

**Washington County Department of Education  
405 West College Street  
Jonesborough, TN 37659**

May 13, 2019

**INVITATION TO BID  
*Magazine Subscriptions***

Sealed bids are being secured toward purchase of magazine subscriptions for twelve (12) schools of the Washington County Tennessee Department of Education during the 2019-2020 school year as further detailed below. Quotations will be accepted until 2:00 PM EST, Tuesday, May 28, 2019, at which time bids will be publicly opened and read aloud at the above Central Office address. Representatives are welcome to attend opening. Bids received later will be returned to sending bidder unopened.

The Washington County Board of Education reserves the right to reject any or all bids and award on what it determines as the best overall bid for intended educational use which may not be that of low bid. Such decision and any action of the Board will remain conclusive.

Price quoted must be full and complete to include standard publisher quality periodicals by subscription of identified titles, handling, postal/shipping expenses, prompt deliveries to twelve (12) specific school addresses of Washington County, Tennessee, with total invoice to show subtotal billing per school. Subscription service to each school should begin with delivery of August 2018 issues.

Upon WCBE paying for subscriptions for which the school(s) does not receive, nor can be secured through awarded bidder, such expenditure shall be reimbursed by awarded bidding firm at the end of said school year.

Successful bidder, if any, will be notified of award by issue of WCBE purchase order following Board action.

Payment will be made in full annually within thirty (30) days of verification of delivery. WCBE is tax exempt and such form can be provided.

Should any questions arise pertinent to this bid invitation you may call Paul Masters, Accounting Dept, at (423) 753-1105. However, any change in specifications will be made by addendum directed to all prospective bidders.

SPECIFICATIONS - Magazine Subscriptions for twelve (12) Schools of the Washington  
County Department of Education

Periodicals listed are current subscriptions and estimates of upcoming purchase by title annually with quantity each. Please give per unit and extended quote for each title. Enter NA if not available.

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end of specifications

*Continue to Bid Quotation Sheet, complete all blanks without alterations and return BID QUOTATION SHEET, and any pertinent items in a SEALED envelope by mail or bring to Dr. Susan M. Kiernan, Washington County Department of Education, 405 West College Street, Jonesborough, Tennessee, 37659, so to arrive no later than the date and time given of the scheduled public opening.*

*For Bid Identity, clearly mark 'Magazines' on outside of envelope.*

BID QUOTATION SHEET

*Magazine Subscriptions*

To be opened: 2:00 PM EST, Tuesday, May 28, 2019

Bidder has read Invitation to Bid Magazine Subscriptions with Specifications, understands and by submitting this proposal hereby agrees toward sale in quantity which may be increased or decreased with delivery to twelve (12) schools of the

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for the upcoming 2019-2020 school year (beginning service in August) as specified, described and per following detail of Bid:

**GRAND TOTAL BID**, all specified subscriptions \$ \_\_\_\_\_

Give the Number of subscriptions deleted or not covered in your Grand Total: \_\_\_\_\_

Quotation is \_\_\_\_\_% discount below \*publishers' price

Same % discount firm through: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (original order)

Honor this bid on reduction or addition of subscriptions? yes \_\_\_\_\_ no \_\_\_\_\_

Will WCBE be REIMBURSED its EXPENDITURE for subscribed magazine(s) if said

MAGAZINE(S) is NOT RECEIVED during school year? yes \_\_\_\_\_ no \_\_\_\_\_

Offer toll free access calls for service requests? YES \_\_\_ 1-800 \_\_\_\_\_ - \_\_\_\_\_ NO \_\_\_\_\_

EXCEPTIONS and/or CONDITIONS to specifications and order plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Can you verify publishers' price? yes \_\_\_\_\_ no \_\_\_\_\_

SUBMITTED BY:

\_\_\_\_\_  
printed name of bidder

\_\_\_\_\_  
company name

\_\_\_\_\_  
bidder's signature

\_\_\_\_\_  
mailing address

\_\_\_\_\_  
telephone # / \_\_\_\_\_ /  
cell # / \_\_\_\_\_ /  
fax #

\_\_\_\_\_  
city/state/zip code

\_\_\_\_\_  
email address

\_\_\_\_\_  
date