



OAK RIDGE SCHOOLS  
304 NEW YORK AVE  
OAK RIDGE, TN 37830

**DISTRICT ANNUAL PAPER ORDER RFP 21-009**

Please quote your best prices delivered F.O.B. to Oak Ridge, TN on the items listed below. Prices to be exclusive of Federal, State or Local taxes at time of Sale.

**THE SCHOOLS RESERVE THE RIGHT TO WAIVE ANY INFORMALITIES IN THE BID PROCESS AND TO REJECT ALL OR ANY PART OF YOUR BID AND TO AWARD THE ORDER TO OTHER THAN THE LOW VENDOR.**

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Office no later than **May 18, 2021, 2:00 PM EST**. Every document must be enclosed in a sealed envelope clearly marked as a bid document. **Two full copies** of the proposal must be submitted, each with original signatures on both Bid Forms. Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Facsimile or emailed responses will not be considered. Bid prices must be valid for no less than sixty (60) days from the date of the bid.

**BIDS SHOULD BE SEALED AND MARKED IN THE LOWER LEFT HAND CORNER:  
DISTRICT ANNUAL PAPER ORDER RFP 21-009 - TO BE OPENED May 18, 2021.**

**MAIL TO: OAK RIDGE SCHOOLS  
ATTN: MARY ANN RILEY, PURCHASING  
304 NEW YORK AVE  
OAK RIDGE, TN 37830**

**TOTAL \$ \_\_\_\_\_**

**I CERTIFY THAT ITEMS BID BY MY COMPANY EQUAL OR SURPASS THE SPECIFICATION REQUIREMENTS OF THE OAK RIDGE SCHOOLS AS LISTED IN THIS PROPOSAL.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Company Name \_\_\_\_\_

Date of Delivery \_\_\_\_\_

Terms \_\_\_\_\_

1. WHITE - LETTER 8-1/2X11  
1013 CASES - Estimated  
EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
2. WHITE - LEGAL 8-1/2X14  
19 REAMS - Estimated  
EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
3. WHITE - 11X17  
20 REAMS - Estimated  
EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
4. BLUE - 8-1/2X11  
129 REAMS - Estimated  
EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
5. BUFF - 8-1/2X11  
9 REAMS - Estimated  
EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
6. CANARY YELLOW - 8-1/2X11  
49 REAMS - Estimated  
EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
7. CHERRY - 8-1/2X11  
23 REAMS - Estimated  
EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
8. GOLDENROD - 8-1/2X11  
40 REAMS - Estimated  
EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
9. GRAY - 8-1/2X11  
18 REAMS - Estimated  
EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

**All colored paper is to be bid in reams. If you cannot deliver in reams, please do not bid on the colored paper. A case must equal 10 reams.**

10. GREEN - LETTER 8-1/2X11  
36 REAMS - Estimated
- EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
11. IVORY - LETTER 8-1/2X11  
9 REAMS - Estimated
- EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
12. ORCHID - LETTER 8-1/2X11  
33 REAMS - Estimated
- EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
13. PINK - LETTER 8-1/2X11  
21 REAMS - Estimated
- EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
14. PUMPKIN - LETTER 8-1/2X11  
26 REAMS - Estimated
- EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
15. SALMON - LETTER 8-1/2X11  
22 REAMS - Estimated
- EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
16. TAN - LETTER 8-1/2X11  
16 REAMS - Estimated
- EACH \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

**YOU MUST USE THESE BID FORMS OR YOUR BID WILL BE VOID.**

**NON-COLLUSION**

Vendors, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affected by, any act of collusion with any other person or company engaged in the same line of business or commerce, or any fraudulent act punishable under Tennessee or United States law.

**Vendor Indemnify:** Oak Ridge Schools will indemnify vendor to the extent Tennessee law allows.

**Legal Issues:** Contracts with Oak Ridge Schools will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Anderson County. Bid will be denied if these provisions are not included in the contract.

**Bid Pricing:** This bid will remain in effect for one (1) year, consisting of one initial large purchase for estimated annual usage contained in the bid documents, followed by orders for smaller quantities on an as needed basis throughout the school year, with guaranteed pricing at the winning bid amount.

**Delivery: Vendors must offer centralized pricing/billing and must deliver to the individual School locations.**

**HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is between \_\_\_\_\_

Name of Contractor

(Hereinafter Contractor), and Oak Ridge Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Oak Ridge Schools, "Contractor" agrees to indemnify, protect, defend, and hold harmless Oak Ridge Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Oak Ridge Schools, its Board Members, agents, and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Oak Ridge Schools.

Name of Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**STATE OF** \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of

\_\_\_\_\_.

\_\_\_\_\_

Signature

Witness by hand and Notaries seal at office this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

NON-COLLUSION AFFIDAVIT TO BE EXECUTED  
BY DESIGN-BUILDER

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the bidder an advantage over any other bidder; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or any interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day

of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Typed Name of Officer

\_\_\_\_\_  
Office

Notary Seal

WARNING! PROPOSALS WILL NOT BE CONSIDERED UNLESS THIS AFFIDAVIT IS COMPLETED AND EXECUTED, INCLUDING THE AFFIDAVIT OF THE NOTARY AND THE NOTORIAL SEAL.

**IRAN DIVESTMENT ACT REQUIREMENTS**

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department’s Central Procurement Office\*. When competitive bidding is required, Tennessee Code Annotated § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

**CERTIFICATION**

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 *T.C.A.* § 12-12-106.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm/Company

\*[https://tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106.\\_Iran\\_Divestment\\_Act-July.pdf](https://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106._Iran_Divestment_Act-July.pdf)