



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

520 Fifth Ave. Fairbanks, AK 99701 ☎ (907) 452-2000 ✉ purchasing@k12northstar.org

PUBLIC NOTICE

SOLICITATION NO: **27-R0002**

The Fairbanks North Star Borough School District will receive bids for:

COPY PAPER

A pre-bid conference for the discussion of specifications will be held at the Purchasing Department at 9:00 AM on 04/24/2026.

To attend virtually via zoom, please follow the below link:

<https://k12northstar-org.zoom.us/j/84944663569?pwd=90iPuczdkwGMYYVpfzyNKQMO2sXrHZ3.1>

Sealed Bids will be accepted until 4:00 PM (Alaska Time) on 5/04/2026, at which time they shall be opened and publicly read aloud.

Specifications and related bid documents may be obtained at the Purchasing Department in person or by telephoning (907) 452-2000, Ext 11341, or emailing to purchasing@k12northstar.org to request a copy be mailed or otherwise transmitted. Questions concerning this procurement should be directed to Sr. Purchasing Agent: Kiran Gibbs



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520 Fifth Ave. Fairbanks, AK 99701 ☎ (907) 452-2000 ✉ purchasing@k12northstar.org

INVITATION TO BID

Solicitation No: 27-R0002

Greetings:

You are invited to submit your bids for:

COPY PAPER

A pre-bid conference will be held at the Purchasing Office at 9:00 AM (Alaska Time) on 04/24/2026.

To attend virtually via zoom, please follow the below link:

<https://k12northstar-org.zoom.us/j/84944663569?pwd=90iPuczdkwGMYYVpfzyNKQMO2sXrHZ3.1>

Sealed Bids will be accepted until 4:00 PM (Alaska Time) on 05/04/2026, at which time they shall be opened and publicly read aloud.

Method of Award: BY AGGREGATE

This solicitation consists of the sections listed in the table of contents which will be part of any resulting contract.

FAXED BIDS ARE NOT ACCEPTABLE. Bids shall be submitted on the BID SCHEDULE AND OFFER ACKNOWLEDGEMENT FORM provided in Section IV. The BID SCHEDULE AND OFFER will be completed in accordance with the instructions provided herein and signed by an officer authorized to bind the company.

Sincerely,

Kiran Gibbs

Sr. Purchasing Agent

TABLE OF CONTENTS

INVITATION TO BID

TABLE OF CONTENTS	1
SECTION I - INSTRUCTIONS TO BIDDERS	2
SECTION II - CONDITIONS OF PURCHASE	7
SECTION III - SPECIAL TERMS AND CONDITIONS	11
SECTION IV – BID SCHEDULE AND OFFER ACKNOWLEDGEMENT FORM	14

SECTION I - INSTRUCTIONS TO BIDDERS

1. AUTHORITY

This solicitation is issued pursuant to Fairbanks North Star Borough School District Board Policy, including Policy 440 as supplemented by Administrative Regulation 440.12

2. PURPOSE

These instructions outline the procedures to be followed in submission of a bid or quotation, the evaluation of bids and quotations, and the award of a contract. The terms "solicitation", "request for quotation" (RFQ), "invitation to bid" (ITB), and "invitation for bids" (IFB) are used interchangeably and have the same meaning in these instructions. The terms "offer", "bid", and "quotation" all refer to a vendor's offer to sell at the prices specified on the bid schedule and are used interchangeably.

3. SOLICITATION REVIEW

Offerors shall carefully review this solicitation for ambiguities. Offeror's comments concerning ambiguities in this solicitation must be made in writing and received by the Buyer at least four (4) business days before the due date. Such comments will allow time for an amendment to be issued, if one is required. Offerors should send any such comments to the Buyer listed on the front of this solicitation. Offeror's protests based upon any omissions, errors, or the content of this solicitation will be disallowed if not made known prior to the solicitation opening.

Any attempt to make additions, deletions, or corrections to the solicitation document(s), or change or qualify a material condition of the solicitation may be construed as a lack of "Good Faith" and may be cause for forfeiture of a bid bond and/or rejection of the bid.

4. INTERPRETATION OR REPRESENTATIONS

The FNSB School District assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated in a written amendment to this solicitation. No oral interpretation will be made to any Offeror as to the meaning of this solicitation or any part thereof. Every request for such interpretation shall be made in writing to the Buyer. Oral explanations or instructions given before the award of the contract will not be binding. Every interpretation made to an offeror will be in the form of an amendment to this solicitation, but it shall be the offeror's responsibility to make inquiry as to the amendments issued. All amendments shall become part of the contract and all offerors shall acknowledge receipt of the amendments. Failure to acknowledge receipt of the amendment may be cause for rejection of bids as non-responsive.

