

OFFICE OF THE SULLIVAN COUNTY TN PURCHASING AGENT

3411 HIGHWAY 126-SUITE 201, BLOUNTVILLE, TN 37617-0569

PHONE 423/323-6400

FAX 423/323-7249

REQUEST FOR PROPOSAL/TERM CONTRACT #5222000010(CL)
CONTRACT PERIOD EFFECTIVE: <u>JULY 1ST 2019 THROUGH JUNE 30TH 2020</u>
COMMODITY/SERVICE DESCRIPTION: <u>Paper Products</u>
BID OPENING DAY/TIME <u>Thursday, June 20, 2019 (2:00pm)</u>
SULLIVAN COUNTY USER DEPARTMENT(S) <u>Print Shop / Dept of Education</u>

EACH RFP/TERM CONTRACT RESPONSE MUST BE RETURNED IN A **SEALED ENVELOPE** VIA MAIL, COURIER OR IN PERSON. **PHONE, FAX OR ELECTRONIC RESPONSES ARE NOT ACCEPTABLE!** RESPONSES WILL BE ACCEPTED BY THE PURCHASING AGENT ONLY UNTIL THE DAY/TIME DESIGNATED ABOVE, AT WHICH TIME THEY WILL BE PUBLICLY OPENED. RESPONSES MUST CLEARLY IDENTIFY THE RFP/TERM CONTRACT NUMBER ON THE OUTSIDE OF THE ENVELOPE, BE PRESENTED IN ORIGINAL FORMAT, BE COMPLETED IN TOTALITY AND BEAR THE HANDWRITTEN SIGNATURE OF A DULY AUTHORIZED COMPANY REPRESENTATIVE. FAILURE TO COMPLY WITH THE RFP PREREQUISITE WILL BE CAUSE TO DISQUALIFY SAME. LATE RESPONSES WILL ARE NOT ACCEPTABLE!

SUBMISSION OF THIS TERM CONTRACT RESPONSE VERIFIES VENDOR'S ACCEPTANCE OF THE RFPs LANGUAGE, REQUIREMENTS AND THE GENERAL PROCUREMENT TERMS AND CONDITIONS FORM #GPTC1004-14.

NOTE: IF FORM #GPTC1004-14 IS OMITTED IN THIS RFP REQUEST, WE HAVE THE APPROPRIATE SIGNED DOCUMENTS FROM YOUR COMPANY (A DUPLICATE IS NOT NECESSARY UNLESS INFORMAITON HAS CHANGED SINCE LAST SUBMITTAL). IF FORM #GPTC1004-14 IS ENCLOSED WITH THIS RFP SOLICITATION, PLEASE SIGN AND RETURN THE APPROPRIATE PAGES WITH YOUR RFP REPOSE.

UNIT PRICES FOR GOODS/SERVICIS SHALL BE QUOTED "NET 30 DAYS" AND SHALL INCLUDE ALL SHIPPING, HANDLING, FREIGHT AND/OR ANY OTHER COSTS ASSOCIATED TO EITHER DELIVERY TO SULLIVAN COUNTY LOCATION, PICKED UP AT VENDOR'S BUSINESS LOCATION AND/OR BOTH (AS DESIGNATED). ADDITIONAL DELIVERY, LOADING/UNLOADING CHARGES AND/OR ANY OTHER CHARGES/SURCHARGES WILL NOT BE AUTHORIZED DURING THE CONTRACT PERIOD, UNLESS WRITTEN PERMISSION IS GRANTED BY THE PURCHASING AGENT. AWARDS MAY BE DETERMINED PER UNIT (LINE ITEM) AND/OR AS A TOTAL (WHOLE) AWARD; WHICHEVER IS IN THE BEST INTEREST OF SULLIVAN COUNTY. PRICE INCREASES WILL NOT BE CONSIDERED UNTIL AFTER AUGUST 1ST 2019. IF AN ESCALATION CLAUSE IS TO BE CONSIDERED AFTER THAT DATE, VENDOR IS REQUIRED TO SUBMIT WRITTEN NOTIFICATION TO THE PURCHASING AGENT AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE EFFECTIVE DATE OF ANY PRICE INCREASE - NO EXCEPTIONS! APPROVAL OF ANY PRICE INCREASES WILL BE DEPENDENT UPON OPEN MARKET TRENDS. PURCHASING AGENT HAS THE RIGHT TO ACCEPT OR REJECT ANY PRICE INCREASES.

ARE PRICES SUBMITTED ARE ... FIRM SUBJECT TO CHANGE
[Check appropriate space]

ALL ITEMS MUST BE READILY AVAILABLE FROM THE SUCCESSFUL VENDOR DURING THE ENTIRE TERM PERIOD.

