THIS IS NOT AN ORDER

REQUEST FOR PROPOSAL

TITLE: COPY PAPER

RFP #12082025

DUE DATE: 03:00 PM on MONDAY, DECEMBER 22, 2025

******EMAIL RESPONSES TO EMAIL BELOW – DON'T USE POSTAL MAIL*******

VENDOR INFORMATION	LAKOTA LOCAL SCHOOL DISTRICT
Address:	Business Operations – Attn: Purchasing
City/State/Zip:	Jackie Smith
Contact Person:	5572 Princeton Road
Telephone Number:	Liberty Township, OH 45011
Email Address:	Telephone: 513.874.5505 Ext 19200
Federal Tax I.D.#	Email: jacqueline.smith@lakotaonline.com

Proposals submitted via email will receive a confirmation of receipt from Procurement Services| Business Operations. If receipt has not been acknowledged within 24-hours please inquire. Late proposals will NOT be accepted after the designated deadline.

FOB Destination. The articles to be furnished shall be delivered, with all transportation charges paid by the Supplier, to the Lakota Local School District c/o a third-party storage facility at Valley Janitor Supply Co., 401 S. Third St., Hamilton, OH 45011.

INSTRUCTIONS: Provide your best-selling price in the unit price column for the item(s) being proposed. **If proposing product other than specified, indicate brand name, part number, and include spec sheet.** Please read the terms and conditions listed below, complete the requested information, and sign in the space provided below. If not proposing, please indicate "NO PROPOSAL" and return this form.

Estimated Quantities	Description	Brand	Base Unit Price	Extended Pricing (Total)	Pricing Firm Through June 2026	Incentives	Accept "P" Card Y/N
2520-3360 cases (63-84 pallets) 3-4 truckloads	**Copy Paper, WHITE,** 20#, 8.5" x 11", min. 92% Brightness, 5K sheets per case (10 reams per case @ 500 sheets per ream)						
Estimated Quantities	**Description**	**Brand (If different than spec)**	**Base Unit Price**	**Extended Pricing (Total)**	**Pricing Firm Through (Specify Date)**	**Incentives**	**Accept "P" Card Y/N**
Alternate	**Copy Paper, WHITE,** Hammermill 99.99% Jam Free , 8.5" x 11", min. 92% Brightness, 5K sheets per case (10reams per case @ 500 sheets per ream)						

REFERENCES (SEE PAGE 4) MUST BE INCLUDED WITH REQUEST FOR PROPOSAL (RFP). A CASE SAMPLE OF THE ITEM(S) WILL BE PROVIDED UPON REQUEST. ANY PURCHASE ORDER RESULTING FROM THIS PROPOSAL WILL BE SUBJECT TO THE TERMS AND CONDITIONS ATTACHED HERETO.

SIGNATURE: _____ TITLE: _____

PRINT NAME: _____ DATE: _____

RETURN BY DUE DATE AT SPECIFIED EMAIL ONLY

Date & Time Proposal Received: (For Lakota Use Only)

_____

_____

Received by: _____

LAKOTA LOCAL SCHOOL DISTRICT
TERMS AND CONDITIONS – READ CAREFULLY

- ☐ The Lakota Local School District reserves the right to cancel this order if not filled within the quoted time, as specified.
- ☐ The conditions of this order are not to be modified by any verbal understanding.
- ☐ Acceptance of this order includes all terms, prices, delivery instructions, specifications and conditions stated.
- ☐ No payment will be made for materials ordered without proper purchase order authorization.
- ☐ Invoices and packages must bear the assigned Lakota Purchase Order number.
- ☐ Please forward all invoices to Accounts Payables, 5572 Princeton Rd., Liberty Township, OH 45011

GENERAL CONDITIONS

Vendor must not change the terms and conditions of this order. Failure of an awarded Vendor to deliver according to the Purchase Order or to comply with any of the terms and conditions therein may disqualify the vendor from receiving future orders. Any protest resulting from this quotation must be filed within 72 hours from award. Issuance of the Purchase Order constitutes award.

QUALITY

All materials or services furnished on this order must be as specified and subject to inspection by the Lakota Local School District, within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from Business Operations – Purchasing. Material rejected will be returned at Vendor's risk and expense. Lakota Local School District reserves the right to cancel this order and purchase elsewhere if the Vendor fails to deliver quality item(s) as specified on the Purchase Order. If the Vendor does not meet quality expectations for the articles or services covered by this order, Lakota Local School District can procure the articles or services covered by this order from other sources with no further obligation to awarded Vendor.

