

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

May 13, 2019

**INVITATION TO BID
*Duplicating Paper***

Sealed bids are being secured toward purchase of *duplicating paper* by the Washington County Department of Education as further detailed herein. Proposals 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. Bidders/Representatives are welcome to attend opening. Any bid 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 is determined as best dollar value for intended educational use which may not be that of low bid. The decision reached and any action taken by the Board will remain conclusive.

Price quoted must be full and complete for the duplicating paper as specified and described herein including shipping, handling, and delivery to our maintenance warehouse at 306-1/2 Forest Drive, Jonesborough, with manufacturer's warranty. Give full detail of any exceptions to specifications in the space provided.

A sample of your product must accompany bid. Sample must be clearly identified with company name and sent at bidder's expense, free from freight and express charges. Samples become the property of WCDE. All complete bids will receive consideration toward award.

Articles delivered by the successful bidder must conform in all respects with the samples and specifications upon which the bids are accepted. Any item delivered which is damaged or does not conform to specifications will be removed and replaced at the school system's discretion, at the successful bidder's expense. If replaced by the successful bidder, replacement must be made at the bid price.

The successful bidding firm, if any, will be notified by our issue of a Washington County Board of Education purchase order following Board action of award. Payment will be made in full within fifteen (30) days of delivery to the local site and receipt of invoice. The Washington County Board of Education is tax exempt and form can be provided.

Items shipped must be on pallets at time of delivery to our warehouse. A loading dock is available. The successful bidder must notify our warehouse 48 hours prior to delivery of items. If no telephone notice is given, there may not be personnel available to accept delivery.

Should any questions regarding these specifications arise, you may call Dr. Susan M. Kiernan, at (423) 753-1100. However, any change in specifications will be made by addendum directed to all prospective bidders and posted on our website, www.wcde.org/bids.

SPECIFICATIONS: Duplicating Paper, 8-1/2" x 11" and 8-1/2" x 14"

I. 8 ½" x 11" Duplicating Paper

- 1) White
- 2) 20 lb. weight
- 3) Long grain
- 4) 500 sheets per ream
- 5) 10 reams per case or 5000 sheets per carton
- 6) Properly sealed to avoid excess moisture content
- 7) High Performance with
 - a. High/low speed copiers (color and black & white)
 - b. Laser printers
 - c. Ink Jet printers
 - d. Fax machines
- 8) Double sided use for printing & copying
- 9) Sample is required
- 10) Total quantity needed: 1680 cases

II. 8 ½" x 14" Duplicating Paper

- 1) White
- 2) 20 lb. weight
- 3) Long grain
- 4) 500 sheets per ream
- 5) 10 reams per case or 5000 sheets per carton
- 6) Properly sealed to avoid excess moisture content
- 7) High Performance with
 - a. High/low speed copiers (color and black & white)
 - b. Laser printers
 - c. Ink Jet printers
 - d. Fax machines
- 8) Double sided use for printing & copying
- 9) Sample is required
- 10) Total quantity needed: Eight (8) cases

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 'Duplicating Paper' on outside of envelope.

BID QUOTATION
Duplicating Paper

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

Bidder has read Invitation to Bid with specifications, understands, and by submitting this proposal hereby agrees, upon receiving a Washington County Board of Education purchase order as notification of award, to furnish duplicating paper as specified, described or reasonably implied, shipping and 24 hour notice of delivery to

Washington County School's Maintenance Warehouse
306-1/2 Forest Drive
Jonesborough, TN 37659

per following detail of BID with any EXCEPTIONS to specifications listed below:

BID QUOTATION:

I. 8 1/2" x 11" Duplicating Paper

BRAND BID:

Brightness:

Sheets per Ream:

Moisture Content:

Weight:

Reams per Case:

Sample included: yes _____ no _____

ANTICIPATED DATE of DELIVERY:

Cost per case: \$

TOTAL COST, **1680 cases** \$

Honor through: _____ - _____ - _____

EXCEPTIONS to SPECIFICATIONS:

I. 8 1/2" x 14" Duplicating Paper

BRAND BID:

Brightness:

Sheets per Ream:

Moisture Content:

Weight:

Reams per Case:

Sample included: yes _____ no _____

ANTICIPATED DATE of DELIVERY:

Cost per case: \$

TOTAL COST, **Eight (8) cases** \$

Honor through: _____ - _____ - _____

EXCEPTIONS to SPECIFICATIONS:

printed name of bidder

company name

bidder's signature

mailing address

telephone # / _____ /
cell # / _____
fax #

city/state/zip code

email address

date