



PURCHASING DEPARTMENT

REQUEST FOR BID

Copy Paper For
Dalton Public Schools,
Murray County Schools,
Gordon County Schools,
Whitfield County Schools
And City of Dalton

Bid opening June 7th @ 10am
At
Central Office for Dalton Public Schools

300 W Waugh St
2nd Floor
Dalton, GA 30722

10. All Bidders

Sealed bids will be received at the Dalton Public Schools Purchasing Department at 300 W. Waugh Street until 10:00AM on June 7th, 2018 for the purchase of copy paper for Dalton Public Schools, Whitfield County Schools, Gordon County Schools, Murray County Schools and City of Dalton

Bidder warrants by virtue of bidding, that this price shall remain firm from July 1, 2018 until December 31, 2018. If at the end of this time, it is agreeable with all parties then the bid may be extended up to 2 years in increments of six month periods.

The school systems and City of Dalton reserve the right to reject any and all bids, to waive minor irregularities, to reject variations to specifications that are clearly detailed and to accept the lowest or best bid combination that appears to be in the best interest of all school systems.

All bids shall be submitted on the bid form enclosed, placed in a sealed envelope clearly marked "Copy Paper Bid 2018" and the opening date and time. Bids should be mailed or hand delivered to reach the purchasing department of Dalton Public Schools at 300 W. Waugh St. Dalton, GA 30720 on or before the appointed time.

Bids will be publicly opened at the central office of Dalton Public Schools at the appointed time and the bids will be considered by the governing boards at a regularly scheduled board meeting within forty-five (45) days of opening bid.

Bids must be based on delivery of paper inside the building and placement in the specified location. All paper will be delivered to one spot and the skids will be removed by the vendor.

Bids submitted must include any and all freight and handling costs. No school system will pay any additional cost.

Quantities listed are only estimates. Any school system could order more or less as needed. No school system will pay more for paper due to shortages or overages of estimated amounts.

Time of delivery is a part of this consideration and must be stated in definite terms and must be adhered to completely.

No partial payments will be made until the total amount of each purchase order is complete and the order is in good condition. The final inspection and approval will be made by an authorized representative of each school system.

Delivery date is expected with 3 days ARO.

Any questions concerning this bid should be sent to angela.macon@dalton.k12.ga.us call Angela at 706-876-4008.

Thank You

Angela Macon
Purchasing Agent
Dalton Public Schools

SPECIFICATIONS

Copy paper for 12 Dalton City School's locations, 25 Whitfield County Schools locations, 12 Murray County Schools locations and 14 Gordon County Schools location.

Paper needs to be 20# white and at least 92 brightness. **8 1/2"** x **11"** letter size.

Amount needed: Dalton Public Schools- approximately 1500 cases

Whitfield County Schools - approximately 2500 cases

Murray County Schools- approximately 1750 cases

Gordon County Schools- approximately 1760 cases

City of Dalton - approximately 180 cases

These amounts fluctuate and this is only an estimate.

Storage: We do not have storage facilities and therefore we need someone who can store paper for us and deliver to each site as needed.

Paper will be ordered in increments of a least 10 cases per order.

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package.

That the installer must have million dollar general liability policy, proof of workers compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **June 7th, 2018** but may not be withdrawn after such date and time.

That the Dalton Public School System reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The Dalton Public School System reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the Dalton Public School System has the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:
The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidders' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the Dalton Public School System. The bidders may be declared, by the school system, ineligible for further contracts with the Dalton Public School System until satisfactory proof of intent to comply shall be made by the vendor.

