



**LONGVIEW SCHOOL DISTRICT NO. 122**

**WAREHOUSE PAPER SUPPLIES**

**INVITATION TO BID 22-0803-26**

## **LONGVIEW SCHOOL DISTRICT NO. 122**

### **LONGVIEW, WASHINGTON**

#### **CALL FOR BIDS**

Notice is hereby given that sealed bids for **WAREHOUSE PAPER SUPPLIES** will be received at the Business Office, Longview School District No. 122, 2715 Lilac Street, Longview, Washington 98632, on August 3, 2022, up to 10 a.m. at which time sealed bids will be publicly opened.

Bids may be mailed to:  
Longview School District  
Attn: Warehouse Paper Bid  
2715 Lilac Street  
Longview, WA 98632

Bids may also be dropped off in person at the Business Office, located at the address shown above, from 8:00 a.m. to 4:00 p.m., Monday through Friday. Specifications are available at the office of purchasing 360-575-7905 or at <https://longviewschools.com>.

To find the information on our webpage, navigate to Departments/Business & Finance/Find out More/Bids and Proposals.

Bids received after the time set for opening cannot be considered.

The School District reserves the right to reject and/or all bids and to waive any informalities and/or irregularities.

Dated this 13<sup>th</sup> day of July, 2022, by order of the Board of Education of the Longview School District No. 122.

Dr. Daniel Zorn  
Superintendent

Publish: **7/13/2022**  
**7/20/2022**  
**7/27/2022**



## **WAREHOUSE PAPER SUPPLIES**

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## **WAREHOUSE PAPER SUPPLIES**

### **INVITATION TO BID 22-0803-26**

#### **PART I SCHEDULE**

Bid advertisement	July 13, 20 and 27, 2022
Questions accepted	July 13-27, 2022
Addendum issued (if necessary)	July 27, 2022
Sealed Bids Due	August 3, 2022, 10:00 AM
Sealed Bid Opening	August 3, 2022, 10:00 AM
Tabulation of Bids	August 3-5, 2022
Recommendation to Board	August 8, 2022
Bid Award and Purchase Order Issued	August 9, 2022

## PART II INSTRUCTIONS TO BIDDERS

1. State of Washington statutes require the Longview School District to go through a prescribed bidding process on all purchases over defined dollar limits. The district takes the bidding process seriously and its intent is to solicit bids that are accurate and that each bidder intends to honor.
2. It shall be the duty of the bidder to submit his bid on or before the hour and date specified. Longview School District No. 122 shall assume no responsibility for delay in U.S. Mail, Federal Express or other service, which results in late arrival of bid.
3. Bids shall be enclosed in a sealed envelope, properly addressed and marked in the lower left hand corner with the name of bidder, title of bid, date and hour of bid opening and bid number, and addressed to:

Longview School District No. 122  
Attn: Purchasing Department  
2715 Lilac Street  
Longview, WA 98632

4. Bids may be changed in any way or withdrawn at any time, UP TO the time of bid opening.
5. Telephone, emailed or faxed bids will not be considered; modifications via email or fax may be considered providing the official bid form has already been received by the District and the email or fax is received prior to the time of the bid opening.
6. Should discrepancies or omissions occur in specifications or bidder is in doubt as to their meaning, notify the Purchasing Department by email at [Purchasing@longview.k12.wa.us](mailto:Purchasing@longview.k12.wa.us) or by telephone at 360-575-7905. A written correction or addendum will then be sent to all bidders. The district will not be responsible for oral interpretations.
7. Proposals shall be on the forms provided herein. The completed forms shall be in ink or typewritten. Alterations or erasures shall be stated clearly in ink or

typewritten and shall be initialed by an official representative of the bidder. If additional space is required for alternates or explanation, use enclosed Part VI- Alternates & Exceptions.

