



Hazelwood School District

Copy Paper Bid

Date:

March 11, 2019

Due:

March 25, 2019

Time:

10:30 a.m. CDT



The Hazelwood School District is seeking bids for copy paper to be shipped to the Central Stores Warehouse.

The bid will be awarded to the lowest responsive and responsible bidder meeting all specification on the basis of price, quality, delivery timeline, along with the consideration for firm prices, delivery capability; delivering product quality on a consistent basis meeting the terms and conditions set forth in the bid document. The lowest responsible bidder will not, therefore, always be the bidder who has submitted the lowest monetary bid. Award of bids will be made in the best interest of HSD.

Interested parties should submit in a sealed envelope marked **“Copy Paper Bid”** to reach the Hazelwood Business Office on or before **Monday, March 25, 2019** not later than **10:30 a.m.**

All bids must be properly marked and addressed:

Hazelwood School District Business Office

“Copy Paper Bid”

Attn: Kevin Cross

15955 New Halls Ferry Road

Florissant, MO 63031

Note: Emailed bid responses will not be accepted and will be considered non responsive.

Responses must be submitted on or before the date and time listed above. The Hazelwood School District is not responsible for late or incorrect deliveries from the US Postal Service (USPS) or any other mail delivery service. All bid responses must be submitted to the address described herein. The Hazelwood School District reserves the right to accept or reject any and all bids.



Scope and Bid Specifications

The successful bidder will furnish the following copy paper for the remaining Fiscal Year 2019 ending June 30, 2019. The Hazelwood School District will purchase on an as need basis a truck load basis with a minimum of one (1) truck load totaling 840 cases, and a maximum of two (2) truck load totaling 1,680 cases. Copy paper will be palletized consisting of forty (40) cases per pallet.

Copy Paper Bid Specifications:

- Size: 8.5' x 11"
- Color: White
- Weight: 20#
- Brightness: Minimum 92
- Packaging: 500 sheet/sealed ream – 10 reams/case in moisture resistant wrapper.
- Palletized: 40 cases per pallet – shrink wrapped with plastic.
- Must be suitable for use in high speed production copiers, standard copiers, and laser printers.
- Paper shall be free from lint, wrinkles, waviness, folds, holes, tears, wrapper glue, damaged edges, and any scrapes of foreign materials and or other defects.

Delivery

Copy paper product will be F.O.B. delivered with **24-hour advance phone notice** to the following address:

Hazelwood School District
Central Stores Warehouse
15795 New Halls Ferry Road
Florissant, MO 63031

Delivery Hours: Monday thru Friday, with exception for holidays and school district closures.

Delivery Times: 7 a.m. and 2 p.m.

Supplier Diversity

The Hazelwood School District has established a Supplier Diversity Program to provide opportunities for the meaningful participation of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) in purchases made by the District. The District has established a MBE goal of fifteen percent (15%) and a WBE goal of five percent (5%) utilization for all manufacturers, suppliers of goods, and brokers.

A manufacturer, supplier of goods, or broker who has achieved the participation goals for MBE/WBEs, as defined herein, will be in compliance with the requirements of this specification. A manufacturer, supplier of goods, or broker who cannot achieve the goals for MBE/WBE participation must be able to demonstrate that the required positive efforts were initiated prior to submittal of the proposal. If the business partner cannot demonstrate the required positive efforts, the proposal will be rejected as non-responsive.

The District will accept, as prospective MBE/WBE participants for these projects, only those MBE/WBE firms which have been certified by one or more of the following agencies on or before the date of the bid opening:

1. City of St. Louis (St. Louis Development Corporation/Airport Authority)
2. St. Louis Minority Supplier Development Council (SLMSDC)
3. Missouri Regional Certification Committee (MRCC)
4. State Certifications, e.g., the State of Missouri and other states
5. National Minority Supplier Development Council (NMSDC)
6. Women Business Enterprise National Council (WBENC) and its affiliates

In the case of a manufacturer, the District will also accept MBE/WBE certification by any state division of purchasing or the National Minority Supplier Development Council and its affiliates.

HSD reserves the right to reject any certification if it is discovered that the same entity was denied certification by any of the other agencies listed above. If HSD does not accept a MBE or WBE's certification, HSD will notify the MBE or WBE in writing.

The Hazelwood School District reserves the right to reject any or all bids submitted. All bids must comply with the policies of the Hazelwood School District. We have tax exempt status.



BID RESPONSE SHEET

PROPOSED BID COST/CASE: \$ _____

PROPOSED BID COST/TRUCKLOAD: \$ _____

Company Name

Address

City/Zip

Phone

Fax

Federal Tax ID

X _____ **Date:** _____
Signature: Authorized Company Official

Print Signature: Authorized Company Official

E-mail Address