

Lancaster County, Nebraska  
**PURCHASE ORDER**  
 Phone: (402) 441-7417

Page 1  
 Date 1/10/12  
 Order 15871-000 OD  
 Brn/Plt BLANKET

Order number must appear on your invoice, packing slips, shipping documents, packages, and correspondence.

ISSUE TO:

Latsch's Inc  
 200 Oak Creek Dr  
 Lincoln NE 68528-1587

↓ INVOICE & DELIVERY TO LOCATION ↓

Aging Partners  
 Administration  
 1005 O St Ste 101  
 Lincoln NE 68508

-----  
 Ordered - 01/10/12 Freight -  
 Requested - 01/10/12 Taken By -  
 Delivery -  
 -----

Description / Supplier Item	Ordered	UM	Unit Cost	UM	Extension	Req. Dt
6453330 8-1/2 IN. X 11 IN., 20 LB., WH ITE, LESS THAN 1 CARTON, PAPER, 200 cases of 10 reams of 8 1/2" x 11" 20 lb. white copy paper	200	RM	30.2500	RM	6,050.00	01/10/12

This is a grant funded blanket purchase order for contract period January 10, 2012 thru January 9, 2013. Contract has the option for 3 additional 1 year terms if pricing were to stay the same.  
 Dept. cannot go over the 200 case limit during the contract

DO NOT SHIP ORDER OUT. DEPARTMENT WILL CALL ON AN AS NEEDED BASIS.

City contact for deliveries and orders is Al Neemann at 402-441-6149

Vendor agrees to all terms and conditions per Quote 3782

Terms Due Upon Receipt	Tax Rt	Sales Tax	Total Order
			6,050.00

P.O 15871

## City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information	
Bid Creator	Shelly Hinze, Buyer	Address	Purchasing	Address	Lincoln Area Agency on Aging
Email	rhinze@lincoln.ne.gov		440 S. 8th St.		1001 O St.
Phone	1 (402) 441-8313		Lincoln, NE 68516		Lincoln, NE 68508
Fax	1 (402) 441-6513	Contact	Shelly Hinze, Buyer	Contact	
			Purchasing		
Bid Number	3782	Department		Department	
Title	Annual Supply of Copy Paper & Toner (Aging)	Building		Building	
			Suite 200		
Bid Type	Quote	Floor/Room		Floor/Room	
Issue Date	12/27/2011	Telephone	1 (402) 441-8313	Telephone	(402) 441-6471
Close Date	1/4/2012 2:00:00 PM CST	Fax	1 (402) 441-6513	Fax	
Need by Date		Email	rhinze@lincoln.ne.gov	Email	

### Supplier Information

Company LATSCH'S INC.  
Address 200 OAK CREEK DRIVE  
  
LINCOLN, NE 68528  
  
Contact  
Department  
Building  
Floor/Room  
Telephone 1 (402) 323-7222  
Fax 1 (402) 323-7239  
Email  
Submitted 1/4/2012 11:44:09 AM CST  
Total \$6,410.25

Signature \_\_\_\_\_

Supplier Notes \_\_\_\_\_

Bid Notes \_\_\_\_\_

Bid Activities \_\_\_\_\_

Bid Messages \_\_\_\_\_

Please review the following and respond where necessary

#	Name	Note	Response
1	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
2	Terms & Conditions	I acknowledge reading and understanding the Terms and Conditions.	Yes
3	Federal Bidding Documents and Compliance	I have read and understand the Federal Forms attached to this bid and hereby agree to comply with the provisions as they are listed in the forms.	Y
4	Quantities	I acknowledge that the quantities listed for each line item are an estimated yearly amount. The City does not guarantee any dollar amount or order quantities for the term of the contract.	Y
5	Blanket PO/Term Clause of Contract	This bid is for a one (1) year term.  If a contract would be issued for one (1) year with the option to renew for three (3) additional one (1) year periods  ((a) Are your bid prices firm for a one (1) year contract period. YES or NO (b) Are your bid prices subject to escalation/de-escalation YES or NO (c) If (b), state period for which prices will remain firm: through _____	(a)yes(b)yes after contract period(c)one year
6	Protest Procedures	I acknowledge that I have read and understand the City of Lincoln Bid Protest procedures. I further recognize that in the event a protest is denied by the City, I may file a protest with the Federal Grant Provider after exhausting all administrative remedies with the Ciy. For further information on a protest, a Vendor may contact the City Purchasing Agent.	Y
7	Delivery	Paper shall be delivered in four increments of approximately 25 cases per delivery during the first term of the agreement. State number of delivery days ARO. FOB to the City/County at the location specified with all transporation charges paid. Inside and/or Dock Delivery to the Downtown Senior Center at 1005 "O" Street, Lincoln, NE 68508.	1-2 days
8	Page 2 - Attachments	Please note that there is a page 2 of Attachments that you must review as part of your bid.	Yes
9	Contact	Name of person submitting this bid:	Mike Mueller
10	Electronic Signature	Please check here for your electronic signature.	Yes