5. PRE-BID CONFERENCE

Pre-bid conferences are held to give bidders an opportunity to address deficiencies, defective specifications, and other concerns contained in the solicitation document. The purpose is to question unclear aspects of the solicitation documents, seek clarity regarding contractual obligations, and identify and resolve issues that have the potential to cause delays or generate an award protest based on defective or ambiguous

specifications. Unless defective specifications are brought to the FNSB School District's attention at the pre-bid conference, or as stated in the "Solicitation Review" clause, above, the terms of this solicitation shall be deemed agreeable, and protests or appeals of award based on alleged defective specifications will not be favorably considered.

6. **CONFLICTING TERMS**

In the event that the Special Terms and Conditions (Section III) conflict with the Conditions of Purchase (Section II) or the Instructions to Bidders (Section I), the Special Terms and Conditions shall take precedence over Sections I and II of this solicitation.

7. **SOLICITATION FORMS**

Offerors will submit bids or quotations as provided for in Section IV. Bids shall be signed by an agent authorized to bind the company submitting the bid. All alterations/corrections of the bid shall be initiated by the signer of the bid.

8. **QUANTITIES**

Quantities listed on the BID SCHEDULE AND OFFER form are estimates only and do not guarantee any minimum purchase. However, the School District's requirements may change prior to issuing a purchase order and reserves the right to increase or decrease quantities at its discretion to meet current demands.

9. **FIRM PRICING**

Unless otherwise specified herein, the vendor shall hold prices bid good and firm for a period of 60 days to allow for bid evaluation. The period of performance is specified in Section IV, Bid Schedule and Offer.

10. **SUBMITTING BIDS**

Only SEALED bids may be submitted. Bids must be received prior to the opening date and time.

- a. Mailed or hand delivered bids must be submitted in a sealed envelope, marked and addressed as shown below. Envelopes with bid numbers written on the outside will not be opened until the scheduled date and time. Bids must be received prior to the opening date and time.

| Bidder's Return Address
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX

FNSB School District
Shipping & Receiving
1300 Minnie St.
Fairbanks, Alaska 99701-2809

Bid No: (insert the bid number on your envelope)
Opening Date: (insert the opening date on your envelope)

- b. Neither the Fairbanks North Star Borough School District nor its officers or employees shall be responsible for the premature opening or failure to open a bid which is not properly addressed or identified.
- c. The FNSB School District Purchasing Department is located at 520 5th Ave, Fairbanks, Alaska, 99701; and is open for business from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday or holidays. The ultimate responsibility for the delivery of the bid document lies with the bidder. The FNSB School District shall make no concession regarding postal service or any other form of conveyance of the bid document even when timely delivery of the bid fails through no fault of the bidder.

- d. Bidders are encouraged to mail return bids at least five (5) business days prior to bid opening. Bids mailed less than five (5) business days before opening should be sent by Postal Express, DHL Courier Express, or similar service. This is a suggestion only to minimize late bids received and does not negate the aforementioned disposition of late bids.
- e. **Electronic, SEALED** bids for this solicitation must be submitted exclusively through the School District's adopted platform: [Public Purchase]. Registration is required; to submit sealed bids electronically, go to: <https://www.publicpurchase.com/> Vendors should ensure proper file formatting, correct naming conventions, and complete data entry to avoid submission errors. Late or improperly formatted electronic bids may be rejected.

11. **LATE BIDS**

Bids received after the exact date and time specified for opening shall not be considered, and shall be held unopened by the FNSB School District until after the award of the contract. The FNSB School District reserves the right, at its discretion, to consider bids which have been delayed or mishandled by the FNSB School District.

12. **PRICES**

- a. The offeror shall state prices in the units of purchase specified on the BID SCHEDULE AND OFFER form. Prices quoted for commodities or services must be in U.S. funds and must reflect all costs, including, but not limited to applicable federal duty, brokerage fees, merchant fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized, or the services can be provided without further cost.
- b. Prices quoted must be exclusive of federal, state, and local taxes. If the offeror believes that certain taxes are payable by the FNSB School District, the offeror may list such taxes separately, directly below the unit price for the affected item.
- c. Not including special promotions, discounts, or negotiated prices by other government agencies, the School District shall receive the benefit of any general reduction in Seller's price prior to delivery and in no event shall the School District be charged higher prices than the Seller's similar customers who take delivery of substantially similar amounts and substantially similar circumstances. The Seller warrants that the pricing offered is not in excess of the Seller's lowest prices in effect on the date of the order for comparable quantities of the same items.