8. Each bid must be signed by the bidder with his/her usual signature in longhand with the name of the firm and title of signer printed or typed, Part VII-Signature Pages
9. Attendance of bid opening remotely via a Zoom session is available. Meeting information can be obtained by contacting our Purchasing Department at [Purchasing@longview.k12.wa.us](mailto:Purchasing@longview.k12.wa.us). A recap of the bids will be sent to all bidders after official acceptance by the School Board.
10. AFTER BID OPENING, bids cannot be changed or withdrawn. If accepted, the bid is considered to be a binding contract that you as the bidder will be expected to honor. If for any reason you do not perform the contract, the district can be expected to take whatever action it feels is appropriate to either require performance or to recover any losses or increased costs incurred by the district as a result of failure to honor the bid.
11. Longview School District No. 122 reserves the right to reject any and all bids, or items bid, and waive informalities with respect thereto, and award bid in the best interest of the district.
12. The final time period to submit a bid protest is 4:00 p.m. on the 3<sup>rd</sup> day after opening.
13. A bidder shall, immediately after being notified that he is successful bidder, enter into agreement within ten (10) days with Longview School District No. 122 pursuant to all terms and conditions contained herein.

## **PART III PROVISIONS**

1. Each bid must conform to the terms, conditions, specifications, and bid forms of this Invitation to Bid, all of which shall become part of the bid evaluation, award, and purchase agreement process.
2. The Longview School District, hereinafter referred to as the District, reserves the right to reject any and/or all bids and to waive any irregularities and/or any informalities in any bid except those contrary to law. The District reserves the right to award as specified under this bid, or any alternate bids, whichever is in the best interest of the District.
3. To receive consideration, bids received shall comply with all requirements of this Invitation to Bid.
4. Longview School District No. 122 District is an Equal Opportunity district in education programs, activities, services, and employment. Longview School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, genetic information, disability, or the use of a trained dog guide or service animal.
5. Minority Owned and Women Owned business enterprises: Longview School District encourages the participation of Minority owned and Women Owned Business Enterprises.
6. Unless stated otherwise in the specifications, bid prices shall be firm, fixed, and shall be the maximum as set forth. Prices shall be held firm for 90 days from the time of bid opening. Any deviation from the specifications, if defined as part of this contract form must be clearly pointed out, otherwise it will be considered that items offered are in compliance with specifications and successful bidder will be held responsible therefore. Deviations must be bid as alternates and explained on the enclosed Part V-Alternates & Exceptions. State cash discount, if any, as a percentage; the percentage, if any, will be used to determine your bid price.
7. The Bidder shall supply all labor, equipment, and materials required to supply and deliver paper products to Longview School District No. 122.
8. In determining "lowest responsible bidder", in addition to price, the following

elements shall be given consideration:

- a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required
  - b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder
  - c) Whether the bidder can perform the contract within the time specified
  - d) The quality of performance of previous contracts services
  - e) The previous and existing compliance by the bidder with laws relating to the contract or services
  - f) Such other information as may be secured having a bearing on the decision to award the contract
  - g) All things being equal, the District reserves the right to award bids in the best interest of the District, whether on a total basis or any item individually whichever will ensure the greatest benefit to the District, special provisions notwithstanding. Bidder otherwise must state that he is bidding all or nothing. The Longview School District reserves the right to reject the bid on any single item if the price on such item exceeds the budget constraints of the district.
9. The District strongly prefers to receive the entire ordered quantity of goods at one time, avoiding multiple partial shipments. If this is not possible, please note under Alternates and Exceptions.
10. The estimated quantity of bid items is based upon the best current estimate of consumption by district schools and departments for the 2022-2023 school year. The District reserves the right to increase or decrease purchases of each bid item in conformity with the actual requirements of district programs. The district also reserves the right to add and/or delete items from these categories as deemed in the best interest of the District.
11. However, the Longview School District's estimated annual usage should be used as the minimum basis for discount schedule calculation. The Longview School District No. 122 makes no guarantees, either explicit or implied, as to the volume of purchases which will originate under this contract.
12. The District desires a contract which would include the accumulated annual quantities and dollar expenditures of all participating school districts and private schools as the basis for the specific discount schedule for paper supplies.
13. The Longview School District has prepared this cooperative bid document to



procure paper supplies to meet the requirements of all K-12 school districts and private schools in the States of Washington & Oregon. Each school district and private school that chooses to participate or access this contract will be required to execute an Intergovernmental Cooperative Purchasing Agreement with the Longview School District to satisfy legal issues. Each participating district and private school shall prepare and execute an Interlocal Agreement document which shall be submitted in duplicate to the Longview School District's purchasing department for execution by the district's Board of Directors. The district will return one copy of the fully-executed Interlocal Agreement to the participating district or private school for their permanent file.

