

PURCHASING DEPARTMENT

**UNIFIED SCHOOL DISTRICT 500
2010 N. 59th Street, Room 370
Kansas City, Kansas 66104
(913) 551-3200**

The Board of Education, Unified School District No. 500, Kansas City, Kansas, will receive sealed bids on XEROGRAPHIC COPY PAPER and JANITORIAL PAPER SUPPLIES not later than June 7, 2011 at 3:00 p.m. in the Purchasing Department Office, 2010 N. 59th Street, Room 370, Kansas City, Kansas.

Sealed bids should be marked on the outside of the envelope "Bid No. 00024 - Central Stores - Paper Supplies."

A copy of the specifications is enclosed. All prices are to be quoted F.O.B. delivered to the Central Stores Building, 2116 N. 18th Street, Kansas City, Kansas and all freight charges are to be included in the bid price.

Please be sure to indicate any items that do not meet the written specifications and include a sample or literature on the items that your firm is bidding. Be advised that sample products may be requested for evaluation after the bid opening. All bids will be evaluated on a line item basis unless otherwise noted in the bid document. Items that are bid only as a part of a grouping (all or nothing) may be disqualified if it is determined to be in the best interest of Unified School District 500 to evaluate items individually.

Unified School District No. 500 reserves the right to reject any and all bids, without recourse from the bidder.

If there are any questions concerning the specifications of this bid, please contact Robert Young, 2010 N. 59th Street, Room 370, Kansas City, Kansas, 66104, telephone (913) 551-3200.

Please return quotations on the enclosed form with all requested information. Submission of a bid will be considered presumptive evidence the bidder is conversant with the total requirements of the bid and as such your firm has made due allowance for all contingencies.

If you cannot or chose not to quote on this bid and wish to remain on the bid list for this category of supplies, please indicate "No Bid" and sign the enclosed quotation form and return it to the above address.

Robert Young, CPPO
Director of Purchasing

Bid No. 00024

**STANDARD TERMS & CONDITIONS
UNIFIED SCHOOL DISTRICT NO. 500**

1. SCOPE: The following terms and conditions shall prevail unless otherwise modified by U.S.D. 500 within this bid document. U.S.D. 500 reserves the right to reject any bid which takes exception to these terms and conditions.

2. DEFINITIONS AS USED HEREIN:

The term "bid request" means a solicitation of a formal sealed bid.

The term "bid" means the price offered by the bidder.

The term "bidder" means the offerer or vendor.

The term "U.S.D. 500" means Unified School District No. 500.

The term "Board of Education" or "BOE" means the governing body of Unified School District No.500

3. COMPLETING BID: Bids must be submitted ONLY on the form provided in this bid document. All information must be legible. Any and all corrections and /or erasures must be initialed. Each bid sheet must be signed by the authorized bidder and required information must be provided.

4. CONFIDENTIALITY OF BID INFORMATION: Each bid must be sealed and submitted in or under cover of the enclosed envelope to provide confidentiality of the bid information prior to the bid opening. Supporting documents and/or descriptive literature may be submitted with the bid or in a separate envelope marked "Literature for Bid (Number)." Do NOT indicate bid prices on literature.

5. All bids and supporting bid documents become public information after the bid opening and are available for inspection by the general public in accordance with the Kansas Open Records Act.

6. ACCURACY OF BID: Each bid is publicly opened and is made part of the public record of U.S.D. 500. Therefore, it is necessary that any and all information presented is accurate and/or will be that by which the bidder will complete the contract. If there is a discrepancy between the unit price and extended total, the unit price will prevail.

7. SUBMISSION OF BID: Bids are to be sealed and submitted to the Purchasing Office, Library, Building, 625 Minnesota Avenue, Kansas City, Kansas 66101, prior to the date and time indicated on the cover sheet.

8. ADDENDA: All changes in connection with this bid will be issued by the Purchasing Office in the form of a written addendum. Signed acknowledgement of receipt of each addendum must be submitted with the bid.

9. LATE BIDS AND MODIFICATION OR WITHDRAWALS: Bids received after the deadline designated in this bid document shall not be considered and shall be returned unopened.

10. BIDS BINDING: All bids submitted shall be binding upon the bidder if accepted by U.S.D. 500 within sixty (60) calendar days after the bid opening.

11. EQUIVALENT BIDS: When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent bids must be accompanied by descriptive literature and/ or samples may be required and shall be supplied at no charge to the school district.

12. NEW MATERIALS, SUPPLIES AND EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, of recent manufacture, first class in every respect, and suitable for their intended purpose. All equipment shall be assembled and fully serviced, ready for operation when delivered.

