

**WALKER COUNTY DEPARTMENT OF EDUCATION  
FACILITIES & OPERATIONS**

**INVITATION TO BID**

**INSTRUCTIONAL SUPPLIES - BID NUMBER 23-01**

**February 21, 2023**

The Walker County Board of Education invites your company to submit a bid for INSTRUCTIONAL SUPPLIES to be used by the Walker County School System. Bidders should thoroughly review the GENERAL TERMS AND REQUIREMENTS DOCUMENT for all details, terms, conditions and specifications.

**SEALED BID:** This will be a sealed bid process. Please bid on any or all items. Bids will be awarded on a per item basis or in groups of items. Submit your sealed bid package marked clearly on the outside of the envelope or box INSTRUCTIONAL BID #23-01. **TO OBTAIN BID:** Please visit our website at [www.walkerschools.org](http://www.walkerschools.org). Hover over "quick links" at the top to see the drop down menu, then click on "Open Bids", and finally click on Instructional Supplies Bid 23-01.

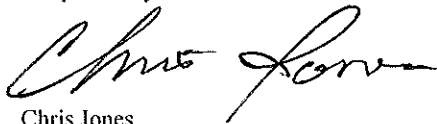
**MAILING INSTRUCTIONS:** Walker County Schools Facilities & Operations, Attn: Ronda Gentry, 298 Culberson Ave., LaFayette, Georgia 30728. All packages or envelopes must be sealed and mailed or hand delivered to the Walker County Department of Education, Facilities & Operations Department. Bids will not be accepted after Tuesday, March 21, 2023 at 3:00 pm EST. Postmark by the US Postal Service or Express Services will not be considered in relation to the deadline. Therefore, please consider the inconsistent delivery of mail when submitting your bid. Samples should be mailed or delivered in a separate envelope clearly marked INSTRUCTIONAL BID SAMPLES with Bid # 23-01 and the Vendor submitting clearly marked. DO NOT MAIL TO THE CENTRAL OFFICE.

**BID OPENING:** Bids will be opened Tuesday, Mar 21, 2023 at 3:00 p.m. EST in the Facilities & Operations Department Conference Room at 298 Culberson Ave. Lafayette, GA 30728. Please call (706) 639-0168 ext.2 or email at [rondagentry@walkerschools.org](mailto:rondagentry@walkerschools.org).

**AWARDING OF BIDS:** The award of bids may be on groups of items, individual items or the entire bid. Bids will be awarded on the basis of quality of products, service and dependability, performance of product, warranty, training capability, and cost. After the bid opening, we will take time to evaluate each product and tabulate the bids submitted. Once the bid is awarded, an order will be placed.

**CONTACT PERSON:** If you have any questions concerning this bid, contact Ronda Gentry at Facilities & Operations at (706) 639-0168 ext. 2 or by email at [rondagentry@walkerschools.org](mailto:rondagentry@walkerschools.org).

