

# REQUEST FOR PROPOSAL

## Orleans Southwest Supervisory Union (OSSU)

### Copy Paper

**Date: June 3, 2019**

**Bids Due: 1:00 p.m. June 28, 2019**

**Submit bids to:  
John Smith Jr, Chief Financial Officer  
Orleans Southwest Supervisory Union  
157 Daniels Road  
Hardwick, VT 05843**

## CONTENTS

1. Request For Proposal.....	3
2. Project Owner & Coordinators.....	3
3. General Description of the Work.....	3
4. Proposal Format.....	3
5. Bid Form.....	4
6. Type of Bid.....	4
7. Inquiries.....	4
8. Project Time Line.....	5
9. Billing/Payment.....	5
Addendum #1 – Bid Form	
Addendum #2 - OSSU cumulative purchase for FY19	
Addendum #3 - Non-Collusion Affidavit of Bidder	

**Request for Proposal:**

The OSSU is soliciting bids to furnish copy paper to our current and new membership for the 2019-2020 school year.

Bids are hereby requested for the distribution of multiple sized 20 lb, white paper with 90+ brightness for the next school year – 2019-2020 (FY20).

We would like the prices held for the entire school year, July 1, 2019 through June 30, 2020. Due to storage issues, we would like each school to be able to order up to the amount of cases they have storage for, and order as needed throughout the school year.

The successful bidder may be required to produce a performance and payment bond.

Each school district will issue individual purchase orders, as needed, and delivery will be made to the school issuing the order. Each district will be billed separately. Delivery will be made within two weeks of purchase order request. No delivery charges will apply – all costs should be included in case price that is bid.

**General Description of OSSU:**

Orleans Southwest Supervisory Union (OSSU) is the educational support, planning, and administrative unit serving eight school districts in six Vermont towns: Craftsbury, Greensboro, Hardwick, Stannard, Wolcott, and Woodbury.

Under Vermont Statute, supervisory unions are required to complete certain activities. In accordance with the law, OSSU provides special education coordination and oversight, student assessment coordination, curriculum coordination, professional development coordination, human resources, budget development, finance, food service, transportation, accounting services, internet technology management, data system management, and school board support. The staff who complete these functions under the direction of the superintendent work out of the OSSU Central Office.

The supervisory union is governed by the supervisory union board, which is comprised of school board members from each member district in the union. In addition, each member school district has its own school board.

The geographic location of the Orleans Southwest Supervisory Union (OSSU) is often referred to as the Gateway to the Northeast Kingdom. We are located 20 miles from St. Johnsbury, 30 miles from Montpelier (Vermont's capital) and 60 miles from Burlington (Vermont's largest city).

OSSU boundaries include six towns in four counties: Craftsbury and Greensboro in Orleans County, Hardwick and Stannard in Caledonia County, Wolcott in Lamoille

County and Woodbury in Washington County. The total population within our 6 towns is approximately 7,700 residents.

We are proud of our students and staff who recognize the value of small schools and the interdependence that is fostered when school boards and communities work together to offer the best education possible for our students.

**Proposed Format**

Submission requirements:

Bids must be submitted *no later than 1:00pm. Tuesday June 28, 2019* to:

**John Smith Jr  
Chief Financial Officer, Orleans Southwest Supervisory Union  
157 Daniels Road  
Hardwick, VT 05843**

Bidders shall submit their original bid with two copies in a sealed envelope labeled **“OSSU Paper Bid.”** Bids received after the bid close date described above may be rejected at the groups’ discretion. Email bids will be accepted if emailed to [jsmith@ossu.org](mailto:jsmith@ossu.org) on or before June 28<sup>th</sup>, 2019 at 1:00pm EST.

Facsimile or other electronic submissions will not be accepted.

**Bid Form:**

Bidders are required to complete the attached Bid Form.

Supporting documentation, including technical and performance data, product literature, etc. shall be attached to the completed Bid Form when necessary.

Additionally, provided in this RFP is a spreadsheet showing the cumulative amount of the previous year’s paper usage by the member school districts of OSSU. All vendors are asked to submit bids on the products listed or are welcome to propose an alternative product of the vendor’s choice. If an alternative is suggested, a detailed product description of that alternative product must be provided.

Proposals should be in ink or typewritten with no erasures and complete. Illegible and incomplete proposals may be rejected, at the group’s discretion.

**Type of Bid:**

The type of bid requested is as follows:

*Unit Prices* for Base Bid measures as listed.

*Firm fixed prices for “Alternate” measures.* All bid prices shall be inclusive of all work necessary for full compliance with the requirements and specifications of this RFP.

**Inquiries:**



Addendum #1

**ORLEANS SOUTHWEST SUPERVISORY UNION  
PAPER RFP**

**BID FORM**

**TO: ORLEANS SOUTHWEST SUPERVISORY UNION  
ATTN: PAPER RFP – JOHN SMITH JR  
157 DANIELS ROAD  
PO BOX 338  
HARDWICK, VT 05843**

**\*\*\*Bids Due, June 28, 2019\*\*\***

Having carefully examined the description of the products needed by the OSSU and its member districts, the undersigned agrees to deliver the specified products, for the following per case rate:

8.5 x 11 20lb paper @ 90+ Brightness	\$ _____
8.5 x 14 20lb paper @ 90+ Brightness	\$ _____
11 x 17 20lb paper @ 90+ Brightness	\$ _____
8.5 x 11 20lb paper Colored Paper	\$ _____
8.5 x 11 65+lb paper Card Stock	\$ _____

By signature below, the bidder, if awarded a contract, agrees guarantee start date on July 1, 2019 2018 and guarantees these prices through June 30, 2020. All prices must include any cost of delivery. All schools must be billed individually only upon completing an order with net 30 terms. Upon acceptance of a winning bid the selected vendor will be given invoice submission requirements.

SIGN HERE: \_\_\_\_\_

NAME OF BIDDER \_\_\_\_\_

ADDRESS OF BIDDER \_\_\_\_\_

DATE: \_\_\_\_\_

<b>Orleans Southwest Supervisory Union</b>						
<b>FY19 Copy Paper Purchases</b>						
Addendum # 2						
Cases By Paper Size						
School	20lb @ 90+ Brightness			20lb	65+ lb card stock	Total
	8.5 x 11	8.5 x 14	11 x 17	8.5 x 11 Color	8.5 x 11	
Craftsbury	60	0	1	0		61
Hardwick	85	6	6	0	10	107
Hazen	65	1	1	0		67
Lakeview	15	0	0	0		15
OSSU	25	2	2	5	10	44
Wolcott	40	0	0			40
Woodbury	17	1	1			19
<b>Total</b>	<b>307</b>	<b>10</b>	<b>11</b>	<b>5</b>	<b>20</b>	<b>353</b>

# NON-COLLUSION AFFIDAVIT OF BIDDER

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me personally appeared the undersigned \_\_\_\_\_ who, on oath, says that he has submitted to **Orleans Southwest Supervisory Union** a bid and offer to provide goods and/or services in accordance with bid specifications for a **Copy Paper** by submission of this bid, each bidder and each person signing on behalf of any bidder, certifies, and in the case of a joint bid, each party thereto certifies as to its own organization under penalty of perjury, that, to the best of his knowledge and belief:

1. The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder, and will not be knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition."

Signed \_\_\_\_\_

Title \_\_\_\_\_

Firm \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_(SEAL) Notary

Public

My commission expires: \_\_\_\_\_