13. **SPECIFICATIONS**

The specifications contained herein reflect items that have been purchased in the past or of known quality and are acceptable to the FNSB School District. If the item specifications indicate "or equal" or "approved equal", Offerors may offer other than the specified item if the item offered is equal to that specified in general style, type, quality, workmanship, economy of operation, performance, characteristics, and suitability for the purpose intended. Offerors must identify the brand name offered, provide descriptive literature, and be prepared to provide the District with samples within ten (10) days upon request if called for during evaluation. Descriptive literature provided must be of sufficient scope so as to allow the FNSB School District to make an intelligent determination as to the suitability of the product offered for the FNSB School District's needs. Failure to provide adequate descriptive literature may be cause to declare the bid non-responsive and reject the bid.

The FNSB School District retains the sole right to determine if a product offered is, in fact, equal to that specified in this RFQ. If there is any doubt as to the suitability of a product offered on an 'or equal' basis, the product will be rejected in favor of an offer to provide the specified product. The offeror warrants the alternate product to be equal or better than the specified item in quality, workmanship, economy of operation, performance, and characteristics; and is suitable for the purpose intended. If the item specifications indicate "no substitute" or "only", offers for only the specified item will be considered. All items provided as a result of this solicitation shall be new, manufacturers warranties shall survive School District ownership and the offeror shall honor such warranties.

14. **MULTIPLE OR ALTERNATE BIDS**

Vendors are invited to submit multiple bids for this solicitation.

Offerors may submit more than one bid for the same Item or Lot, when the specifications allow for “or equal” or “alternative” products. Each alternate bid must be clearly identified as an alternate and must be submitted on a separate bid schedule form; descriptive literature must be included with each bid for an alternate item.

The FNSBSD will evaluate bids in accordance with the requirements stated in the solicitation. Alternate bids that do not comply with these requirements may be considered non-responsive and may be rejected.

The FNSB School District retains the sole right to determine whether a product offered is equal to the specified item and whether accepting or rejecting an alternative is in the best interest of the District. If there is any doubt regarding the suitability of a product offered on an “or equal” basis, the product may be rejected. Offerors warrant that any alternate product meets or exceeds the quality, workmanship, performance, economy of operation, characteristics, and suitability of the specified item.

15. **WITHDRAWAL, MODIFICATION, OR CORRECTION OF BID**

Bids may be modified, corrected, or withdrawn on written, FAX or telegraphic requests if received prior to the time set for bid opening. Bids may not be modified, corrected or withdrawn verbally. The offeror bears the same responsibility for delivery of bid modifications, corrections or withdrawals as for the original document. All modifications, corrections, or requests for withdrawals must be clearly marked as such. The original bid, as modified by such written communication will be considered as the offer. No offeror will be permitted to withdraw their bid after the time set for opening bids.

Any attempt to make additions, deletions, corrections, or withdrawals after the bid opening may be construed as a lack of "Good Faith" and may be cause for forfeiture of a bid bond and/or rejection of the bid.

16. **VENDOR TAX ID NUMBER**

If goods or services procured through this solicitation must be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the FNSB School District before payment will be made.

17. **ACCEPTANCE OR REJECTION OF BIDS**

- a. The FNSB School District may cancel the solicitation if such cancellation is in the best interest of the FNSB School District.
- b. A bid may be rejected when (1) the bid is not signed, (2) the offeror has failed to perform under some other contract with the FNSB School District, (3) the offeror fails to supply bid or performance bonds, plans, specifications, samples, descriptive literature, etc., when such item is called for in this solicitation, (4) the bid fails to include acknowledgment of all amendments issued, (5) the bid contains an alteration or erasure which is not initialed by the signer, (6) the offeror adds, changes, or qualifies a material term or condition of the solicitation.
- c. The FNSB School District has the authority to waive any and all minor deviations or irregularities on any or all bids.
- d. The School District reserves the right to reject all offers and procure the specified supplies or services from contracts let by other government agencies only in cases of emergency, contractor default, documented performance deficiencies, or when otherwise determined to be in the best interest of the District.

18. **AWARD OF CONTRACT**

- a. The resulting contract will be awarded to the responsible offeror submitting the low, responsive bid based on total cost complying with the requirements of this invitation, provided their bid is reasonable and it is in the best interest of the FNSB School District to accept it. The FNSB School District, however, reserves the right to reject any and all bids and to waive any minor informality or irregularity in bids received whenever such rejection or waiver is in the FNSB School District's best interest.