BIDDER _____

SIGNATURE _____

TITLE _____

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY

OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not **been** a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the Dalton Public School System, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the Dalton Public School System, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Firm Name: _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____ 20

INFORMATION ABOUT YOUR COMPANY

NAME OF OUR CONTACT _____

PHONE NUMBER OF OUR CONTACT _____

E-MAIL ADDRESS OF OUR CONTACT _____

NAME 3 REFERENCES WE MAY CONTACT ABOUT YOUR BUSINESS:

NAME _____

ADDRESS _____

PHONE NUMBER _____

NAME _____

ADDRESS _____

PHONE NUMBER _____

NAME _____

ADDRESS _____

PHONE NUMBER _____

Dalton Public School Listings

Central Office
Dr. Tim Scott, Superintendent
300 W Waugh St.
Dalton, GA 30720
706-876-4000

Brookwood
Celeste Martin, Principal
501 Central Ave
Dalton, GA 30720

Park Creek
Will Esters, Principal
1500 Hale Bowen Dr.
Dalton, GA 30720

Roan Street
Cindy Parrott, Principal
1116 Roan St.
Dalton, GA 30720

MIHS
Pat Hunt, Principal
104 Ft Hill Terrace
Dalton, GA 30720

Administrative Annex
105 N Thornton Ave
Dalton, GA 30720

ESS Department and Enrollment
101 N Thornton Ave
Dalton, GA 30720

Westwood
Scott Ehlers, Principal
708 Trammell St.
Dalton, GA 30720

City Park School
Jason Brock, Principal
405 School St.
Dalton, GA 30720

Dalton Middle School
Dr. Phil Jones, Principal
1250 Cross Plains Tr
Dalton, GA 30720

Dalton High School
Steve Bartoo, Principal
1500 Manly St.
Dalton, GA 30720

Blue Ridge Elementary
Dr. Alan Martineaux, Principal
100 S Bogle St.
Dalton, GA 30720

Maintenance & Operations
412 S Hamilton St.
Dalton, GA 30720

**Murray County Schools -715 Chestnut St
Chatsworth, GA 30705**

Bagley Middle School
4600 N Hwy 225
Chatsworth, GA 30705
706.695.1 J 15/Fax: 706.695.7289

Chatsworth Elementary
500 Green Road
Chatsworth, GA 30705
706.695.2434 /Fax: 706.695.7735

Coker Elementary
1733 Leonard Bridge Road
Chatsworth, GA 30705
706.695.0888/Fax 706.695.0863

Eton Elementary
829 Highway 28
Chatsworth, GA 30705
706-695-3207 /Fax: 706.517.1414

Gladden Middle School
700 Old Dalton-Elijay Rd.
Chatsworth, GA 3.0705
706.695.7448/Fax: 706-517-2479

Mountain Creek Academy
273 Hanis Street
Eton, GA 30724
706.517.5355 / Fax: 706.517.5339

Murray County High School
1001 Green Road
Chatsworth, GA 3 0 7 0 5
706.695.1414/ Fax: 706.517.2.625

Ninth Grade Academy
1004 Green Road
Chatsworth, GA 30705
706.695.1414press I /Fax 706.517.5526

Northwest Elementary
110 McEntire Cr.
Chatsworth, GA 30705
706.695.2262/ Fax. 706.695.7751

Spring Place Elementary 2792 Leonard Bridge Rd.
Chatsworth, GA 30705
706-695-2525 /Fax: 706.517.0184

Woodlawn Elementary
4580 N. Hwy 225
Chatsworth, GA 30705
706-517-5213/ Fax: 706-517-5166

GORDON COUNTY SCHOOL SYSTEM

Ashworth Middle School
333 Newtown Road NE
Calhoun, GA 30701

Belwood Elementary School
590 Belwood Road SE
Calhoun, GA 30701

Fairmount Elementary
130 Peachtree St.
Fairmount, GA 30739

Gordon Central High School
335 Warrior Path
Calhoun, GA 30701

Red Bud Elementary
4151 Red Bud Road
Calhoun, GA 30701

Sonoraville High School
(To include Old Sonoraville Gym Bldg)
7340 Fairmount Hwy
Calhoun, GA 30701

