



# 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: **July 1, 2019**

## **BID 1420: Copy Paper for Robertson County Schools**

Sealed bids must be received by: July 8, 2019 at 10:00 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. 1420 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 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 Taylor Tomblin, Robertson County Finance Office at (615) 384-0202 or by email: [ttomblin@robcotn.org](mailto:ttomblin@robcotn.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: #1420**

Robertson County is accepting sealed bid proposals for the following:

**2,669 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 29, 2019 - August 2, 2019. No exceptions. Call ahead of all deliveries.**

**LUMP SUM PRICE for 2,669 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\*\*\*

Location Name	Address	City, State, Zip	Phone	Case Quantity
Alternative School(Smith Center)	800 M.S.Couts Blvd.	Springfield, TN 37172	(615)382-2328	40
Bransford Elementary School	700 Bransford Drive	Springfield, TN 37172	(615)384-4313	20
Building & Grounds	3470 Highway 41 South	Springfield, TN 37172	(615)384-0213	5
Central Office	800 M.S.Couts Blvd.,#4	Springfield, TN 37172	(615)384-5588	259
Cheatham Park Elem. School	301 Locust Street	Springfield, TN 37172	(615)384-0232	125
Coopertown Elem. School	3746 Highway 49 West	Springfield, TN 37172	(615)384-7642	85
Coopertown Middle School	3820 Highway 49 West	Springfield, TN 37172	(615)382-4166	125
Crestview Elementary School	1160 Jaden Gavin Drive	Springfield, TN 37172	(615)382-2222	185
East Robertson Elem. School	5177 East Robertson Rd.	Cross Plains, TN 37049	(615)654-3874	185
East Robertson High School	158 Kilgore Trace	Cross Plains, TN 37049	(615)654-2191	165
Greenbrier Elementary School	2658 Highway 41 South	Greenbrier, TN 37073	(615)643-4529	200
Greenbrier High School	126 Cuniff Drive	Greenbrier, TN 37073	(615)643-4526	185
Greenbrier Middle School	2450 Highway 41 South	Greenbrier, TN 37073	(615)643-7823	135
Jo Byrns Elementary School	6399 Highway 41 North	Cedar Hill, TN 37032	(615)696-0533	100
Jo Byrns High School	7025 Highway 41 North	Cedar Hill, TN 37032	(615)696-2251	105
Krisle Elementary School	6712 Highway 49 East	Springfield, TN 37172	(615)384-2596	60
Robert Woodall Elem.School	300 Eden Way	White House, TN 37188	(615)672-7772	75
Springfield High School	5240 Highway 76 East	Springfield, TN 37172	(615)384-3516	115
Springfield Middle School	715 5th Avenue West	Springfield, TN 37172	(615)384-4821	100
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	20
Watauga Elementary School	1755 Lake Rd.	Ridgetop, TN 37152	(615)859-5252	75
Westside Elementary School	309 Aisup Drive	Springfield, TN 37172	(615)384-8495	85
White House Heritage Elem.	220 West Drive	White House, TN 37188	(615)672-4595	85
White House Heritage High	7744 Hwy 76 East	White House, TN 37188	(615)672-0311	120
Total Cases				2,669