13. **WARRANTY:** Supplies or services furnished as a result of this bid shall be covered by the most favorable commercial warranties, expressed or implied, that the bidder and/or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights afforded to U.S.D. 500 by any other clause of this bid reserves the right to request from bidders a separate manufacturer certification of all statements made in the proposal.
14. **METHOD OF AWARD AND NOTIFICATION:** Bids will be analyzed and the award made to the lowest and best, responsive and responsible bidder(s) whose bid conforms to the specifications and whose bid is considered to be the best value in the opinion of U.S.D. 500.
15. U.S.D. 500 reserves the right to reject any or all bids and any part of a bid: to waive informalities, technical defects, and minor irregularities in bids received: and to award the bid on an item by item basis by specified groups of items or to consider bids submitted on an "all or nothing "basis if the bid is clearly designed as such or when it is determined to be in the best interest of U.S.D. 500.
16. The signed bid shall be considered an offer on the part of the bidder: such offer shall be deemed accepted upon the issuance by U.S.D. 500 of a Purchase Order or other contractual document.
17. **DELIVERY TERMS:** All deliveries shall be F.O.B. Destination and all freight charges shall be included in the bid price.
18. **DAMAGED AND/OR LATE SHIPMENTS:** U.S.D 500 has no obligation to accept damaged shipments and reserves the right to return at the vendor's expense damaged merchandise even though the damage was not apparent or discovered until after receipt of the items. The Vendor is responsible to notify U.S.D. 500 Purchasing office of any late or delayed shipments. U.S.D. 500 reserves the right to cancel all or any part of an order if the shipment is not made as promised.
19. **CREDIT TERMS:** Bidder shall indicate all discounts for full and/or prompt payment. Discounts shall be considered as a cost factor in the determination of award, except discounts offered for payment within less than ten (10) calendar days. Discounts offered shall be computed from date of receipt of correct invoice or receipt and acceptance of products, whichever is later.
20. **SELLER'S INVOICE:** Invoices shall be prepared and submitted in duplicate to address shown on the Purchase Order. Invoices shall contain the following information: Purchase Order number, contract number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price and extended totals.
21. **TAX EXEMPT:** U.S.D. 500 is exempt from Federal, State and local taxes by KSF2LEKBLQ. Sites of all transactions under the order(s) that shall be derived from this bid request shall be deemed to have been accomplished within the State of Kansas.
22. **SAFETY:** All practices, materials, supplies and equipment shall comply with the federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
23. **DISCLAIMER OR LIABILITY:** U.S.D. 500 will not hold harmless or indemnify any bidder for any liability whatsoever.
24. **HOLD HARMLESS:** The contractor agrees to protect, defend, indemnify and hold the Board of Education, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

25. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

26. ANTI-DISCRIMINATION Clause: No bidder on this request shall in any way, directly or indirectly, discriminate against any person because of age, race, color handicap, sex, national origin, or religious creed.

Bid No. 00024

SPECIAL TERMS AND CONDITIONS

Xerographic Paper

All prices shall be based upon the estimated quantity or more. Prices quoted shall be net, which means total cost delivered to Unified School District 500 Storeroom, 2116 N. 18th Street, Kansas City, Kansas. Cash discounts for prompt payment of invoices may be offered by bidders will not be considered in making awards. Partial payments will be made on deliveries within 30 days from receipt of invoice.

All bids must be submitted in writing to Mr. Robert Young, %Kansas City Kansas Unified Schools #500, 2010 N. 59th Street, Room 370, Kansas City, Kansas, 66104, by 3:00 p.m. on or before June 7, 2011. **NO EXCEPTIONS WILL BE MADE**

Firm prices as well as a one-time purchase price will be considered. If the firm price is selected, the bidder agrees that this bid shall be good and not withdrawn before August 15, 2010.

Bids will be awarded not later than June 14, 2011.

First orders will be placed on or before June 30, 2011.

Partial delivery should be on or about ten (10) working days after receipt of order. Vendors can deliver one truckload per month or all at one time, whichever is more advantageous to the supplier. Time of delivery is an important consideration in making the award as it will be impractical to determine the amount of damage or loss to the District resulting from the contractor's delay in delivering the contract articles.

SPECIAL NOTE: Unified School District 500 will accept and need more than one shipping dates. Please note the proposed shipping dates and the percentage of delivery per date on the paper bid form.

The location of delivery will be established at a later time. Bids will be for one single location delivery within Unified School District 500. The district must be notified of approximate delivery time 48 hours prior to delivery.