Sonoraville East Middle
7300 Fairmount Hwy
Calhoun, GA 30701

Gordon County College & Career Academy
305 Beamer Rd.
Calhoun, GA 30701

Sonoraville Elementary
7320 Fairmount Hwy SE
Calhoun, GA 30701

Swain Elementary
2505 Rome Rd.
Plainville, GA 30733

Tolbert Elementary
1435 Hall Memorial Rd
Resaca, GA 30735

Central Office
Special Ed, Staton Bldg Included
205 Warrior Path
Calhoun, GA 12001

Holland Complex for Operations
Maintenance, Transportation,
School Nutrition, Technology
1300 Dews Pond Rd.
Calhoun, GA 30703

Red Bud Middle
821 Hunts Gin Rd
Calhoun, GA 30701

WHITFIELD COUNTY SCHOOLS

Antioch Elementary
1819 Riverbend Rd.
Dalton, GA 30721

Beaverdale Elementary
2496 Beaverdale Rd
Dalton, GA 30721

Cedar Ridge Elementary
285 Cedar Ridge Rd
Dalton, GA 30721

Cohutta Elementary
254 Wolfe St.
Cohutta, GA 30710

Dawnville Elementary
1380 Dawnville Rd
Dalton, GA 30721

Dug Gap Elementary
2032 Dug Gap Rd
Dalton, GA 30721

Eastside Elementary
102 Hill Rd
Dalton, GA 30721

New Hope Elementary
1175 New Hope Church Rd.
Dalton, GA 30720

Pleasant Grove Elementary
2725 Cleveland Hwy
Dalton, GA 30720

Valley Point Elementary
3798 S Dixie Rd.
Dalton, GA 30720

Westside Elementary
1815 Utility Rd
Rocky Face, GA 30740

Eastbrook Middle
700 Hill Rd.
Dalton, GA 30721

New Hope Middle
1325 New Hope Rd
Dalton, GA 30720

North Whitfield Middle
3264 Clevelend Hwy
Dalton, GA 30721

Valley Point Middle
3796 S Dixie Rd.
Dalton, GA 30720

Westside Middle
580 Lafayette Rd.
Rocky Face, GA 30740

Career Academy
Phoenix
2300 Maddox Chapel
Dalton, GA 30720

Tunnel Hill Elementary
203 East School St.
Tunnel Hill, GA 30705

Varnell Elementary
3900 Cleveland Rd.
Dalton, GA 30720

Southeast High School
1954 Riverbend Rd.
Dalton, GA 30720

Central Office
1306 S Thornton Ave
Dalton, GA 30720

Crossroads
2300 Maddox Chapel Rd.
Dalton, GA 30720

Operations Center
1030 Hill Rd
Dalton, GA 30720

Students Service Center
201 East Tyler St.
Dalton, GA 30721

Cohulla Creek High
3661 Crow Valley
Dalton, GA 30720

Northwest High
1651 Tunnel Hill Varnell Rd.
Tunnel Hill, GA 30755

CITY OF DALTON

Fire Department Station #1
404 School Street
Dalton, GA 30720

Finance, Administration, and Human Resources
300 W. Waugh
Dalton, GA 30720

Police Department
301 Jones St.
Dalton, GA 30720

Municipal Court
535 Elm Street.
Dalton, Georgia 30721

Recreation Department
904 Civic Drive
Dalton, Georgia 30721

DALTON PUBLIC SCHOOLS BID
June 7th, 2018

COPY PAPER FOR DALTON PUBLIC SCHOOLS, WHITFIELD COUNTY SCHOOLS, GORDON COUNTY SCHOOLS, MURRAY COUNTY SCHOOLS, AND THE CITY OF DALTON.

BID FROM _____

To Dalton Public Schools, Whitfield County Schools, Gordon County Schools and Murray County Schools and the City of Dalton.

DATE: _____

The undersigned does hereby declare that he has carefully examined the specifications and does hereby agree to furnish all items in strict accordance with said specifications to the satisfaction of all school systems listed herein.

\$ _____ (Total cost per case)

Amount of Time ARO _____

Vendor Name _____

Representative _____

Address: _____

Phone Number: _____