

Bradley County Schools
800 South Lee Highway
Cleveland, TN 37311

Instructions to Bidders
Copy Paper

1. Sealed bids in envelopes plainly marked on the outside, "BID ON COPY PAPER" will be received at Bradley County Schools' Central Office, 800 South Lee Highway, Cleveland, TN until 11:15 a.m. on April 27, 2018 at which time all bids will be publicly opened and read. Your company's name and address must be on the envelope. Address all bids to the attention of Ellen Smith, Accounting Specialist. Bids received for any reason after the bid opening time/date will be returned unopened.
2. Bids must be submitted on form provided with these instructions. The bid will be for 8 ½" x 11" copier paper. The paper shall be 20 lb. weight. A sample must be submitted with the bid. The bid will be for a **minimum** of 2,000 cases of paper.
3. Your bid price shall include delivering paper to each school (16 locations) in our school system. **Inside delivery** to an area at each location to be chosen by the school.
4. Bradley County Schools' calendar requires that the successful bidder make delivery by July 26, 2018. Delivery shall be completed during the hours of 8:00 a.m. to 3:00 p.m. Delivery arrangements shall be made 48 hours in advance with Ellen Smith, Accounting Specialist.
5. In making the award, the Board of Education reserves the right to reject any or all bids. The Board also reserves the right to consider factors other than the lowest price submitted. Bidders agree, by their signature appearing on the bid form, to the Board's right to be the final judge in the award of this bid. Any bid which does not comply with the bidding conditions and specifications shall be considered unacceptable.
6. The successful bidder will be issued a purchase order during the first week of July (our fiscal year begins July 1). Purchases can be made throughout the term of the bid, not all at once. Prices shall be guaranteed for the term of this bid from July 1, 2018 through June 30, 2019.
7. Bradley County Schools shall have at least twenty (20) days from the date of the invoice in which to pay for the item ordered. Should partial shipment be made, invoices may be submitted and become due as noted in this paragraph.

BRADLEY COUNTY SCHOOLS

BID SHEET

(BIDS MUST BE SUBMITTED ON THIS SHEET)

Please provide bid price per case as indicated below:

Inside Delivery to 16 Locations \$ _____ per case

Bid will be for a minimum of 2,000 cases of paper (10 reams per case).

Certification:

I have read and agree to the bid conditions/specifications and hereby submit the bid as shown on this page.

Signature/Title _____

Print Your Name _____

Company Name _____

Address _____

Telephone _____

Fax _____

E-Mail _____

List of Schools

School	Address
Black Fox	3119 Varnell Road, Cleveland, TN
Bradley High	1000 South Lee Highway, Cleveland, TN
Charleston	8797 Hiwassee Street, Charleston, TN
Hopewell	5350 Freewill Road, Cleveland, TN
Lake Forest	610 Kile Lake Road, Cleveland, TN
Michigan Ave.	188 Michigan Avenue School Road, Cleveland, TN
North Lee	205 Sequoia Drive, Cleveland, TN
Oak Grove	500 Durkee Road, Cleveland, TN
Ocoee Middle	2250 North Ocoee St., Cleveland, TN
Park View	300 Minnis Road, NE, Cleveland, TN
Prospect	2450 Prospect Road, Cleveland, TN
Taylor	5265 Bates Pike, SE, Cleveland, TN
Valley View	5607 Springplace Road, SE, Cleveland, TN
Walker Valley	750 Lauderdale Highway NW, Cleveland, TN
Waterville	4081 Dalton Pike, Cleveland, TN
Central Office	800 South Lee Highway, Cleveland, TN