



Solicitation # - RFQ1901  
 Issue Date - July 10, 2018  
 District Contact - Kacey Austin  
 Phone - 864-515-5135

## Request for Quote Multi-Purpose Copy Paper

Quotes Due 12:00PM July 20, 2018

Submit questions and quotes to: Kacey Austin –[Kacey.austin@spart2.org](mailto:Kacey.austin@spart2.org)

\*\*\*Quote Number and Opening Date must be in subject line of email submission\*\*\*

The award, this solicitation, any amendments, and any related notices will be posted on our website:  
<https://www.spart2.org/departments/finance/procurement>

### Must Be Signed to be Valid

Authorized Signature		Printed Name/Title		Date	
Company Name			State Vendor No. (If Known)		
Mailing Address			Social Security or Federal Tax No.		
City		State		Zip	
Phone Number		Fax Number		Email Address	
Buyer Signature and Date (District Use Only)				Purchase Order Number (District Use Only)	

SC Certified Minority Vendor? Yes or No (circle one)

ACKNOWLEDGEMENT OF AMENDMENTS: Acknowledge receipt of amendments by initialing below.

| Amendment No. |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 1             | 2             | 3             | 4             | 5             | 6             | 7             |
| Initial       |

**ITEMS THAT MUST BE INCLUDED: Cover Page, Quote Form, W-9 Form, Specification Sheet on Product and Three References**

SPARTANBURG SCHOOL DISTRICT TWO RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTES.

**Spartanburg County School District Two  
Request for Quote Invitation**

Date: July 10, 2018

RFQ 1901 Multipurpose Copy Paper

Spartanburg School District Two is seeking competitive quotes to provide multipurpose copy paper to the Spartanburg School District Two schools in accordance with the terms and conditions in this document. A bulk one-time purchase of 840 cases (truckload) will be made by the district as a whole. Inside delivery must be made to each school as outlined below.

Vendor shall not ship any product prior to the receipt of a purchase order from Spartanburg School District 2

**Paper Quality:**

Only domestic-made paper meeting the following qualifications will be considered:

8.8x11, multipurpose, long grain, premium bond, at least 92 brightness, 100-200 smoothness, 20lb, protective wrapped, 500 sheet per ream/10 reams per carton, low moisture paper to be used in copiers, laser/ink jet printers and fax machines. Please provide a spec sheet on the product being quoted.

**Delivery:**

The locations and quantities are as below. The locations do not have loading docks and will require inside delivery. Delivery must be made by August 10, 2018.

# OF CASES	SCHOOL NAME	ADDRESS
65	BOILING SPRINGS ELEMENTARY	700 DOUBLE BRIDGE RD, BOILING SPRINGS 29316
150	BOILING SPRINGS HIGH	2251 OLD FURNACE RD, BOILING SPRINGS, 29316
35	BOILING SPRINGS INTERMEDIATE	2055 HANGING ROCK RD BOILING SPRINGS, 29316
80	BOILING SPRINGS MIDDLE	4801 HWY 9, INMAN, 29349
50	CHESNEE ELEMENTARY	985 FAIRFIELD RD, CHESNEE, 29323
20	CHESNEE HIGH	795 S ALABAMA AVE, CHESNEE 29323
40	CHESNEE MIDDLE	805 S ALABAMA AVE, CHESNEE, 29323
40	DISTRICT OFFICE	3231 OLD FURNACE RD, BOILING SPRINGS 29316
70	HENDRIX ELEMENTARY	1084 SPRINGFIELD RD, BOILING SPRINGS, 29316
100	OAKLAND ELEMENTARY	151 MUDD CREEK RD, INMAN, 29349
40	RAINBOW LAKE MIDDLE	1951 RIVEROAK RD, CHESNEE 29323
55	SHOALLY CREEK ELEMENTARY	3777 PARRIS BRIDGE RD, BOILING SPRINGS 29316
40	UPSTATE FAMILY RESOURCE CENTER	1850 OLD FURNACE RD, BOILING SPRINGS, 29316

Signed quotes will be received until **Friday, July 20, 2018 at 12:00 PM.** Quotes should be submitted, along with the signed Cover Page (Page 1) to Spartanburg School District, Kacey Austin, Procurement Officer, by 12:00PM on Friday, July 20, 2018 via email to [Kacey.austin@spartanburg2.k12.sc.us](mailto:Kacey.austin@spartanburg2.k12.sc.us) .

No quotes will be accepted after the stated date and time.

**PRICE PROPOSAL**

Location	# OF CASES	Price/Case	Sales Tax (7%)	Grand Total Extended Price
BOILING SPRINGS ELEMENTARY	65			
BOILING SPRINGS HIGH	150			
BOILING SPRINGS INTERMEDIATE	35			
BOILING SPRINGS MIDDLE	80			
CHESNEE ELEMENTARY	50			
CHESNEE HIGH	20			
CHESNEE MIDDLE	40			
DISTRICT OFFICE	40			
HENDRIX ELEMENTARY	70			
OAKLAND ELEMENTARY	100			
RAINBOW LAKE MIDDLE	40			
SHOALLY CREEK ELEMENTARY	55			
UPSTATE FAMILY RESOURCE CENTER	40			

**Expected Delivery Date:** \_\_\_\_\_

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

Authorized Signature (same as page 1) \_\_\_\_\_ Date: \_\_\_\_\_