- b. The FNSB School District reserves the right to reject the bid of an offeror who has previously failed to perform properly or complete on time contracts of a similar nature; to reject the bid of an offeror who is not, in the opinion of the FNSBSD, in a position or qualified to perform the contract; and any or all bids when such rejection is in the best interest of the FNSB School District.
- c. Method of Award:
 - i. An award in the aggregate is an "all or nothing" solicitation where the award is made to the bidder whose total evaluated cost is the lowest. The total evaluated cost is calculated as the sum of the extended prices, which reflect all costs as required in Section IV (including shipping, packing, and delivery to the F.O.B. point), and shall include any additional costs to the District, and the cumulative cost of all renewal options, if applicable. The extended prices are calculated by multiplying the bid price times the quantity. You must bid on every item in an aggregate award solicitation for your bid to be responsive.
 - ii. An award by Lot is several aggregate award groups consolidated into one solicitation. Each Lot is awarded separately. The Lot award is based on the lowest total evaluated cost for that Lot, calculated in the same manner as an aggregate award, including all costs incorporated in unit pricing as specified in Section IV and the cumulative cost of any renewal options, if applicable. Bidders must bid on every item within a Lot for the bid to be considered responsive.

The District reserves the right to evaluate bids based on total cost using estimated quantities and projected usage over the initial term and any renewal periods.
- d. Issue of a Notice of Award, or Notice of Intent to Award (NIA), where applicable, shall constitute acceptance of the Bidder's offer including all the terms and conditions specified in the solicitation. Public notice of award will be made through posting the Notice and tabulation of bids/quotations to the School district "Bid Board" located outside the Purchasing Dept. in the Administrative Center. The FNSB School District administration shall post its Notice of Intent to Award by 12:00 noon, on Wednesday preceding the scheduled Tuesday School Board meeting for those contracts requiring School Board approval.
- e. Award is contingent upon School Board approval, where applicable, and available funding. Successful offerors are hereby notified not to proceed until an authorized School District Purchase Order (PO) is issued. The PO shall act as notice to proceed to the successful offeror.

19. **CONTRACT FUNDING**

Award in part or in whole is contingent upon available funding. In the event adequate funds are not appropriated and allocated by the School Board, the School District reserves the right to cancel the award at no penalty.

20. **QUALIFICATIONS OF OFFERORS**

At the option of the FNSB School District, and prior to Contract Award, an offeror may be requested to submit a detailed statement of their qualifications, including their previous experience in performing similar or comparable contracts, their business and technical organization, their financial resources and their equipment and plant available to be used in performing the contemplated contract. The FNSB School District shall have the right to take such steps as it deems necessary to determine the ability of the offeror to perform their obligations under the Contract and the offeror shall furnish the FNSB School District all such information and data for this purpose as may be requested. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy the FNSB School District the offeror is qualified to carry out properly the terms of the Contract.

21. **RESPONSIVE BID**

A responsive bid is one which conforms in all material respects to the solicitation. The FNSB School District reserves the right to waive technicalities or minor informalities in determining an offeror's responsiveness.

22. **RESPONSIBLE OFFEROR**

A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

23. **AGGRIEVED BIDDERS**

Any aggrieved bidder may appeal the award of a contract to the School Board in writing, for those contracts requiring School Board action. The appeal must be received by the Director of Procurement prior to 12:00 noon on the day of the School Board meeting at which award of the contract is to be made. Appeals of contract awards not requiring School Board action must be submitted no later than close of business five (5) calendar days after the posting of the bid results at the Purchasing Office. The appeal must include the name of the person submitting the protest, the name of the bidder represented by that person, the specific bid which is being appealed, a detailed statement of the legal and factual grounds for the appeal, including copies of supporting documents, and the form of relief requested. The aggrieved bidder must serve all other bidders with the notice of the appeal in order to afford them the opportunity to rebut. Failure to give written notice of the appeal as provided herein constitutes a waiver by the aggrieved bidder's right of any objection to the award.

24. **BID PREPARATION COSTS**

The FNSB School District is not liable for any costs incurred by the offeror in bid preparation.

SECTION II - CONDITIONS OF PURCHASE

FNSB School District is hereinafter referred to as "Buyer". The following conditions apply to any Purchase Order issued by the Buyer as a result of this solicitation.

1. **ACCEPTANCE**

Acceptance is limited to the terms stated herein. Any additional or different terms and conditions proposed by the Seller are rejected unless expressly agreed to in writing by an authorized representative of the Buyer's Purchasing Department.

2. **APPLICABLE LAW AND DISPUTES**

Any dispute with respect to this Order shall be governed by the laws of Alaska and FNSB School Board Policies. Any appeal of an administrative order and any original action to enforce any provision of this agreement or to obtain any relief from remedy in connection with this agreement may be brought only in the Superior Court for the Fourth Judicial District of Alaska.

