

## Invitation to Bid

### COPY PAPER

Responses to an Invitation to Bid will be received by the Purchasing Coordinator, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for COPY PAPER until 10:00 a.m. CDT Tuesday, April 29, 2014. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Chris Harrison, Purchasing Department at (615) 451-5255. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Coordinator (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).

# COPY PAPER

The Sumner County Board of Education, herein known as "School System", is soliciting bids for the purchase of copy paper. The bid is to include cost of delivery, on an "as needed" basis, to forty-five (45) schools and four (4) administrative facilities. Bidders are required to deliver paper inside the building to a designated location to be determined by each location.

The bid shall also include cost for delivery, or factory direct drop-shipment, of bulk purchases of the 8 ½ x 11 white copy paper to the School System - Support Services Facility.

In addition, all other Sumner County Government departments and agencies shall be authorized to purchase at the same terms and conditions.

**Effective dates:        July 1, 2014 - December 31, 2014**

## **SPECIFIC INFORMATION**

Hammermill Tidal DP (or equivalent)  
Packaged 5,000 sheets per case > 8 ½ x 11  
20# weight  
Brightness 92  
Whiteness 28+ or -3  
Opacity 86+  
Caliper 4.2+ or -0.2

# BID SHEET

	Estimated Purchase Quantity - 6 month (case)	Price / case Deliver to Each Location	Price / case Bulk Purchase
8 ½ x 11 White	4,500	\$ _____	\$ _____
8 ½ x 14 White	80	\$ _____	
8 ½ x 11 Green	50	\$ _____	
8 ½ x 11 Goldenrod	100	\$ _____	
8 ½ x 11 Blue	50	\$ _____	
8 ½ x 11 Yellow	50	\$ _____	
8 ½ x 11 Pink	35	\$ _____	
8 ½ x 11 Lavender	12	\$ _____	
11 x 17 White	50	\$ _____	
<b>EXTENDED TOTAL</b>		\$ _____	\$ _____

***\*Your totals must be added and reflected on the extended total line.***

\_\_\_\_\_  
 AUTHORIZED COMPANY REPRESENTATIVE (*Signature*)

\_\_\_\_\_  
 AUTHORIZED COMPANY REPRESENTATIVE (*Printed*)

\_\_\_\_\_  
 COMPANY NAME

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 PHONE

\_\_\_\_\_  
 DATE

Beech Elementary  
3120 Long Hollow Pike  
Hendersonville, TN 37075

Bethpage Elementary  
420 Old Hwy 31E  
Bethpage, TN 37022

Gene Brown Elementary  
115 Gail Dr.  
Hendersonville, TN 37075

Guild Elementary  
1018 South Water St.  
Gallatin, TN 37066

Howard Elementary  
805 Long Hollow Pike  
Gallatin, TN 37066

J.W. Wiseman Elementary  
922 South Broadway  
Portland, TN 37148

Lakeside Park Elementary  
204 Dolphus Dr.  
Hendersonville, TN 37075

Millersville Elementary  
1248 Louisville Hwy.  
Goodlettsville, TN 37072

North Sumner Elementary  
1485 North Sumner Rd.  
Bethpage, TN 37072

Portland Gateview Elementary  
1098 Gateview Dr.  
Portland, TN 37148

Union Elementary  
516 Carson St.  
Gallatin, TN 37066

Walton Ferry Elementary  
732 Walton Ferry Rd.  
Hendersonville, TN 37075

Westmoreland Elementary  
4178 Hawkins Dr.  
Westmoreland, TN 37186

Benny Bills Elementary  
1030 Union School Rd.  
Gallatin, TN 37066

Clyde Riggs Elementary  
211 Fountain Head Rd.  
Portland, TN 37148

George Whitten Elementary  
140 Scotch St.  
Hendersonville, TN 37075

H.B. Williams Elementary  
115 South Palmers Chapel Rd.  
White House, TN 37188

Indian Lake Elementary  
505 Indian Lake Rd.  
Hendersonville, TN 37075

Jack Anderson Elementary  
250 Shute Ln.  
Hendersonville, TN 37075

Madison Creek Elementary  
1040 Madison Creek Rd.  
Goodlettsville, TN 37072

Nannie Berry Elementary  
138 Indian Lake Rd.  
Hendersonville, TN 37075

Oakmont Elementary  
3323 Highway 76  
Cottontown, TN 37048

Station Camp Elementary  
1020 Bison Trl.  
Gallatin, TN 37066

Vena Stuart Elementary  
780 Hart St.  
Gallatin, TN 37066

Watt Hardison Elementary  
300 Gibson St.  
Portland, TN 37148

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Ellis Middle  
100 Indian Lake Rd.  
Hendersonville, TN 37075

Knox Doss Middle @ Drakes Creek  
1338 Drakes Creek Rd.  
Hendersonville, TN 37075

Portland West Middle  
110 Nolan Private Dr.  
Portland, TN 37148

Shafer Middle  
240 Albert Gallatin Rd.  
Gallatin, TN 37066

T.W. Hunter Middle  
2101 New Hope Rd.  
Hendersonville, TN 37075

White House Middle  
2020 Highway 31W  
White House, TN 37188

Hawkins Middle  
487A Walton Ferry Rd.  
Hendersonville, TN 37075

Portland East Middle  
604 South Broadway  
Portland, TN 37148

Rucker Stewart Middle  
350 Hancock St.  
Gallatin, TN 37066

Station Camp Middle  
281 Big Station Camp Blvd.  
Gallatin, TN 37066

Westmoreland Middle  
4128 Hawkins Dr.  
Westmoreland, TN 37186

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Beech High / Annex  
3126 Long Hollow Pike  
Hendersonville, TN 37075

Hendersonville High  
123 Cherokee Rd.  
Hendersonville, TN 37075

Portland High  
600 College St.  
Portland, TN 37148

Westmoreland High  
4300 Hawkins Dr.  
Westmoreland, TN 37186

Gallatin High  
700 Dan Herron Dr.  
Gallatin, TN 37066

Merrol Hyde Magnet  
128 Township Dr.  
Hendersonville, TN 37076

Station Camp High  
1040 Bison Trl.  
Gallatin, TN 37066

White House High / Annex  
508 Tyree Springs Rd.  
White House, TN 37188

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R.T. Fisher Alternative  
455 North Boyers St.  
Gallatin, TN 37066

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Sumner County Board of Education  
*Main Bldg. - Teacher Center - Adult Ed. Bldg.*  
695 East Main St.  
Gallatin, TN 37066

Sumner County Support Services Facility  
1500 Airport Rd.  
Gallatin, TN 37066

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **10:00 A.M. CDT TUESDAY, APRIL 29, 2014** for **COPY PAPER**, at which time the responses will be opened, taken under advisement and evaluated. **BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)**

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **COPY PAPER** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:  
**RESPONSE: COPY PAPER**  
**DEADLINE: 10:00 A.M. TUESDAY, APRIL 29, 2014**
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **COPY PAPER** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Coordinator, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.