

Bradley County Schools
800 South Lee Highway
Cleveland, TN 37311

Instructions to Bidders
Janitorial Paper Supplies

1. Sealed bids in envelopes plainly marked on the outside, "BID ON TISSUE/SOAP/TOWELS" will be received at Bradley County Schools' Central Office, 800 South Lee Highway, Cleveland, TN until 11:00 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 forms provided with these instructions. Bids must be submitted per the specifications for each item. The approximate annual usage is a guide for you to use in submitting a bid. Actual purchases will be determined by our need, and could be more or less than the approximate usage stated.
3. Bradley County Schools reserves the right to award up to three individual contracts for each of the products.
4. 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.
5. The successful bidder(s) 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. Bradley County Schools has the option to extend this bid for one additional year (July 1, 2019 through June 30, 2020), depending on the parties both agreeing on prices for this year.
6. Deliveries shall be made within fifteen (15) days after receipt of order. Deliveries shall be F.O.B. to each of our schools/offices in Bradley County needing supplies. (A minimum of five school locations, but could be as many as sixteen school locations, the Maintenance Department, and the Central Office.) The delivery is inside each location as chosen by the school.
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.
8. Please sign the bid document in the space indicated. Your signature indicates that you have read and agree to the terms of this bid.

**BRADLEY COUNTY SCHOOLS
BID FORM**

Please provide your bid on the following items in the space provided:

1. Lotion Hand Soap

The bid shall be for 800 ml, 12 per case, to fit a universal dispenser (no exceptions).
Approximate annual usage is 100 cases. Dispensers shall be furnished at no charge for the entire bid term, up to 60 dispensers per year.

Your Bid (Per Case) _____

2. Hand Towels

The bid shall be for 800' white industrial roll, 6 per case, to fit a universal dispenser, and no seconds shall be bid (no exceptions to these specifications).
Approximate annual usage is 500 cases. Dispensers shall be furnished at no charge for the entire bid term, up to 20 dispensers per year. Dispensers shall be lever type.

Your Bid (Per Case) _____

3. Toilet Tissue

The bid shall be for 2 ply JRT Junior, 9" x 1000' per roll, to fit a universal dispenser, and no seconds shall be bid (no exceptions to these specifications).
Approximate annual usage is 450 cases. Universal replacement dispensers shall be furnished at no charge for the entire bid term, up to 20 dispensers per year. Dispensers shall be similar to those currently installed in our schools (to include stub roll feature).

Your Bid (Per Case) _____ Each case contains _____ rolls of 2 ply JRT Junior, 9" x 1000' per roll.

Please complete the following:

Company Name _____

Address _____

Phone _____

Fax _____

Signature/Title _____

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
CO Annex	283 Smith Drive SW, Cleveland, TN

Schools indicated with an asterisk () are the minimum five required schools for delivery.