

PURCHASING DEPARTMENT

REQUEST FOR BID

Copy P a p e r F o r

Dalton Public Schools, Murray County Schools, Gordon County Schools, Whitfield County Schools

And City of Dalton

Bid opening May 28th @ 10am

(via email)

To: All Bidders

Bids will be received via email to Dalton Public Schools Purchasing Department at email angela.macon@dalton.k12.ga.us until l0:00AM on May 28th 2020 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, 2020 until December 31, 2020. 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, and sent to [angela.macon@dalton.k12.ga.us](mailto:angela.macon@dalton.k12.ga.us) and be received by the stated date and time, with subject line reading “2020 Copy Paper Bid”.

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](mailto: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 13 Dalton City School locations, 26 Whitfield County School locations, 12 Murray County School locations, 14 Gordon County School locations and 5 locations for City of Dalton

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 **May 28th 2020 ,** 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-DESCRIMINATION

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

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NOTARY PUBLIC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Dalton Public School Listings

Central Office Dalton High School

Dr. Tim Scott, Superintendent Stephanie Hungerpiller, Principal

300 W Waugh St. 1500 Manly St.

Dalton, GA 30720 Dalton, GA 30720

706-876-4000

Brookwood Blue Ridge Elementary

Meleia Bridenstine, Principal Christine Long, Principal

501 Central Ave 100 S Bogle St.

Dalton, GA 30720 Dalton, GA 30720

Park Creek Maintenance & Operations

Will Esters, Principal 412 S Hamilton St.

1500 Hale Bowen Dr. Dalton, GA 30720

Dalton, GA 30720

Roan Street Content & Engagement

Charlie Tripp, Principal 101 N Thornton Ave.

1116 Roan St. Ste 100

Dalton, GA 30720 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

Lauri Johnson, Principal

1250 Cross Plains Tr

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-Ellijay Rd.

Chatsworth, GA 3.0705

706.695.7448/Fax: 706-517-2479

Mountain Creek Academy

273 Hanis Street

Eton, GA 30724

706.517.5355 *I* 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 Sonoraville Elementary

333 Newtown Road NE 7320 Fairmount Hwy SE

Calhoun, GA 30701 Calhoun, GA 30701

Belwood Elementary School Swain Elementary

590 Belwood Road SE 2505 Rome Rd.

Calhoun, GA 30701 Plainville, GA 30733

Fairmount Elementary Tolbert Elementary

130 Peachtree St. 1435 Hall Memorial Rd

Fairmount, GA 30739 Resaca, GA 30735

Gordon Central High School Central Office

335 Warrior Path Special Ed, Staton Bldg Included

Calhoun, GA 30701 205 Warrior Path

Calhoun, GA 12001

Red Bud Elementary

4151 Red Bud Road Holland Complex for Operations

Calhoun, GA 30701 Maintenance, Transportation,

School Nutrition, Technology

Sonoraville High School 1300 Dews Pond Rd.

( To include Old Sonoraville Gym Bldg) Calhoun, GA 30703

7340 Fairmount Hwy

Calhoun, GA 30701

Red Bud Middle

School Nutrition 821 Hunts Gin Rd

7300 Fairmount Hwy Calhoun, GA 30701

Calhoun, GA 30701

Gordon County College & Career Academy

305 Beamer Rd.

Calhoun, GA 30701

WHITFIELD COUNTY SCHOOLS

Antioch Elementary

1819 Riverbend Rd.

Dalton, GA 30721

Beaverdale Elementary Valley Point Elementary

2496 Beaverdale Rd 3798 S Dixie Rd.

Dalton, GA 30721 Dalton, GA 30720

Cedar Ridge Elementary Westside Elementary

285 Cedar Ridge Rd 1815 Utility Rd

Dalton, GA 30721 Rocky Face, GA 30740

Cohutta Elementary Eastbrook Middle

254 Wolfe St. 700 Hill Rd.

Cohutta, GA 30710 Dalton, GA 30721

Dawnville Elementary New Hope Middle

1380 Dawnville Rd 1325 New Hope Rd

Dalton, GA 30721 Dalton, GA 30720

Dug Gap Elementary North Whitfield Middle

2032 Dug Gap Rd 3264 Clevelend Hwy

Dalton, GA 30721 Dalton, GA 30721

Eastside Elementary Valley Point Middle

102 Hill Rd 3796 S Dixie Rd.

Dalton, GA 30721 Dalton, GA 30720

New Hope Elementary Westside Middle

1175 New Hope Church Rd. 580 Lafayette Rd.

Dalton, GA 30720 Rocky Face, GA 30740

Pleasant Grove Elementary Career Academy

2725 Cleveland Hwy Phoenix

Dalton, GA 30720 2300 Maddox Chapel

Dalton, GA 30720

Tunnel Hill Elementary

203 East School St. Cohulla Creek High

Tunnel Hill, GA 30705 3661 Crow Valley

Dalton, GA 30720

Varnell Elementary

3900 Cleveland Rd. Northwest High

Dalton, GA 30720 1651 Tunnel Hill Varnell Rd.

Tunnel Hill, GA 30755

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

**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

May 28th, 2020

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_