3. **CONTINUING OBLIGATION OF SELLER**

Notwithstanding the expiration date of a contract resulting from this Order, the Seller is obligated to fulfill their responsibilities until warranty, guarantee, maintenance, and parts availability requirements have completely expired.

4. **ASSIGNMENT**

This Order or any interest hereunder shall not be assigned or transferred by the Seller without the prior written consent of the Buyer. The Buyer shall not consent to any proposed assignment unless and until the Seller furnishes the Buyer with two (2) executed copies of the assignment.

5. **CHANGES**

The Buyer may, at any time, and from time to time by written order from the Buyer's Purchasing Department to the Seller, make changes in any one or more of the following: (a) method of shipment or packing; and (b) time and/or place of delivery; and (c) the quantity of items ordered. If such change causes an increase or decrease in the price of the Order or the time required to perform, an equitable adjustment shall be made and the Order modified in writing accordingly. Any claim by the Seller hereunder must be asserted in writing within fifteen (15) days from the date the change is ordered. Whether made pursuant to this clause or by

mutual agreement, changes shall not be binding upon the Buyer, except when confirmed in writing by a member of the Buyer's Purchasing Department.

6. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS

The Seller shall comply with all applicable Federal, State and Local laws and ordinances and all lawful orders, rules and regulations thereunder, including the applicable provisions of the Fair Labor Standards Act of 1938 as amended (29 U.S.C. Sec. 201-219) and the Occupational Safety and Health Act of 1970 and all regulations and standards and any amendments issued pursuant thereto. The seller shall secure and obtain any and all permits, licenses and consents as may be necessary in connection therewith. The Seller warrants that the items delivered shall comply with the foregoing. The Seller agrees to indemnify and hold harmless the Buyer from and against any and all liability or consequential damage, including but not limited to, any fines, penalties, or other corrective measures the School District may suffer resulting from any violation by the contractor of such laws, ordinances, rules, and regulations.

The Contractor and its employees shall refrain from the use of alcohol, drugs, marijuana, tobacco or nicotine, including any smoking, electronic cigarette, or vapor device while on School District property. Tobacco is defined as tobacco and nicotine in any form as well as nicotine delivery devices, such as, but not limited to, electronic cigarettes and vapor pens, but excludes nicotine replacement therapy products approved by the U.S. Food and Drug Administration for the purpose of smoking/nicotine cessation.

7. NON-DISCRIMINATION

The Fairbanks North Star Borough School District and all covered subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 29 CFR Part 741, Appendix A to Subpart A, 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

The Seller shall comply with the applicable provisions of the Federal Civil Rights Act of 1964 and all amendments thereto, and the Equal Employment Opportunity Act and all amendments thereto, FNSB School Board Policy, article 441, and all regulations issued thereunder by the Federal and State governments. If the contractor fails to comply with such acts and regulations, the School District shall have the right to immediately terminate this contract.

8. INDEMNITY

Except for claims arising out of acts caused by the sole negligence of the Buyer, its agents, servants or employees, the Seller agrees to indemnify and hold harmless the School District, its agents, servants and employees, from acts or omissions of any nature whatsoever of the Seller, its agents, servants and employees, causing injury to, or death of person(s) or damage to property during the term of this contract, and from any expense incident to the defense of the School District therefrom. The Seller agrees to hold the FNSB School District harmless from and to defend it against, any and all claims arising from the purchase, installation, and/or use of the equipment, articles and/or materials which are the subject of this Order.

9. DEFAULT

- a. The Buyer may terminate this Order in whole or in part by written, telegraphic, or FAX notice:
 - i. if the Seller shall become insolvent or make a general assignment for the benefit of creditors, or
 - ii. if a petition under any bankruptcy act or similar statute is filed by or against the Seller and is not vacated within ten (10) days after it is filed, or
 - iii. if the Seller fails to make delivery of the items or to perform the services within the time specified in this Order, or any increments thereof or extensions thereto, or
 - iv. if the Seller fails to perform any other obligations under this Order, or so fails to make progress, so as to endanger performance of this Order, or

- v. if the Seller's financial condition shall become such as to endanger completion of performance.
- b. If the Buyer terminates this Order in whole or in part as provided in paragraph (9.1) of this clause, the Buyer may procure, upon such terms and in such manner as the Buyer may deem appropriate, items similar to those terminated, and the Seller shall be liable to the Buyer for any excess costs of such similar items; however, the Seller shall continue the performance of this Order to the extent not terminated,
- c. The rights and remedies of the Buyer provided in this clause shall not be exclusive, and are in addition to any other rights and remedies provided by law or under this Order.