14. Terms of this bid/contract shall empower any school district or private school to contact the successful vendor directly to meet the specific needs of their district without any notice or involvement with the Longview School District or its representatives. The annual contract is open-ended in nature and shall serve as a convenience to any school district or private school that may choose to participate in the contract. The Longview School District will not require any fee for service to access this bid/contract.
15. Each Participating school district and private school shall have the option to purchase any or all of product categories offered by the successful vendor. The District, along with all participating school districts or private schools, reserves the right to purchase paper products in conformity with the actual requirements and available funding.
16. In accordance with Uniform Grant Guidance 2 CFR 200.214, Longview School District cannot contract with vendors who are suspended or debarred. Each bidder must sign the attached certification regarding debarment and suspension, Part VII.
17. The term of this contract shall extend from August 4, 2022 to August 3, 2023 for the 2022-2023 School Year.
18. Termination of Purchase Agreement. Termination for Convenience: In addition to its other rights to terminate, the District may terminate this purchase agreement in whole or in part, at any time and for any reason by giving thirty (30) calendar days notification sent certified mail, return receipt requested, to the awarded vendor when it is determined to be in the best interest of the District. During the thirty (30) day period, awarded vendor shall wind down and cease its service as quickly and efficiently as possible, without performing unnecessary services and activities and by minimizing negative effects on the District from such winding down and cessation of services. If this purchase agreement is terminated, the District shall be liable only for payment in

accordance with the terms of the purchase agreement for satisfactorily rendered product and services prior to the effective date of termination. Termination charges shall not apply unless they are subsequently agreed upon by both parties, and in no instance shall a vendor be entitled to overhead, profit, or other compensation for work not performed or products not delivered.

19. If the awarded vendor fails or refuses to furnish any materials or services and/or to complete delivery thereof within the specified time or times, or any extensions thereof, and such default continues for more than ten (10) days after written notice thereof by the District, the District shall have the right to procure such materials and services on the open market, and the awarded vendor shall be liable to the District for any excess cost occasioned thereby.
20. The award of this contract shall in no way limit the right of Longview School District No. 122 to obtain other quotations and bids and to award contracts deemed to be in the best interest of the School District.
21. The District will process payments in a timely manner after receipt and acceptance of product, supplies, and/or services are complete. District purchase order number must be shown on all invoices.
22. The records and invoice prices of the supplier will be subject to audit by Longview School District No. 122.

## **PART IV DELIVERY INSTRUCTIONS**

1. **SHIPPING INSTRUCTIONS:** Unless otherwise specified, all prices shall be for new merchandise F.O.B. destination inside, or point of use shall be in force, unless so otherwise instructed below. Prices shall include all shipping, handling and packaging costs and be exclusive of Washington State sales tax and Federal excise tax.

Items awarded are to be delivered to the address indicated below:

**Longview School District Warehouse  
2715 Hudson Street  
Longview, WA 98632**

2. **Shipment Date:** **Week of Aug. 22-26, 2022, or as agreed upon between vendor and District.**
3. **Delivery Hours and Requirements:** Longview School District Warehouse is open Monday through Friday, 8:00 AM – 4:00 PM, EXCEPT it is closed 11:30 AM– 12:30 PM. There is no dock at the location, so delivery vehicles should plan accordingly.
4. Quantities are subject to change based on the needs of the district.
5. Bidders must convert their unit price to match the bid specifications.

**PART V**

**ALTERNATES & EXCEPTIONS**

State below any changes in standard of quality or specifications you wish to take. Show alternate proposal(s) and bid price.

Signed \_\_\_\_\_

By \_\_\_\_\_

## **PART VI                      SIGNATURE PAGE**

It is acknowledged that the documents enclosed are hereby incorporated by reference and upon award constitute a contract between the undersigned and the Longview School District No. 122. The undersigned bidder hereby represents as follows: That this bid is made without connection with any person, firm or corporation making a bid for the same material, and is in all respects fair and without collusion or fraud.