INDICATE RESPONSE TIME: DELIVERED _____ DAYS ... PICKED UP _____ DAYS

ALL GOODS PROVIDED TO SULLIVAN COUNTY SHALL BE FREE FROM DAMAGE/DEFECTS. GOODS DAMAGED IN TRANSIT BY COMMON CARRIER ARE THE SOLE RESPONSIBILITY OF THE VENDOR, INCLUDING ALL COMMUNICATIONS AND REPLACEMENT ARRANGEMENTS.

IF INFORMATION (SPECIFICATIONS, DATA SHEETS, ANALYSIS, DRAWINGS, ETC.) OR PRODUCT SAMPLES ARE REQUESTED IN THIS TERM CONTRACT PROPOSAL, RESPONDING VENDOR MUST ENCLOSE/SUPPLY SAME. FAILURE TO COMPLY WILL BE CAUSE TO DISQUALIFY THE VENDOR FROM AWARD CONSIDERATION.

THE SULLIVAN COUNTY PURCHASING AGENT HAS THE RIGHT TO ACCEPT, REJECT, AWARD OR CANCEL ANY/ALL QUOTES AND TO WAIVE ANY INFORMALITIES OR IRREGULARITIES, IF SAME IS DEEMED IN THE BEST INTEREST OF SULLIVAN COUNTY. SULLIVAN COUNTY DOES NOT OBLIGATE ITSELF TO ACCEPT THE LOWEST AND/OR ANY QUOTE OFFERED.

VENDOR: _____	REPRESENTATIVE: _____
PHONE: _____	FAX: _____ E-MAIL: _____
PLEASE PRINT	
SIGNATURE: _____	DATE: _____

CONTRACT (TERM) COVER PAGE

ATTACHMENT TO RFP 5222000010(CL)

PLEASE CAREFULLY REVIEW THE ITEMS REQUESTED AND BID ON THE ITEMS YOU CAN SUPPLY:

1. Paper
2. Envelopes

Note: There are **two (2) sections** to this bid.

Section A – is for the Sullivan County Print Shop (all deliveries will be made to 3411 Hwy 126, Blountville, TN 37617) as needed and requested.

Section B – is for the Sullivan County Department of Education and the following instructions will pertain **only to 8 ½” x 11” & 8 ½” x 14” white copy paper**. All deliveries will for these two sizes will be made to our individual schools as per the attached list. Each delivery **must be** taken inside of the school and upon delivery staff personnel, in the main office, must be notified. There will be only one (1) delivery per school per month. All orders will be submitted once per month as well as deliveries to be made on same day of each month, to be determined once awarded. Sullivan County schools are broken into four (4) zones see attached. All four zones **do not** have to be delivered in one day; the logistics can be changed to meet the successful vendor’s delivery needs. All other color & size paper will be delivered to Akard Service Center. Delivery Hours: Monday – Friday 8:00am-2:00pm, except Holidays. Please note not all schools have loading docks, delivery truck will need a lift.

Merchandise supplied to Sullivan County shall be free from damage or defects. Sullivan County procures term contracts with respective suppliers; not with transportation providers. Merchandise damaged in transit or supplied with defects is the responsibility of the supplier, including all communications and provisions with the transportation providers to pick up and/or replace merchandise. If brand change occurs during contract period, new brand must be approved by Print Shop and Dept of Education **Prices must include all charges: freight, shipping, handling, loading, unloading, etc.**

Responding vendors must indicate the quantity per case and brand name for each item bid. All unit prices must be offered per thousand in the unit price column and case price in the case price column. Failure to comply with this request will be cause to disqualify any/all award considerations! Please review and comply with all other language on line attachments.

Successful vendor not meeting any or all specifications during contract period will result in service termination.

Sullivan County reserves the right to discontinue service at any location during the contract period.

SECTION A - PAGE 1

ATTACHMENT TO BID PROPOSAL 5222000010(CL)

BRAND NAMES & QUANTITIES MUST BE DENOTED ON EACH LINE!