QUANTITY/PRICE

The quantity of materials ordered, or the prices specified, must not be exceeded without written authority being first obtained from Business Operations – Purchasing. If Consignee "Lakota Local Schools" determines they want to reduce the quantity specified in the quote they can modify according to need base. All prices quoted in this Request for Quote shall be firm through **June 30, 2026.**

QUALITY/AVAILABILITY

Copy Paper must be for copier duplexing. All items furnished must be new and free from defects. No others will be accepted under the terms and intent of this RFQ. All containers shall be new and suitable for storage or shipment, and price shall include standard commercial packaging. Suppliers will make all arrangements to order, store and/or have available product in sufficient quantity to meet all orders within a **10-day turn-around time from order receipt**. ALL purchase orders will be mailed as indicated in RFQ.

SAMPLES

If a sample case of the item(s) is required, we will notify you. Samples must be submitted within the time specified at no expense to the Lakota Local School District. If not destroyed or used up during testing, samples will be returned upon request, at the Vendor's expense. Each individual sample must be labeled with vendor's name and manufacturer's brand name and number.

INDEMNITY

The Vendor hereby agrees to indemnify and hold harmless to the Lakota Local School District, its officers, agents and the employees from the against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions, and cost of actions, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of this Agreement whether by act or omission of the Vendor, its agents, employees, or others, or because of or due to the mere existence of this Agreement between the parties.

LAKOTA LOCAL SCHOOL DISTRICT,
TERMS AND CONDITIONS– READ CAREFULLY (Cont'd)

PACKING, DELIVERY REQUIREMENTS & CLAIMS

All packages must be plainly marked with the shipper's name and Purchase Order Number. Charges are not allowed for boxing or crating, unless previously agreed upon in writing. All materials must be shipped FOB Destination with all transportation charges prepaid, unless otherwise specified in the RFQ. The Lakota Local School District will pay no freight or expense charges, unless noted in RFQ. The delivery must be affected within the time stated on the Purchase Order. The Lakota Local School District reserves the right to cancel this order and purchase elsewhere if the Vendor fails to meet the delivery date specified on the Purchase Order.

Deliveries shall be made between 8:00 a.m. and 12:30 p.m. on regular working days unless otherwise stated. Transport deliveries must include tailgate services (driver must move pallets to the end of the trailer) and be ready for inspection by 1:00 p.m. EST.

Orders will be a full truckload (21 pallets – 840 cases) delivered to a third-party storage facility at Valley Janitor Supply Company, 401 S. Third Street, Hamilton OH 45011.

In case of default by the Vendor (or third-party carrier), the Lakota Local School District may procure the articles or services covered by this order from other sources and hold the Vendor responsible for any additional cost occasioned thereby. The vendor will be responsible for making any, and all claims against carriers for missing or damaged items.

MATERIAL SAFETY DATA SHEET

Where applicable, the Vendor agrees to furnish the Lakota Local School District with a current Material Safety Data Sheet (MSDS) on or before delivery of each, and every hazardous chemical or substance purchased. Appropriate labels and MSDS's shall be provided for shipments.

OSHA REQUIREMENT

The Vendor hereby guarantees the Lakota Local School District, that all materials, supplies, and equipment as listed on the Purchase Order shall meet the requirements, specifications and standards as provided under the U.S. Department of Labor Occupational Safety and Health Act of 1970, as from time to time amended and in force at date hereof.

COMPLIANCE TO LAWS, GUIDELINES, REGULATIONS, ETC.

The Vendor must comply with all applicable federal, state, and local laws, guidelines, and regulations, etc.

PAYMENT TERMS, CONDITIONS & DISCOUNTS

Lakota Local School District's preference to pay invoices 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) to Lakota Local Schools. Payment can also be arranged via ACH. Payment terms will be Net 30 days. All invoices must reference a Lakota Purchase Order number. Payment will not be made until the entire order is received, reconciled, and invoiced. Any discount or incentives should be documented in the "note" section of the quote.

In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the latter date. Payment is deemed to be made on the date of the electronic bank payment.

AWARD

It is the intention to award business to the responsive, responsible vendor offering the best overall value, which includes price, service, and quality of product as determined by the Chief Operations Officer of the Lakota Local School District. However, Lakota Local School District reserves the right to determine the number of contracts awarded against the RFQ.

WARRANTY

Vendor shall be a factory authorized distributor of the product. The warranty shall be the manufacturer's standard warranty beginning from the date the product is placed into service or one (1) year free replacement from the date the product is put into service, whichever is greater.

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COPY PAPER Q/A SUPPLEMENT INCLUDED

REFERENCES

On a separate document submit three major regional customers (preferably school districts) within the region, similar in size and scope to Lakota Local School District. Provide one (1) local school district that has discontinued services within the past 24 months.

INCLUDE

- □ **District or Company Name**
- □ **Contact Name and Title**
- □ **City and State**
- □ **Telephone Number**
- □ **Email Address**
- □ **Years you have Serviced Customer**