Respectfully,



Chris Jones

Director of Facilities & Operations

**WALKER COUNTY BOARD OF EDUCATION FACILITIES & OPERATIONS**

298 Culberson Avenue. LaFayette GA 30728 Phone: 706-639-0168 Fax: 706-639-3475

**WALKER COUNTY DEPARTMENT OF EDUCATION  
GENERAL TERMS AND REQUIREMENTS  
FACILITIES & OPERATIONS**

**INSTRUCTIONAL SUPPLIES BID 23-01**

1. MAILING ADDRESS: Walker County Department of Education, Facilities & Operations Department, Attn: Ronda Gentry, 298 Culberson Avenue, LaFayette, Georgia 30728. Telephone 706-638-0168 ext. 2. **DO NOT MAIL TO THE CENTRAL OFFICE.**
2. SEALED BID: This will be a sealed bid process. All packages or envelopes must be sealed and mailed or hand delivered to the **Walker County Board of Education, Facilities & Operations Department, 298 Culberson Avenue, LaFayette, GA 30728 (NOT TO THE CENTRAL OFFICE)**. Bids will not be accepted after Tuesday, March 21, 2023 at 3:00 p.m. EST. Postmark by the U S Postal Service or Express Services will not be considered in relation to the deadline. Therefore, please consider the inconsistent delivery of mail when submitting your bid. Submit your bid package marked clearly on the outside of the envelope or box – **INSTRUCTIONAL SUPPLIES – BID #23-01**. Samples should be mailed or delivered in a separate envelope or box clearly marked **INSTRUCTIONAL BID SAMPLES** with **Bid #23-01** with the vendor submitting the samples clearly marked.
3. WAREHOUSE FACILITY: The Warehouse Facility is located at Facilities & Operations Department, 298 Culberson Avenue, LaFayette, Georgia 30728. Access is at the back of the property behind the old LaFayette High School facility. (Turn at the red light beside First Baptist Church off Hwy 27 onto Culberson Avenue. Go straight through the stop sign and take the second right. The sign for the warehouse will be on the right.)
4. COMPLETING BID FORM: The bid form is a MicroSoft Excel document and must be typed, not handwritten. All bids must be submitted on the bid form provided and each item must be completed in its entirety, listing unit price, extended price, manufacturer, and size or liquid amount, vendor item #, manufacturer item #, etc. Please be sure to note any minimum order quantities, case quantities, or dollar amounts in the notes field for each item. You may bid on any number of items. **DO NOT EMAIL THE COMPLETED FORM BEFORE THE BID OPENING.** Include the completed form on paper and digitally in the bid packet on thumb drive, flash driver, CD, or etc.
5. OPENING OF BIDS: All bids will be opened in the Conference Room of the Walker County Schools, Facilities & Operations Department by the Superintendent of Schools or his designee on Tuesday, March 21, 2023 at 3:00 p.m. EST. Bids will not be accepted after this time.
6. AWARDING OF BID: Bids will be awarded on a per item basis and not as a package. Please feel free to bid on as many items as your company can provide. Bids will be awarded on the basis of quality of products, service, dependability, performance of product, warranty, and cost. We are not required to accept low bid without considering all aspects of the product and company. The award of bids may be made on groups of items, individual items or the entire bid. The Walker County Board of Education reserves the right to continually purchase items from previous bidders as long as items continue to comply with specifications and performance requirements. Once the bid is awarded, an order will be placed.
7. GUARANTEE OF PRICE: Prices for Instructional supplies requested to be guaranteed through 6/30/2024. If prices cannot be guaranteed, please note on the bid worksheet as it applies.

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GENERAL TERMS AND REQUIREMENTS  
FACILITIES & OPERATIONS  
INSTRUCTIONAL SUPPLIES BID 23-01**

8. **SUBMITTAL AGREEMENT:** Each bidder must sign and submit with this bid the Submittal Agreement form, which states that the items quoted meet the specifications in every respect. Failure to provide the submittal agreement disqualifies the vendor from the bid.
  9. **QUANTITIES:** The quantities shown on the Bid Form are estimates determined by the Walker County School System. Quantities may vary resulting from usage or budget concerns; however, it is anticipated that at least 75% of the quantity listed will be purchased. We make every effort to provide an accurate number of items and quantities ordered. However, we could need to order more than what is listed in the bid packet. We reserve the right to purchase additional quantities at the price quoted through 6/30/2024.
  10. **DELIVERY:** Delivery/shipping prices must be included in the quoted bid price, in original packaging, in full case quantities. Deliveries should be made as soon as possible after order is placed with the winning vendor. All orders must be delivered between the hours of 8:00 a.m. and 3:00 p.m. (Deliveries Monday through Thursday ONLY – NO FRIDAY DELIVERIES WILL BE ACCEPTED) Deliveries should be made to the warehouse, NOT to the maintenance offices. Our warehouse NOW HAS A LOADING DOCK, a heister and a pallet jack. We will have personnel available to assist for any deliveries that ARE SCHEDULED WITH US IN ADVANCE; HOWEVER, OUR PERSONNEL MAY NOT BE AVAILABLE FOR DELIVERIES THAT ARE NOT SCHEDULED IN ADVANCE. We DO NOT have a full-time warehouse staff. We continue to have problems with this every year.
- PLEASE SCHEDULE ALL DELIVERIES WITH US IN ADVANCE BY CALLING JAMES BAKER @ 423-240-7060.
11. **TAX EXEMPTION:** The Walker County Board of Education is not subject to taxation; therefore, upon request, tax exemption certificates will be furnished, with the exception of Tennessee which if the items are picked up in Tennessee we are required to pay sales tax. All items included in this bid should be delivered and will therefore be tax exempt.
  12. **FINANCIAL STATEMENT:** The Walker County Board of Education reserves the right to require any bidder to submit a financial solvency state of rating.
  13. **PAYMENT:** Payment will be made from the original invoice after products are received and inspected.
  14. **SAMPLES:** The Walker County Board of Education reserves the right to require samples from any bidder for the purpose of testing. It is difficult to determine the quality of a product if no sample is provided. Failure to provide a sample could result in a vendor not being awarded the bid even if they are the lowest bidder for an item. If any product fails to meet specifications, the Board will require the vendor to remove all particular products from the Warehouse and reserves the right to cancel the entire bid. Also, the Board may require the vendor to remove the product from areas or surfaces at the expense of the vendor. If this situation occurs, the Board reserves the right to prohibit the vendor from participating in future bids. Please mail samples separately from the sealed bid. See sample memo attached. Note that we specify a brand on some items. ONLY BID THE BRAND SPECIFIED, if applicable.

