

**QSP TP21-8016;
Copy and Print Paper Supplier
ATTACHMENT A: SCOPE OF WORK**



1.0 SCOPE OF WORK (SOW); TECHNICAL SPECIFICATIONS (T/S):

Touchstone Property Services (TPS) is seeking responses from one or more qualified, licensed and insured firms to provide copy and print paper on an as-needed basis.

TPS reserves the right to add or delete properties.

1.1 Technical Requirements

1.1.1 Copy paper specifications: White; 20 lb. bond; minimum 92 brightness (or 96 if requested); short grain; free from debris and accurately cut to size; wrapped in 500 sheet reams; packed in 10 ream cartons. Cartons of less than 10 reams are not acceptable. Prices should be quoted by the ream and the case as indicated.

1.1.1.1 The brand to be furnished must be indicated and no substitutions or brands will be accepted after awarding of the bid, unless notified by the vendor. One ream of the paper being bid may be requested for testing purposes.

1.1.1.2 Although future requirements cannot be guaranteed, the approximate current usage is below.

Paper Size	Approximate usage
8 ½ x 11	400 reams/month
8 ½ x 14	1 case/year
11 x 17	1 case/year

1.1.2 Emergency one (1) day delivery service may be required on occasion.

1.1.3 Deliveries shall be made to the TPS at 1088 W. Liberty, Cincinnati, Ohio. Deliveries may be requested to the property management offices located at:

Property	Office Address
Baldwin Grove	11111 Springfield Pike Cincinnati, OH 45246
Cary Crossing	1411 Compton Road Cincinnati, OH 45231
Evanston	1820 Rutland Cincinnati, OH 45207
Park Eden	2610 Park Avenue Cincinnati, OH 45206
Pinecrest	3951 W. 8 th Street Cincinnati, OH 45205

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Property	Office Address
Reserve on South Martin	7363 S. Martin Street Cincinnati, OH 45231
Sutter View	1735 Bleecker Lane Cincinnati, OH 45225
Touchstone Property Services	1088 W. Liberty Street Cincinnati, OH 45214
West Union Square	2942 Banning Road Cincinnati, OH 45239

- 1.2 General Requirements:** The selected vendor(s) shall:
- 1.2.1** Provide copy and print paper to TPS property management offices.
 - 1.2.2** Ensure that all employees of the selected Vendor(s) are properly dressed, neat and clean in appearance while on CMHA properties.
 - 1.2.3** Perform all work under the contract during normal business hours (i.e. 8:00 AM to 4:30 PM, Monday through Friday). No deliveries shall be made on weekends or holidays unless previously approved by the Materials and Facilities Supervisor.