**Firm Name:** \_\_\_\_\_

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

**Signature/Title**

**Printed Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Tel. No.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**PART VI DEBARMENT CERTIFICATION**

**Certification Regarding Debarment, Suspension,  
Proposed Debarment and Other Responsibility Matters**

\_\_\_\_\_ certifies that to the best of their knowledge/belief that neither \_\_\_\_\_ as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

“Principals”, for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

\_\_\_\_\_ shall provide immediate written notice to Longview School District if at any time during the term of this Agreement, including any renewals hereof, if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if Longview School District should determine at any time that this certification is false, Longview School District reserves the right to review the status of the organization and if necessary, terminate this agreement.

Should individual/company enter into a covered transaction with another person at the next lower tier, we agree by signing this agreement that we will verify that the person with whom we intend to do business is not excluded or disqualified. We will do this by:

- A. Checking the federal Excluded Parties List System (EPLS); or
- B. Collecting a certification from that person if allowed by this rule; or
- C. Adding a clause or condition to the covered transaction with that person.

We agree by signing this agreement that we shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and /or debarment.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Line#	Item#	Description	Unit	Quantity	As Spec?	Vendor Catalog#	Alternate	Unit Price	Extended Price
1	20-1105	Copier Paper, 20#, White, Letter, Brightness at least 84, Opacity 88, Smoothness 150, Caliper 4.1, PPI 486. <b>Please Include Manufacturer</b>	Ream	8400		Include manufacturer			\$ -
2	20-1115	Copier Paper, 20#, White, Legal, Brightness at least 84, Opacity 88, Smoothness 150, Caliper 4.1, PPI 486. <b>Please Include Manufacturer</b>	Ream	40		Include manufacturer			
3	20-1120	Copier Paper, 20#, Blue Letter, 30% Recycled	Ream	400					\$ -
4	20-1125	Copier Paper, 20#, Blue LEGAL, 30% Recycled	Ream	40					\$ -
5	20-1130	Copier Paper, 20#, Canary Letter, 30% Recycled	Ream	600					\$ -
6	20-1135	Copier Paper, 20#, Canary LEGAL, 30% Recycled	Ream	40					\$ -
7	20-1140	Copier Paper, 20#, Green Letter, 30% Recycled	Ream	300					\$ -
8	20-1145	Copier Paper, 20#, Green LEGAL, 30% Recycled	Ream	40					\$ -
9	20-1160	Copier Paper, 20#, Pink Letter, 30% Recycled	Ream	100					\$ -
10	20-1190	Copier Paper, 20#, Lilac Letter, 30% Recycled	Ream	200					\$ -
11	73-0005	Cardstock, Blue, 8-1/2 x 11, 110 lb., 20% Recycled, 250 Sheets/pkg	PKG	120					\$ -

12	73-0010	Cardstock, Buff, 8-1/2 x 11, 110 lb., 20% Recycled, 250 Sheets/pkg	PKG	64					\$ -
13	73-0015	Cardstock, Yellow, 8-1/2 x 11, 110 lb., 20% Recycled, 250 Sheets/pkg	PKG	240					\$ -
14	73-0020	Cardstock, Cherry, 8-1/2 x 11, 110 lb., 20% Recycled, 250 Sheets/pkg	PKG	64					\$ -
15	73-0025	Cardstock, Green, 8-1/2 x 11, 110 lb., 20% Recycled, 250 Sheets/pkg	PKG	160					\$ -
16	73-0030	Cardstock, Salmon, 8-1/2 x 11, 110 lb., 20% Recycled, 250 Sheets/pkg	PKG	80					\$ -
17	73-0035	Cardstock, White, 8-1/2 x 11, 110 lb., 20% Recycled, 250 Sheets/pkg	PKG	1200					\$ -
18	73-0090	Offset Paper 70 lb. White, 11 x 17	Ream	100					\$ -
19	73-0100	NCR, 2 Part, 8-1/2 x 11, Precollated Reverse, Black Image, 20 lb., White/Yellow Superior Only	Ream	220					\$ -
20	73-0175	Astrobright 60 lb., Letter, Pulsar Pink	Ream	100					\$ -
21	73-0180	Astrobright 60 lb., Letter, Solar Yellow	Ream	120					\$ -
22	73-0200	Astrobright 60 lb., Letter, Orbit Orange	Ream	100					\$ -
23	73-0230	Astrobright 60 lb., Letter, Terra Green	Ream	150					\$ -