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15. IDENTIFICATION OF PRODUCT: Each chemical container shall be clearly labeled with the name of the product, manufacturer, directions for use, ratios, and identification and/or batch numbers. As required by law, updated Safety Data Sheets must be provided for all chemicals. All labels and safety data sheets will be required to meet the globally harmonized system requirements as required by law.
16. GIFTS: The Walker County Board of Education prohibits distribution of any token gift to any school system employee for personal use. Please adhere to this policy and avoid any embarrassing situations for any vendor or salesperson.
17. CONTACT PERSON: If you have any questions concerning this document or any other item, please contact Ronda Gentry at (706) 639-0168 ext. 2 or [rondagentry@walkerschools.org](mailto:rondagentry@walkerschools.org).

WALKER COUNTY DEPARTMENT OF EDUCATION  
FACILITIES & OPERATIONS

MEMO

DATE: FEBRUARY 21, 2023

TO: ALL VENDORS

FROM: RONDA GENTRY, FACILITIES & OPERATIONS – WAREHOUSE

RE: INSTRUCTIONAL SAMPLES – BID #23-01

Please submit a sample of the products listed below no later than bid opening day. Samples that are delivered late will not be considered. We would appreciate your immediate cooperation in this matter, as this will expedite the entire bidding and selection process. Please indicate, on EACH sample submitted, VENDOR NAME, BID NUMBER, and WALKER COUNTY SCHOOL SYSTEM ITEM NUMBER of the product. If another vendor submits samples on your behalf, PLEASE have them include your company name on each sample so that we know they are for your bid packet. If they are not labeled, we have no way of knowing who they were sent to represent. FAILURE TO LABEL PRODUCT CORRECTLY MAY RESULT IN DISQUALIFICATION FROM THE BID.

The purpose of requesting samples is so that we can compare the quality of the products included in each bid submittal. If samples are not provided, it is difficult to determine the quality of the items, which may result in your company not being awarded the bid even if you are the low bidder. Please provide samples for our evaluation as requested. NOTE: IF A PARTICULAR BRAND IS REQUESTED, DO NOT INCLUDE A PRICE FOR ALTERNATIVE BRANDS. IF YOU WIN THE BID AND DO NOT SUPPLY THE SAMPLES OR DO NOT PROVIDE THE SAME ITEMS SENT AS A SAMPLE, YOU WILL BE RESPONSIBLE FOR MAKING THE ORDER RIGHT AT NO COST TO WALKER COUNTY BOARD OF EDUCATION.

ITEM #	DESCRIPTION
IN-001	PAPER DUPLICATOR - WHITE 11
IN-003A	PAPER DUPLICATOR - GREEN 11
IN-003B	PAPER DUPLICATOR - PALE PINK 8.5X11
IN-003C	PAPER DUPLICATOR - CANARY 11
IN-003D	PAPER DUPLICATOR - GOLDENROD 11
IN-003E	PAPER DUPLICATOR - BUFF 8.5X11
IN-005A	PAPER DUPLICATOR - GREEN 14
IN-006A	PAPER - KINDERGARTEN WRITING
IN-006B	PAPER - STORY PICTURE PAPER
IN-007A	PAPER - 1ST GR WRITING PAPER

IN-008A	PAPER - 2ND GR WRITING PAPER
IN-009	PAPER - 4TH GR WRITING PAPER
IN-010A	CHART TABLET MARKERS 8 COLOR SET
IN-011	CHART TABLET 24"X32" - 1" RULE
IN-011A	CHART TABLET 24"X16" - 1" RULE
IN-080	PEN - FELT TIP - BLACK FLAIR
IN-081	PEN - RED FLAIR ULTRA FINE
IN-092A	SCISSORS - STUDENT SAFETY
IN-093	HOLE PUNCH - SINGLE
IN-100	MASKING TAPE - 1" X 60 YD
IN-101	SCOTCH TAPE - 3/4" X 1296"
IN-101A	SCOTCH TAPE - 1/2" X 1296"
IN-105	RUBBER BANDS - 4 OZ.
IN-132A	RULER - 12" WOOD RULER
IN-173	HIGHLIGHTER - YELLOW
IN-175	DRY ERASE MARKERS - BLACK
IN-175C	DRY ERASE MARKERS - ASSORTED EXPO
IN-176	HANG-UP STORAGE BAG 13.5" X13"