10. **DELAYS**

The Seller shall not be liable for any delays in delivery caused by circumstances beyond its control including acts of God or of the public enemy, acts of the United States Government, fire, floods, epidemics, quarantine restrictions, strikes, or embargoes. When any delays in delivery will occur or are anticipated, the Seller shall immediately give notice thereof to the Buyer.

11. **DELIVERY**

The Buyer reserves the right to refuse late deliveries. Over shipment allowances, if authorized, will be applied to the entire Order. If the Buyer agrees to accept deliveries after the date of delivery has passed, the Buyer shall have the right to direct the Seller to make shipment to the delivery point set forth in this Order by the most expeditious means and the total cost of such expedited shipment and handling shall be borne by the Seller. Acceptance of late deliveries shall not be deemed a waiver of the Buyer's right to hold the Seller liable for any loss or damage resulting therefrom, nor shall it act as a modification of the Seller's obligation to make future deliveries in accordance with the delivery schedule.

12. **MATERIAL SAFETY DATA SHEETS**

In accordance with SARA (Superfund Amendments and Reauthorization Act) Title III, the Seller is required to provide Material Safety Data Sheets (MSDS, or "SDS") for all hazardous and potentially hazardous material shipped pursuant to this order. The appropriate MSDS shall be included with each shipment if required by the SARA.

13. **INSPECTION AND ACCEPTANCE**

- a. All items are subject to final inspection and acceptance after delivery at the Buyer's plant.
- b. If any items are defective in material or workmanship or otherwise not in conformity with the requirements of this Order, the Buyer shall have the right to require their correction or to require replacement.
- c. Final acceptance or rejection shall be made by the Buyer as promptly as practicable after delivery. If not rejected within ten (10) working days after delivery, items shall be deemed to have been accepted.
- d. Final acceptance shall be conclusive except with respect to latent defects, fraud or such gross mistakes as amount to fraud, or with respect to the Buyer's rights under the "Warranty" clause.

14. **INVOICING AND PAYMENT**

A separate invoice shall be issued for each shipment and shall include the Purchase Order number. Invoices shall not be issued prior to delivery of items. Payment shall not be made prior to receipt of items and an invoice. Credit and discount periods will be computed from the date of receipt of the invoice to the date the Buyer's check is mailed. Payment will be made thirty (30) days after the latter of (1) receipt of goods, (2) receipt of proper billing for goods, and (3) receipt of all documents required by this Order.

The FNSB School District will not pay state/local taxes, interest or late charges.

15. **MODIFICATION OF ORDER**

This Order contains all the agreements and conditions of sale and no course of dealing or usage of the trade shall be applicable unless expressly incorporated in this Order. The terms and conditions contained in this Order may not be added to, modified, superseded or otherwise altered except by a written modification signed by an authorized representative of the Buyer's Purchasing Department and delivered by the Buyer to the Seller. Each delivery shall be deemed to be only upon the terms and conditions contained in this Order notwithstanding any terms and conditions that may be contained in any acknowledgment, invoice or other form of the Seller, and notwithstanding the Buyer's act of accepting or paying for any delivery or similar act of the Buyer.

16. **NO WAIVER OF CONDITIONS**

The Buyer's failure to insist upon strict compliance shall not be deemed to be a waiver of any right, and waiver of a right under this Order shall not constitute a waiver of any other right or waiver of any other default under this Order.

17. **PACKING AND MARKING**

The Seller shall be responsible for safe and adequate packing of the items which shall conform to the requirements of carriers' tariffs. The Seller shall separately mark all cases and packages with the appropriate Purchase Order number. An itemized packing slip, bearing the Purchase Order number shall be placed in each container. No extra charge shall be made for packaging or packing materials unless authority therefore is set forth in this Order.

18. **PATENT INDEMNITY**

The Seller shall indemnify and hold harmless the Buyer, its customers and those for whom the Buyer may act, from and against all legal expenses which may be incurred as well as all damages, losses and costs which may be assessed against or borne by the Buyer by reason of any and all actions or proceedings charging infringement of any patent, trademark or copyright by reason of the sale or use of any items delivered hereunder. If the use or sale of such item, with respect to which the Seller indemnifies the Buyer, is enjoined as a result of such action or proceeding, the Seller, at no expense to the Buyer, shall obtain for the Buyer and its customers, the right to use and sell said items or shall substitute equivalent items. In the event that the Seller is unable to secure an equivalent item as a substitute, the Seller will indemnify the Buyer and its customers for any kind and all losses or damages sustained by reason of such injunction and infringement.

19. **PRICES**

The Seller warrants that the price of the items covered by this order are fair and competitive, reflecting current market conditions for comparable quantities of same or similar items.