ITEM NO.	ITEM DESCRIPTION	CASE QTY.	BRAND	UNIT PRICE PER M	CASE PRICE
	PAPER: COPY/DUPPLICATOR, 20#, DUAL PURPOSE BOND, GRADE 4 (OR BETTER), 10 REAMS/CARTON, WRAPPED AND LABELED WITH ARROW TO SHOW PAPER CURL, DOMTAR (OR EQUAL) IF BIDDING OTHER THAN DOMTAR YOU MUST PROVIDE SAMPLES WITH BID!!				
	SPECIFICATIONS FOR ITEMS #1-6: ALL 8-1/2" X 11" & 8-1/2" X 14" PAPER <u>MUST</u> BE SHIPPED 500 SHEETS/PACK & 10 PACKS/CASE				
1	8-1/2"x11", WHITE				
2	8-1/2"x11", GREEN				
3	8-1/2"x11", BLUE				
4	8-1/2"x11", CANARY				
5	8-1/2"x11", PINK				
6	8-1/2"x14", WHITE				
7	11"x17", WHITE				
8	8-1/2"x11", WHITE, 3-HOLE PUNCHED				
9	BOND: 8-1/2"x11", 20#, 25% COTTON FIBER, WHITE				
10	LEDGER: 17"x28", 28#, WHITE, 100% COTTON FIBER, 500 SHEETS PER REAM				
	INDEX: 25-1/2"x30-1/2", 110#				
11	WHITE				
12	BUFF				
13	GREEN				
14	SALMON				
15	BLUE				
16	CHERRY				
	SPRINGHILL VELLUM, 8 1/2" X 11", 67# , PAPER MUST BE SHIPPED 200 SHEETS/PACK & 10 PACKS/CASE				
17	GREEN				
18	CANARY				
19	BLUE				
20	CHIPBOARD, 17 1/2" X 22 1/2" - 229 PIECES PER BUNDLE				

SECTION A - PAGE 2

ITEM NO.	ITEM DESCRIPTION	NO./ BOX	BRAND	UNIT PRICE PER M	CASE PRICE
SPECIFICATIONS FOR ITEMS #16-21: #10 ENVELOPES MUST BE SHIPPED 500/BOX, 5 BOX/CS, UNLESS NOTED OTHERWISE					
21	ENVELOPES: #10, SUB-24, TRADITIONAL BUSINESS, FULL SIZE FLAP, WHITE, 500/BX				
22	ENVELOPES: #10, SUB-24, WINDOW, FULL FLAP, WHITE, 500/BX.				
23	ENVELOPES: #10, SUB-24, TRADITIONAL BUSINESS, 25% COTTON FIBER, WHITE, 500/BX				
24	ENVELOPES: #10, SUB-24, TRADITIONAL BUSINESS, 25% COTTON FIBER, GRAY FLECK, 500/BX				
25	ENVELOPES: CATALOG, 9-1/2"x12-1/2", KRAFT, 28#, OPEN END STYLE, WITH HEAVY GUMMED FLAP				
26	ENVELOPES: 3-7/8"x7-1/2", STANDARD DEEP FLAP, 24#, WHITE, WINDOW 3-1/4" X 1-1/8" (7/8" FROM LEFT, 1/2" FROM BOTTOM)				
NOTE: ALL ENVELOPES TO BE PACKAGED IN BOXES [NO SHRINK WRAP ACCEPTABLE].					
ITEMS TO BE DELIVERED TO THE SULLIVAN COUNTY PRINT SHOP, 3411 HWY 126, BLOUNTVILLE, TN 37617					

SECTION B - PAGE 1

ATTACHMENT TO BID PROPOSAL 5222000010(CL)

BRAND NAMES & QUANTITIES MUST BE DENOTED ON EACH LINE!

ITEM NO.	ITEM DESCRIPTION	CASE QTY.	BRAND	UNIT PRICE PER M	CASE PRICE
PAPER: COPY/DUPLICATOR, 20#, DUAL PURPOSE BOND, GRADE 4 (OR BETTER), 10 REAMS/CARTON, WRAPPED AND LABELED WITH ARROW TO SHOW PAPER CURL, <i>DOMTAR (OR EQUAL) IF BIDDING OTHER THAN DOMTAR YOU MUST PROVIDE SAMPLES WITH BID!!</i>					
1	8-1/2"x11", WHITE				
2	8-1/2"x14", WHITE				
3	11"x17", WHITE				
4	8-1/2"x11", WHITE, 3-HOLE PUNCHED				
COPY PAPER: 8-1/2"X11", 20#, GRADE 4 (OR BETTER), DUAL PURPOSE BOND, 10 REAMS/CARTON, WRAPPED & LABELED WITH ARROW TO SHOW PAPER CURL, <i>SPRINGHILL (OR EQUAL)</i>					
5	BUFF				
6	BLUE				
7	GOLDENROD				
8	GREEN				
9	GRAY				
10	IVORY				
11	PINK				
12	CHERRY				
13	SALMON				
14	CANARY YELLOW				
15	LAVENDER/ORCHID				
COPY PAPER: 8-1/2"X11", 20# OR 24#, DUAL PURPOSE BOND, GRADE 4 (OR BETTER), 10 REAMS/CARTON, WRAPPED & LABELED WITH ARROW TO SHOW PAPER CURL. <i>BOISE FIREWORK (NO SUBSTITUTES)</i>					
16	AQUA				
17	EMERALD GREEN				
18	HOT PINK				

SECTION B - PAGE 2

BRAND NAMES & QUANTITIES MUST BE DENOTED ON EACH LINE!

