceled or terminated by the municipal corporation or fire district without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation or fire district for goods delivered or work done prior to the cancellation or termination shall be paid.

Each contract to which the municipality is a party and which is of such character that the employees engaged thereon are required to be insured under the provisions of the Workmen's Compensation Law, shall contain a stipulation that such contract shall be void and of no effect unless the person or corporation making or performing such contract shall secure compensation for the benefit of, and keep insured during the life of such contract, such employees in compliance with the provision of the Workmen's Compensation Law.

A contractor, to whom any contract shall be let, granted or awarded, as required by law, shall not assign, transfer, convey, sublet or otherwise dispose of the same, or of his right, title, or interest therein, or his power to execute such contract, to any other person or corporation without the previous consent in writing of the municipality awarding the contract.

**NON-COLLUSIVE BIDDING CERTIFICATION**

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury that to the best of knowledge and belief:
  - (1) The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening directly or indirectly, to any other bidder or to any competitor; and
  - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or Corporation to submit or not to submit a bid, for the purpose of restricting competition.

SIGNED: Janiella B. DATED: 11/30/18  
TITLE: Contract Analyst FIRM: Hill & Markes, Inc.

**SUBMIT THIS FORM WITH YOUR BID**