20. **SHIPPING INSTRUCTIONS**

- a. Purchase Orders issued as a result of this solicitation are for "prompt or immediate shipment" of the goods contained thereon. Unless otherwise specified, delivery will be made not later than 30 days after receipt of a Purchase Order. "Time is of the essence" for this contract and a resulting Purchase Order is subject to cancellation for failure to deliver on time.
- b. FOB Point:

FNSB School District
Shipping & Receiving
1300 Minnie Street
Fairbanks, AK 99701
- c. Sub-Arctic Climate: Offerors are advised that Fairbanks is located in a sub-arctic climate zone and should plan shipments of any product subject to freezing and subsequent damage by a heated means of conveyance. Shipments are subject to below freezing temperatures from September through April.
- d. The Buyer's Purchase Order number must appear on all invoices, packing lists, packages, shipping notices, and correspondence. Memorandum of contents shall be enclosed in each box or package.

- e. All shipments of hazardous material must be accompanied by Material Safety Data Sheets in accordance with applicable laws.

21. TAXES

The School District is exempt from Federal, State, and Local taxes. A certificate of tax exemption will be provided to the Seller on request.

22. TITLE AND RISK OF LOSS

The Seller shall retain title to and risk of loss or damage to all items to be delivered hereunder until final acceptance by the Buyer at the Buyer's plant.

23. WARRANTY

The Seller warrants that the items, at time of delivery, shall conform to the Seller's specifications, the requirements of this Order, approved sample or samples, if any, and are free from defects in design, material and workmanship. Unless otherwise stated herein, warranty shall remain in effect for a minimum one (1) year period after delivery. At the Buyer's option, the Seller shall promptly either repair or replace defective items after receipt of the Buyer's written notice of a defect. Transportation charges for the return and redelivery of defective items shall be borne by the Seller. All implied warranties recognized by the Uniform Commercial Code apply to this Order and the Seller shall not issue any disclaimer to the UCC. Unless otherwise stated herein, all items shall be new, and standard manufacturers warranties shall survive School District ownership and the Seller shall honor such warranties.

24. TERMINATION FOR CONVENIENCE

The School District may terminate a contract, in whole or in part, without showing cause upon giving written notice to the Contractor. The School District shall pay all reasonable costs incurred by the Contractor up to the date of termination. The Contractor will not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

25. TERMINATION CONTINGENCY

If the Buyer terminates this Contract in whole or in part under the "Default", "Termination for Convenience", "Price Escalation/de-escalation" clauses, or any other reason authorized by the School Board Procurement Policy or contained herein, the Buyer may cover by procurement of items or services similar to those terminated, upon such terms and in such a manner as the Buyer may deem appropriate.

SECTION III - SPECIAL TERMS AND CONDITIONS

1. REQUIREMENTS CONTRACT

The purpose of this solicitation is to establish a Requirements contract between the successful bidder (Seller) and the FNSB School District (Buyer). During the term of the contract, the Seller shall furnish all of the Buyer's requirements for the items specified in this solicitation. The Buyer shall obtain such requirements from the Seller, except in cases of emergency, contractor default, or when otherwise determined to be in the best interest of the District. Orders shall be issued by the Buyer on an as-needed basis through authorized Purchase Orders. No work or shipment shall be performed without an authorized Purchase Order issued by the Buyer.

2. QUANTITIES

The quantities specified on the Bid Schedule or RFQ Form are estimates only, based on historical usage and anticipated needs, and are provided solely for the purpose of bid evaluation.

The Buyer does not guarantee any minimum purchase or total volume under this contract. Actual quantities purchased may vary significantly, either more or less, depending on the Buyer's actual requirements.

The Buyer shall not be liable for any costs, damages, or losses incurred by the Seller as a result of the Seller's reliance on estimated quantities or for any inventory purchased, manufactured, or maintained in anticipation of fulfilling this contract.

3. **CONTRACT PERIOD**

The initial contract period shall be from July 01, 2026 through June 30, 2027, unless terminated earlier in accordance with the terms of this contract.

4. **CONTRACT FORMATION/AWARD**

Contract Formation: The contract resulting from this solicitation shall consist of the Invitation to Bid (ITB), the Vendor's Response, and the District's Award. These documents shall collectively constitute the entire agreement between the parties.

5. **PRICE ESCALATION/DE-ESCALATION**

Price adjustments shall be permitted only as provided herein.

