



**INVITATION TO BID  
BID NO. 9754  
COPY PAPER  
FOR TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing and delivering Copy Paper for the Troy School District.

Your proposal marked "**COPY PAPER**" must be delivered no later than 1 p.m., Wednesday, March 27, 2013, 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. Any questions regarding bid specifications must be received no later than noon, March 20, 2013, at no other time will questions/concerns be addressed or accepted and may be faxed: 248. 823.4077, or emailed as a Word document to: [thensley@troy.k12.mi.us](mailto:thensley@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 Troy School District, in accordance with the attached specifications and timeline.
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 1 p.m., Wednesday, March 27, 2013, 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. Any questions regarding bid specifications must be received no later than noon, March 20, 2013, at no other time will questions/concerns be addressed or accepted and may be faxed: 248. 823.4077, or emailed as a Word document to: [thensley@troy.k12.mi.us](mailto:thensley@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 form must be included with each proposal submitted of the proposal will not be accepted, please note this form must be notarized.



**DUE:** 1:00 p.m., Wednesday, March 27, 2013  
**PROPOSAL:** BID NO. 9754 Copy Paper

**PROPOSAL FORM**

We propose to furnish and deliver copy paper for Troy Schools in accordance with the specifications and timeline:

<u>Quantity</u>	<u>Unit</u>	<u>Specification</u>	<u>Unit Cost</u>	<u>Total</u>
2,520 (840 cases per truckload)	Case	White paper, high speed xerographic, 8 ½ X 11 92 brightness, 500 sheets/ream 10 reams/case		
		Delivery Charge		
		Total		

- 1<sup>st</sup> Shipment of 840 cases required May 2, 2013
- 2<sup>nd</sup> Shipment of 840 cases required June 27, 2013
- 3<sup>rd</sup> Shipment of 840 cases required August 15, 2013

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

ADDRESS \_\_\_\_\_

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

TELEPHONE NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

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

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

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

**SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

All Vendor/Contractor(s) submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or key employee of the vendor submitting a proposal and any member of the Troy School Board or the Troy School Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The members of Troy School Board are: Nancy Philippart, Todd Miletti, Paula Fleming, Ida Edmunds, Wendy Underwood, Gary Hauff and Karl Schmidt. The Troy Schools Superintendent is Dr. Barbara Fowler.

**The following are the familial relationship(s):**

<u>Owner/Employee Name</u>	<u>Related to:</u>	<u>Relationship</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

**There is no familial relationship that exists** between the owner or key employee of the Vendor/Contractor(s) submitting a proposal and any member of the Troy School Board, or the Troy Schools Superintendent.

INDIVIDUAL/FIRM NAME \_\_\_\_\_  
BY (SIGNATURE) \_\_\_\_\_  
PRINTED NAME AND TITLE \_\_\_\_\_

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

Seal:

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

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

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 \_\_\_\_\_



Purchasing Department  
Facility Operations

**BID 9754**

**RE: Copy Paper**

**ADDENDUM #1 – March 15, 2013**

The Bidding Documents are modified, supplemented or augmented as follows, and this Addendum is hereby made a part of the proposed Contract Documents.

**Question #1**

The specification calls for “92 brightness” for this copy paper, is it acceptable to quote “98 brightness” copy paper?

**Answer #1**

The District encourages all bidders to quote alternates and include anything in their proposals that would promote better quality product that meets or exceeds the specifications listed.

**Bid Tabulation**  
**BID 9754 - Copy Paper**

Vendor	Case Quantity	Unit Cost Per Case	Total Cost
AmeriSource Supply Company	2,520	\$ 24.49	\$ 61,714.80
Contract Paper Group, Inc.	2,520	\$ 22.92	\$ 57,758.40
Costco Wholesale	2,520	\$ 23.09	\$ 58,186.80
Midland Paper	2,520	\$ 23.18	\$ 58,413.60