If there are items on the attached listing that your firm does not wish to bid, this will in no way eliminate your firm from future bidding.

Notification will be made to responding bidders as to the bid accepted and bids submitted. Any additional information concerning this request needs to be directed to Robert Young, (913) 279-2244.

Bid No. 00024

SPECIAL NOTE: All deliveries of xerographic paper must be delivered on skids, no exceptions. The shipment should be palletized and the skids should be part of the cost of the product.

Vendor shall provide one (1) copy of the bid response to be included with the package at the bid opening.

Bid No. 00024

PAPER PRODUCTS

SPECIFICATIONS AND BID FORM

2011/2012 School Year – 1st Semester

We propose to furnish, in accordance with specifications, paper products to Unified School District 500 at the prices quoted on the attached sheets. We agree that the information contained in the attached specifications is part of our proposal. The terms of this bid are complete and constitute the entire agreement between the seller and the purchaser, and there are no verbal agreements contrary to the terms and conditions hereof, or expressed herein.

BIDDER PLEASE INSERT FIRM NAME BELOW:

Unified School District 500

Bid No. 00024

SPECIFICATIONS AND CONDITIONS FOR MULTIPURPOSE PAPER

Paper shall be white 8 1/2 X 11, 20#, grain long, premium #4 with a target brightness of minimum 92 and a minimum opacity of 88 as listed in the Competitive Grade Finder. It shall be suitable to run trouble-free in offset presses, high speed copiers, low speed copiers, laser printers, ink jet printers and fax machines that use plain paper. All items bid shall carry a label from the manufacturer stating that the paper being bid and to be furnished is being manufactured under a private label and is the same grade as a specific grade listed in the Competitive Grade Finder.

A ream shall consist of not less than 500 sheets, wrapped in a moisture resistant paper, packed 10 reams per carton in a moisture resistant container. Each ream to be labeled as to the type of paper in the ream, e.g., mimeograph, multipurpose. Multipurpose paper must be suitable for use on all types of copying equipment including plain bond and Xerox copiers.

Each bidder should be able to supply a minimum of one (1) case of the xerographic paper for each of the eight participating members of the purchasing cooperative for trial in their various machines.

We will furnish _____ label that is listed in the Industries "Paper Guide". Paper actually delivered to the District participating in this bid must be labeled exactly as written above and same as samples submitted.

We will furnish a Private Label Paper and will have a letter from the Mill (as set forth in the first paragraph above) along with the bid.

Proposed delivery date (s) as requested by USD 500. Allow 5 business days notice for delivery of truckload quantities _____

Dated this _____ day of _____, 2011.

Location of and delivery information of USD 500 School District Storeroom, 2116 N. 18th Street, Kansas City, Kansas:

Location	Dock Available	Other
Kansas City, Kansas Public Schools	Yes	7:00 a.m. to 3:00 p.m.

Bid No. 00024

BID SHEET - COPIER PAPER

FIRM: _____

ITEM NO.	ITEM DESC.	QTY.	MFG. I.D.	UNIT PRICE
----------	------------	------	-----------	------------

07050 Paper shall be white 8 1/2 X 11, 20#, grain long, premium #4 with a target brightness of 92 and a minimum opacity of 88 as listed in the Competitive Grade Finder. It shall be suitable to run trouble-free in offset presses, high speed copiers, low speed copiers, laser printers, ink jet printers and fax machines that use plain paper. All items bid shall carry a label from the manufacturer stating that the paper being bid and to be furnished is being manufactured under a private label and is the same grade as a specific grade listed in the Competitive Grade Finder.

25,200 RM. _____

* The product marketed as “**Laser Image**” **High Speed Imaging Paper**” will not be accepted as suitable product on this bid.

PLEASE NOTE THE FOLLOWING BEFORE BIDDING ANY ITEMS ABOVE:

- 1) The shipment for the total quantity of product can take place as soon as possible after receipt of order, in the quantity of twenty-six thousand four hundred (26,400) reams.
- 2) Note that any sample products should be submitted with any bid on the xerographic paper if the District has not used this product in the past.
- 3) All items ordered on this bid shall be delivered to: Unified School District 500 Storeroom, 2116 N. 18th Street, Kansas City, Kansas.
- 4) The orders for these products will be placed on or before June 30, 2011.
- 5) **All deliveries of xerographic paper must be delivered on skids, no**

Bid No. 00024

exceptions. The shipment should be palletized and the skids should be part of the cost of the product.

