

August 28, 2018

To:

Re: 2018-19 Copy Paper Supply

The Lincoln County R-III School District hereby requests pricing for the following copy paper needed for the 2018-19 school year:

Paper Type:	Size:	Weight:	Brightness:	Pricing Quantity:
White Copy	8.5 x 11	20 lb.	92	Truckload
White Copy	8.5 x 14	20 lb.	92	Case/Pallet
White Copy	11 x 17	20 lb.	92	Case/Pallet
Ivory	8.5 x 11	20 lb.		Case/Pallet
Tan	8.5 x 11	20 lb.		Case/Pallet
Goldenrod	8.5 x 11	20 lb.		Case/Pallet
Canary	8.5 x 11	20 lb.		Case/Pallet
Green	8.5 x 11	20 lb.		Case/Pallet
Blue	8.5 x 11	20 lb.		Case/Pallet
Pink	8.5 x 11	20 lb.		Case/Pallet
Orchid	8.5 x 11	20 lb.		Case/Pallet
Gray	8.5 x 11	20 lb.		Case/Pallet
Salmon	8.5 x 11	20 lb.		Case/Pallet

INSTRUCTIONS AND GENERAL CONDITIONS OF QUOTES

- This is a prime vendor bid for 1,680 cases of white 8.5 x 11 copy paper (prepaid) as well as additional paper types as listed above.
- **Vendor will be responsible for storage and delivery of cartons until all 1,680 cartons have been delivered to the District. The District does not warehouse copy paper.**
- Cartons will be delivered to different 18 different locations on a **monthly basis**.
- **Orders received by noon will be delivered the next day.** No Friday deliveries during the months of June and July, school district is closed.
- A new bid will be sent out for each school year by September. Any cartons of the 1,680 remaining after this one year time period will be delivered as specified until all the cartons are gone regardless of whether the vendor received the next bid. There will be no charge for this storage or delivery.
- Vendor will have on-line or fax capabilities for receiving orders.

- Vendor will also provide to the Purchasing Department a monthly report for each location's usage.
- No foreign paper mills (North American mills only).
- Bids will be quoted as a "per case" price with all charges included; (storage/delivery/paper).
- Vendor selection will be made by September 12, 2018.
- One payment for the 1,680 cartons will be mailed in October 2018 if invoice is received by October 5, 2018. If your company takes payment by charge card (with no fees to the District), payment will be made upon receipt of invoice.
- Delivery to begin in September .
- No pallet deliveries will be accepted and all deliveries must be made inside the building.
- There are no docks at any of our locations.
- Addresses for each location will be provided after the bid has been awarded.
- It is the intention of the Lincoln County R-III School District to provide an equal opportunity to all bidders who meet the bid specifications.
- The Lincoln County R-III School District reserves the right to accept or reject any offer in part or in whole, to request a new bid, or to award any of the items specified herein as it deems to be in its best interest of the school district.
- Do not include Federal Excise Tax or Sales and Use Taxes in bid prices, as the District is exempt from them by law. A tax exemption certificate will be furnished upon request.

Bids are due in the Finance Office by 2:00 pm on September 7, 2018.

Feel free to contact me should you have any question or if you need any additional information.

Sincerely,

Amanda Hogan
Finance Department