The Seller may request price adjustments based on verifiable increases or decreases in supplier costs or shipping costs. All requests must:

- Be submitted in writing to the Buyer
- Include supporting documentation substantiating the requested adjustment
- Be provided with a minimum of thirty (30) days advance notice

The Buyer shall have the sole discretion to determine whether the documentation provided is sufficient to justify any requested adjustment. No price adjustment shall be effective without prior written approval from the Buyer. Approved price adjustments shall be implemented through a revised Bid Schedule and Offer Form or other method acceptable to the Buyer. Not including special promotions, discounts, or negotiated prices by other government agencies, the Seller shall pass through any cost decreases of like nature and shall maintain the same margin for both increases and decreases.

Once a Purchase Order (PO) has been issued, **no price increase shall apply to that order.**

The Buyer reserves the right to:

- Reject any requested price adjustment
- Terminate the contract, in whole or in part, if price increases are not acceptable
- Terminate the contract if market conditions indicate a decrease in price and the Seller fails to pass through such reductions
- Audit the Seller's records, as reasonably necessary, to verify compliance with this clause.

6. **RENEWAL OPTION**

The Buyer reserves the right to renew this contract for up to (4) additional one (1) year periods, subject to:

- Mutual agreement of both parties
- Availability of funding
- Satisfactory contractor performance

Renewal shall be exercised in writing by the Buyer.

7. **DELIVERY**

Delivery shall be made in accordance with the terms specified in Section II – Conditions of Purchase and the Purchase Order.

Time is of the essence. Failure to meet delivery requirements may result in:

- Order Cancellation
- Procurement from alternate sources
- Assessment of excess costs to the Seller
- Potential Contract termination

8. **FREIGHT CHARGES**

Unless otherwise indicated all costs associated with shipping, packing, and delivery to the F.O.B Point must be incorporated into the unit prices quoted. If a separate freight charge is quoted when a separate space has not been provided and such charge cannot be readily incorporated into the unit price, the item, lot, or entire bid may be considered nonresponsive.

SECTION IV - BID SCHEDULE AND OFFER
27-R0002

Bids must be received by: 05/04/26 4:00 PM

Period of Performance: 07/01/2026 through 06/30/2027

Item Number	Description	Unit	Qty
645-21-45	PAPER, (WHITE), 20#, XEROGRAPHIC, MULTI-PURPOSE GRADE: NO. 4 (NON-RECYCLED) BASIS: 75 GSM BRIGHTNESS: 92 OPACITY: 89, OR BETTER PACKAGING: REAM WRAPPED, 500 SHEETS/REAM 8 ½" X 11": 10 REAMS PER CASE	CS	

ALKALINE SULPHATE-UNWATERMARKED, LONG GRAIN, WOOD-FREE, ACID FREE; SUITABLE FOR HIGH SPEED XEROGRAPHIC, OFFSET, LASER, AND INK-JET DEVICES. PAPER SHALL BE FREE FROM WRINKLES, WAVINESS, FOLDS, HOLES, TEARS, PERCEIVABLE COSMETIC DEFECT, OR ANOTHER DETRIMENTAL DEFECT. REAMS OF PAPER SHALL BE FREE FROM LINT, DUST OF ALL KINDS, INCLUDING PAPER DUST, AND GLUE SPOTS. REAM SIDES SHALL BE CLEANLY CUT AND FREE FROM ROUGH EDGES, FUZZINESS, OR PADDING (TENDENCY OF INDIVIDUAL SHEETS TO STICK TOGETHER).

645-21-45-1407	PAPER, 8 1/2" X 11", WHITE ORDERED IN INCREMENTS OF (40) CASES PER PALLET Brand/Model# Specification: BOISE OX9001 (OR) EQUAL Pre-Approved as Equal: Brand/Model#: Xerox 3R02047, 8 ½" X 11" Brand/Model#: Tru Red TR56957, 8 ½" X 11" Brand/Model#: Comet U31473, 8 ½" X 11"	CS	2,760
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Vendor Brand: _____ Vendor Model#: _____

Vendor Item No: _____ Vendor Unit Price: _____

NOTE: UNIT PRICES QUOTED MUST INCLUDE ALL COSTS ASSOCIATED WITH SHIPPING, PACKING, AND DELIVERY TO THE F.O.B. POINT.

OFFER

The undersigned agrees, if this offer is accepted, to furnish any or all items upon which prices are offered at the price entered on this schedule, delivered at the designated point, within the time specified.

The offeror certifies that:

1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered,
2. The prices in this offer have not and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract award unless otherwise authorized by law, and
3. No attempt has been made or will be made by the offeror to induce any concern to submit or not to submit an offer for the purpose of restricting competition.

Acknowledgment of Amendments:

Amendment No.

Date

Signature - Individual Authorized to Bind Firm

Date

Typed or Printed Name

Alaska Business License Number:

Business Name:

Mailing Address:

Business Address (Street Address):

Phone:

FAX:

E-Mail Bid Results to:
