



Robertson County Tennessee
Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 Fax (615) 384-0237

POST DATE: **6/4/2018**

Copy Paper

Sealed bids must be received by: **6/18/2018 at 11:15 AM**

Robertson County Finance Office
523 South Brown Street
Springfield, TN 37172

THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1390 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Any brand name called for in the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact Sheila Clinard, Finance & Budget, Schools - Administration at (615)384-5588. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202 or by email: cmoon@robcofn.org.

Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.

BID SCHEDULE: #1390

Robertson County is accepting sealed bid proposals for the following:

2,040 CASES of COPY PAPER

Please provide a price based on the following specifications:

8 1/2" x 11", White, 20 lb., Long Grain multi-use copy paper, 5,000 sheets per case. (Spectrum DP Xerocopy or Approved Equal) Please attach specifications and/or brochures for any item that is an exception to these specifications. All shipping and delivery charges must be included in the bid price. See attached list for quantity and locations.

Deliveries must be made to each location in the quantity indicated between July 23, 2018 & July 27, 2018. No exceptions. Call ahead of all deliveries.

LUMP SUM PRICE for 2,040 Cases FOB Delivered \$ _____

Delivered Case Price \$ _____ on Minimum Order of _____ Cases

Paper Brand _____

Days from PO to DELIVERY _____

Case Price Good on Additional Orders Through _____(date)

If the Awarded Vendor is in agreement, and where applicable, all qualifying entities governed by the procurement laws of Tennessee may purchase from this bid.

NON-COLLUSION AFFIDAVIT

The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

Authorized Signature, Title (Owner/ Corporate Officer) Date

Company Name _____

Mailing Address _____

Telephone No. _____ **Fax No.** _____

Email address: _____

Paper Quantity & Delivery Address

Please call ahead of delivery

<u>Location Name</u>	<u>Address</u>	<u>City, State, Zip</u>	<u>Phone</u>	<u>Case Quantity</u>
Building & Grounds	3470 Highway 41 South	Springfield, TN 37172	615-384-0213	5
Central Office	800 M.S. Couets Blvd., #4	Springfield, TN 37172	615-384-5588	40
Cheatham Park Elementary School	301 Locust Street	Springfield, TN 37172	615-384-0232	115
Coopertown Elementary School	3746 Highway 49 West	Springfield, TN 37172	615-384-7642	80
Coopertown Middle School	3820 Highway 49 West	Springfield, TN 37172	615-382-4166	130
Crestview Elementary School	1160 Jaden Gavin Drive	Springfield, TN 37172	615-382-2222	160
East Robertson Elementary School	5177 East Robertson Road	Cross Plains, TN 37049	615-654-3874	65
East Robertson High School	158 Kilgore Trace	Cross Plains, TN 37049	615-654-2191	120
Greenbrier Elementary School	2658 Highway 41 South	Greenbrier, TN 37073	615-643-4529	185
Greenbrier Middle School	2450 Highway 41 South	Greenbrier, TN 37073	615-643-7823	165
Greenbrier High School	126 Cuniff Drive	Greenbrier, TN 37073	615-643-4526	180
Jo Byrns Elementary School	6399 Highway 41 North	Cedar Hill, TN 37032	615-696-0533	45
Jo Byrns High School	7025 Highway 41 North	Cedar Hill, TN 37032	615-696-2251	85
Kristle Elementary School	6712 Highway 49 East	Springfield, TN 37172	615-384-2596	75
Robert Woodall Elementary School	300 Eden Way	White House, TN 37188	615-672-7772	80
Springfield Middle School	715 5th Ave West	Springfield, TN 37172	615-384-4821	125
Springfield High School	5240 Highway 76 East	Springfield, TN 37172	615-384-3516	35
Watauga Elementary School	1755 Lake Road	Ridgetop, TN 37152	615-859-5252	125
Westside Elementary School	309 Alsup Drive	Springfield, TN 37172	615-384-8495	40
White House Heritage Elementary School	220 West Drive	White House, TN 37188	615-672-4595	75
White House Heritage High School	7744 Highway 76 East	White House, TN 37188	615-672-0311	90
Teacher Center	3468 Highway 41 South	Springfield, TN 37172	615-384-0238	15
Transportation/Bus Garage	1015 Josephine Street	Springfield, TN 37172	615-384-4555	5

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