- 6) Note that all quotes are expected to be held firm for a minimum of one hundred eighty (180) days. If your bid cannot be extended for this period of time, please indicate on the line below:

- 7) A ream shall consist of not less than 500 sheets, wrapped in a moisture resistant paper, packed 10 reams per carton in a moisture resistant container. Each ream to be labeled as to the type of paper in the ream, e.g., mimeograph, multipurpose. Multipurpose paper must be suitable for use on all types of copying equipment including plain bond and Xerox copiers.

This quote is valid for what period of time? _____

Identify the paper mill that will be producing this product (required for consideration):

Describe in detail below what your firm's policy and procedure will be in the event of customer dissatisfaction with the product or the product's performance. What is your firm's policy on customer satisfaction and guarantee?

WE HEREBY AGREE TO FURNISH THE ITEMS OF WHICH PRICES ARE QUOTED ON THE ATTACHED PAGES IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ATTACHED SPECIFICATIONS.

BY: _____ DATE: _____

TITLE: _____ FIRM: _____

PHONE NUMBER: _____ FAX NUMBER: _____

Bid No. 00024

BID SHEET - JANITORIAL PAPER PRODUCTS

FIRM: _____

<u>ITEM NO.</u>	<u>ITEM DESC.</u>	<u>QTY.</u>	<u>MFG.</u>	<u>UNIT PRICE</u>
58690	TOILET TISSUE PAPER 96 ROLLS PER CASE, 500 SHT. ROLL RELIABLE 422565 OR EQUAL, SHEET SIZE TO BE MINIMUM 4 1/2" X 4.5", TWO PLY (PREFERRED ITEM)	450 CS.	_____	_____
58710	TOWELS, PAPER SINGLE FOLD, 250 SLEEVE, 4000 CASE, GEORGIA PACIFIC @23504 OR EQUAL	2670 CS.	_____	_____

NOTE: THE ITEMS LISTED BELOW WILL BE ORDERED ON AN AS NEEDED BASIS OVER THE NEXT SIX (6) MONTHS

58711	TOWELS, PAPER WHITE MULTI-FOLD, 9.5" X 9.25", 4000.CASE SINGLE PLY, 16 PKS. OR 250 EACH IN A CASE.	144 CS.	_____	_____
61500	KLEENEX, CUBE BOX, WHITE 2 PLY, 36 BX. PER CASE, 8.4" X 8.6" SHEETS, 95 SHT. PER BOX	1008 BX.	_____	_____
61510	KLEENEX, 100 SHT PER BOX, 3600 BX. WHITE FACIAL, 2-PLY, 36 BX. PER CASE	_____	_____	_____

PLEASE NOTE THE FOLLOWING BEFORE BIDDING ANY ITEMS ABOVE:

- 1) The bid offering for toilet paper should take into consideration the quantity of FOUR HUNDRED FIFTY (450) cases represents a six (6) month usage estimate. Approximately SEVENTY FIVE (75) cases will be ordered for delivery every month beginning in June of 2011

Bid No. 00024

and continuing through December of 2011. The District **will not** accept a single shipment of the entire order.

- 2) The bid offering for single fold paper towels should take into consideration the quantity of two thousand six hundred seventy (2,670) cases represents a six (6) month usage estimate. Approximately four hundred forty-five (445) cases will be ordered for delivery every month beginning in June of 2011 and continuing through December of 2011. The District **will not** accept a single shipment of the entire order.

NOTE: Any towel which is bid as an "Equal" to the written specifications must have an equal or greater amount of total square inches of material, equal or greater basis weight and must be equal or greater in all qualities.

- 3) Note that any sample products should be submitted with any bid on toilet paper and single fold paper towels if the District has not used this product in the past.
- 4) All items ordered on this bid shall be delivered to: Unified School District 500 Storeroom, 2116 N. 18th Street, Kansas City, Kansas.
- 5) The orders for these products will be placed on or before June 30, 2011.
- 6) **All deliveries of either towels or tissue paper must be delivered on skids, no exceptions.** The Shipment should be palletized and the skids should be part of the cost of the product.
- 7) Note that all quotes are expected to be held firm for a minimum of one hundred eighty (180) days. If your bid cannot be extended for this period of time, please indicate on the line below:
- 8) Fuel surcharges should be included in the cost of the bid. Fuel surcharges not included in the bid price will not be acceptable.

THIS QUOTE IS VALID FOR WHAT PERIOD OF TIME? _____

WE HEREBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED ON THE ATTACHED PAGES IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.

BY: _____ DATE: _____

TITLE: _____ FIRM: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____