ITEM NO.	ITEM DESCRIPTION	CASE QTY.	BRAND	UNIT PRICE PER M	CASE PRICE
19	LIME				
20	LEMON				
21	RUBY RED				
22	TANGERINE				
	ITEMS TO BE DELIVERED TO THE SULLIVAN COUNTY DEPARTMENT OF EDUCATION WAREHOUSE, AKARD SERVICE CENTER, 224 MOUNT AREA DRIVE, BRISTOL, TN 37620 AND INDIVIDUAL SCHOOLS; SEE ATTACHED				
	NOTE TO VENDOR: THE SCHOOL DEPARTMENT IS REQUESTING SOME SPECIAL CONSIDERATIONS.				

SULLIVAN COUNTY DEPT OF EDUCATION

SCHOOL	ZONE	PRINCIPAL	ADDRESS	PHONE #	FAX #
Blountville Elementary	CENTRAL	Becky Olinger	155 School Ave Blountville TN 37617	354-1650	354-1656
Blountville Middle	CENTRAL	Becky Olinger	1651 State Route 37 Blountville TN 37617	354-1600	354-1606
Bluff City Elementary	EAST	Cathy Nester	282 Maple Dr Bluff City, TN 37618	354-1825	354-1831
Bluff City Middle	EAST	Greg Stallcup	337 Carter St Bluff City TN 37618	354-1801	354-1818
Central Heights Elementary	CENTRAL	Angie Baker	158 Central Heights Rd Blountville TN 37617	354-1575	354-1581
Colonial Heights Middle	SOUTH	Bill Dunham	415 Lebanon Rd Kingsport TN 37663	354-1360	354-1365
Emmett Elementary	EAST	Michele Murray	753 Emmett Rd Bristol TN 37620	354-1865	354-1871
Holston Elementary	CENTRAL	Lesley Fleenor	2348 Hwy 75 Blountville TN 37617	354-1550	354-1555
Holston Middle / Innovation Academy	CENTRAL	Jonathan Fields	2348 Hwy 75 Blountville TN 37617	354-1500	354-1505
Holston Valley Middle	EAST	Kim Harvey	1717 Bristol Caverns Hwy Bristol TN 37620	354-1880	354-1891
Indian Springs Elementary	CENTRAL	Jeff Hickam	333 Hill Rd Kingsport TN 37664	354-1685	354-1691
Ketron Elem.	NORTH	Sherri Devault	3301 Bloomingdale Pk Kingsport TN 37660	354-1710	354-1759
Mary Hughes Elementary	EAST	Randy Gentry	240 Austin Springs Rd Piney Flats TN 37686	354-1835	354-1841
Mary Hughes Middle	EAST	Randy Gentry	240 Austin Springs Rd Piney Flats TN 37686	354-1835	354-1841
Miller Perry Elementary	SOUTH	Mike Wilson	904 Fordtown Rd Kingsport TN 37663	354-1760	354-1766
Rock Springs Elementary	SOUTH	Alesia Dinsmore	1238 Moreland Dr Kingsport TN 37663	354-1380	354-1389
Sullivan Central High Sch	CENTRAL	Mark Foster	131 Shipley Ferry Rd Blountville TN 37617	354-1200	354-1206
Sullivan East High School	EAST	Andy Hare	4180 Weaver Pike Bluff City TN 37618	354-1900	354-1906
Sullivan Elementary/Middle	SOUTH	Darrell Moore Jaime Whiting	4154 S. Wilcox Drive Kingsport TN 37660	354-1780	354-1786
Sullivan North Middle	NORTH	Josh Davis Jeremy Harris	2533 John B Dennis Kingsport TN 37660	354-1750	354-1759
Sullivan North High School	NORTH	Brent Palmer Jennifer Wilburn Leah Hurst	2533 John B Dennis Kingsport TN 37660	354-1400	354-1406
Sullivan South High School	SOUTH	Josh Tate Nancy Parker, Aaron Flanary, Adam Hughes	1236 Moreland Dr Kingsport TN 37663	354-1300	354-1306

IRAN DIVESTMENT ACT AFFIDAVIT

As per Tennessee Code Annotated, Title 12, and effective July 1, 2016:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106.

Signature

Date