RFP #12082025– Lakota Local School District Copy Paper Supplement

Q1. **Is domestic paper the only acceptable product?**

A. Yes.

Q2. **When and how often do you plan on placing orders for 3-4 truckloads of copy paper?**

A. The quantity of materials ordered will not exceed the amount specified in the RFQ. If Lakota determines they need less than specified on the RFQ they reserve the right to reduce the quantity specified on the purchase order. The quantity of materials ordered will vary, historically one truck per month is ordered. We will notify you in advance when we need delivery.

Q3. **I wanted to clarify if you will make payment via check and/or card?**

A. We can make payment via check, card or ACH. Referencing RFQ #012082025 page 3, section Payment Terms, Conditions & Discounts, preference for payment of invoices is via Visa – Card Payables program through First Financial Bank, at no additional charge (transaction/convenience fees or additional up-charge/surcharge fees will not be permitted).

Q4. **Will all cases be delivered at the same time? If not can you provide requested delivery schedule?**

A. No all truckloads will not be delivered at the same time. Reference question Q2 for answer.

Q5. **Can you explain the estimated delivery schedule and timeframe for the order?**

A. Please reference the answer to question #2. Orders will be provided in advance (1-2 weeks prior) for ample time for delivery.

Q6. **Do you have the ability to unload the pallets of paper from the truck as long as the delivery is "tailgated" as required?**

A. Referencing RFP #12082025 page 3, section Packing, Delivery Requirements & Claims, transport deliveries must include tailgate services (driver must move pallets to the end of the trailer) and have ready for inspection by 1:00 p.m. EST. **Full truckloads will be delivered to third party location and will not require tailgate services for full truckload deliveries. Deliveries made to third party location will need to be delivered before 1 p.m. EST.**

Deliveries to the designated third-party location, as outlined in RFQ.

Q7. **Is it necessary that I make an appointment to drop off quote and/or copy paper?**

A. We would prefer you email your response to the solicitation, as outlined on page 1 of RFQ #12082025. You will receive an email confirmation of the receipt of your response. Keep the email as your receipt.

Q8. **Will we need to provide a sample of copy paper?**

A. No, samples will be upon request only.

Q9. **Do you ship less than full truckloads?**

A. No, we only order full (21 pallets) truckloads.

Q10. **How were those truckloads unloaded? Does the location have a pallet jack and forklift? Does the driver need to assist in any way?**

A. There is no driver assistance required for full truckload deliveries made to the third-party vendor. The third-party vendor has a pallet jack/ forklift and provides unloading services.