



**INVITATION TO BID  
BID NO. 9847  
COPY PAPER 2017-18  
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing and delivering Copy Paper for the 2017-2018 school year, for Troy Schools.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page click the "Business Services" tab listed under "Departments", then click "Purchasing" and scroll down to locate and access the bid document.

Your proposal marked '**BID 9847 Copy Paper 2017-18**' must be delivered no later than 10:30 a.m., Monday, November 6, 2017, Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. All questions must be received no later than noon, Monday, October 30, 2017, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4013, or emailed as a Word document to: [PurchasingOffice@troy.k12.mi.us](mailto:PurchasingOffice@troy.k12.mi.us).

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

Purchasing Department  
Troy School District  
1140 Rankin  
Troy, MI 48083

## INSTRUCTIONS TO BIDDERS

### PROPOSALS

1. The Troy School District will receive firm, sealed bids for furnishing and delivering Copy Paper for the 2017-18 school year, in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided, will be enclosed in a sealed envelope marked with the name of the bidder, the title of the work and must be delivered to the Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, no later than 10:30 a.m., Monday, November 6, 2017, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration. Submit one original and one copy.
3. Proposals will be made in conformity with all the conditions set forth in the specifications. All items of furniture and equipment must conform to the specifications.
4. All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. All questions must be received no later than noon, Monday, October 30, 2017, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4013, or emailed as a Word document to: [PurchasingOffice@troy.k12.mi.us](mailto:PurchasingOffice@troy.k12.mi.us).
5. References in the specifications to any article, product, material, fixture, form or type of construction, etc., by proprietary name, manufacturer, make or catalog number will be interpreted as establishing a standard quality of design and will not be construed as limiting proposals.
6. The Troy Board of Education reserves the right to accept or reject any or all proposals either in whole or in part; to waive any irregularities and/or informalities; and in general to make awards or cancel this proposal, if deemed to be in the best interests of the owner.
7. A completed Familial Disclosure and an Iran Economic Sanctions form must be included with each proposal submitted or the proposal will not be accepted, please note these forms must be notarized.

### SCOPE

This specification includes furnishing and delivering Copy Paper for the 2017 – 18 school year, delivered at five different scheduled times during the school year as listed in these specifications.

### CONTRACT AWARD

The contract will be awarded in the form of PURCHASE ORDERS mailed to the Vendor(s) selected. It is the intent to award the bid on November 21, 2017, at the regular monthly meeting of the Board of Education.

### WITHDRAWAL OF BIDS

Any bidder may withdraw their bid at any time prior to the scheduled time for receipt of bids. No proposal may be withdrawn until after 45 days after bid opening

### DELIVERY

All shipments will be F.O.B. delivered, Troy School District, Central Warehouse, 1140 Rankin, Troy, Michigan, 48083.

PERMITS

All necessary permits, tests, inspections and approvals will be procured by the contractor(s) and will be included in the proposal.

PAYMENTS

Payment in full will be due and payable within thirty days after delivery, providing all goods are approved and accepted by the Board of Education and the contract having been fully performed.

MSDS

COPIES OF MATERIAL SAFETY DATA SHEETS FOR ALL HAZARDOUS MATERIALS MUST BE INCLUDED WITH YOUR INVOICE.

MATERIAL SAFETY DATA SHEETS

Troy Schools expects MATERIAL SAFETY DATA SHEETS for all appropriate materials ATTACHED TO THE INVOICE and to appropriately label all products delivered according to Section 14 of Act 154, of the Public Acts of 1974 as amended. Any appropriate products not labeled will be refused and the vendor will be responsible for additional freight charges. Payment may be withheld until MSDSs are received by the school district.



**DUE:** 10:30 a.m., Monday, November 6, 2017  
**PROPOSAL:** BID 9847 Copy Paper 2017-18

We propose to furnish and deliver Copy Paper for the 2017 – 18 school year, in accordance with the attached specifications;

Quantity	Description	Unit Cost	Extended Total
4,200	White paper, high speed xerographic, 8 ½ X 11, 92 brightness, 500 sheets/ream, 10 reams per case.		

**Required Delivery Amounts and Dates;**

- 1st Shipment of 840 cases required delivery November 28, 2017
- 2nd Shipment of 840 cases required delivery December 12, 2017
- 3rd Shipment of 840 cases required delivery January 23, 2018
- 4th Shipment of 840 cases required delivery February 20, 2018
- 5th Shipment of 840 cases required delivery March 20, 2018

**Note:** If a price break exists for accepting an increased case amount, higher than 840 cases per delivery date, please provide alternate pricing.

BIDDER'S FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNED BY \_\_\_\_\_ TITLE \_\_\_\_\_

TYPED NAME \_\_\_\_\_ DATE \_\_\_\_\_

BIDDER'S EMAIL ADDRESS \_\_\_\_\_

**SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

**FAMILIAR DISCLOSURE AFFIDAVIT**

The undersigned, the owner or authorized office of the below-named contractor (the ‘Contractor’), pursuant to the familial disclosure requirement provided to Troy Schools, hereby represents and warrants that, excepts as provided below, no familial relationship exists between the owner or key employee of the Contractor, and any member of the Troy School Board or the Troy School Superintendent. A list of the School District’s Board of Education Members and its Superintendent may found at <http://www.troy.k12.mi.us>.

List any Familial Relationships:

**Contractor:**

\_\_\_\_\_  
Print Name of Contractor

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

Its: \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_ Seal:  
day of \_\_\_\_\_, 20 \_\_\_\_, a Notary Public  
in and for \_\_\_\_\_ County, \_\_\_\_\_

\_\_\_\_\_  
(Signature)  
NOTARY PUBLIC

My Commission expires \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Troy School District’s Request For Proposal, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned request, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

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NAME OF COMPANY

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NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

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SIGNATURE

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DATE

Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after forty-five (45) days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

BY (SIGNATURE) \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**Bid Tabulation**  
**BID 9847 - Copy Paper**  
**2017 - 18 School Year**

Vendor	Case Quantity	Unit Cost Per Case	Total Cost
Contract Paper Group	4,200	\$ 21.93	\$ 92,106.00
Costco Wholesale	4,200	\$ 21.99	\$ 92,358.00
Office Depot, Inc.	4,200	\$ 22.94	\$ 96,366.57
Paper Express, Inc.	4,200	\$ 21.15	\$ 88,830.00
Quill Corporation	4,200	\$ 31.90	\$ 133,980.00
Veritiv Operating Company	4,200	\$ 21.90	\$ 91,980.00
W.B. Mason Co., Inc.	4,200	\$ 21.87	\$ 91,854.00