



2525 Third Avenue South
Escanaba, Michigan 49829-1298
Phone: (906) 786-9300
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www.dsisd.k12.mi.us

TO : Paper Bid Vendors .

FROM : Beau Miller, Business Manager

DATE : April 6, 2020

RE : Request for Bid

The Delta-Schoolcraft Intermediate School District Board of Education is seeking bids on copy paper for the 2020/2021 school year. The copy paper is a cooperative purchase for school districts and governmental units in multiple counties. Due to class schedules and storage availability, most delivery dates should be between July 13, 2020 and August 14, 2020.

Only domestic product will be accepted. Companies are to only bid paper manufactured in the United States.

Paper must meet minimum specifications as indicated on "Bid Response Form".

There will be approximately fifteen (15) **delivery locations** in the rural Upper Peninsula of Michigan. Most of the locations will receive partial truck loads. Please specify if an additional drop fee will be charged as part of the bid and minimum delivery quantities. We do not solicit orders from our partners until we accept a bid. For your information, I've included a summary of the order from last year.

Most locations have a forklift available but **driver assistance is necessary** to unload. Please contact delivery sites at least 24 hours prior to delivery. Contact information will be made available to successful bidder upon order tabulation.

Vendors (if requested) will supply a sample ream of each item to assure quality. Please include your return policy and/or manufacturer's guarantee and also state payment terms. Also indicate the duration of the pricing. Enclosed is a response form and instructions. Facsimile, e-mail or verbal bids will not be accepted. The deadline is Friday, May 1, 2020 at 12:00 p.m. EST. Please note that overnight mail delivery to the Upper Peninsula may not be guaranteed.

Please call (906) 786-9300 Ext. 103 or contact me via e-mail at bmiller@dsisd.net if you have any questions. Thank you.

GENERAL, SPECIAL AND CAREER-TECHNICAL EDUCATION PROGRAMS & SERVICES

Equal Opportunity Employer

The Delta-Schoolcraft I.S.D. does not discriminate on the basis of race, color, national origin, gender, age, or disability.

BID RESPONSE FORM

TO : Paper Vendors

DATE : April 6, 2020

BID # : 20/21-0406

Sealed bids will be received attention:

Business Manager
Delta-Schoolcraft ISD
2525 Third Avenue South
Escanaba, MI 49829

Most delivery dates must be between:
July 13, 2020 and August 14, 2020
FOB: Quote all prices "Freight Prepaid"

Bids will be accepted until: **12:00 p.m. EST May 1, 2020**

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT	UNIT PRICE
01	4,500 Cases	20# 8 1/2 x 11" White Bond Paper	Case	\$
MINIMUM SPECIFICATIONS				
Brightness	92			
Basis Wt.	20			
Caliper	4			
Smoothness	150			
Opacity	88			
Moisture	4.5 +/-0.8			

CONDITIONS:

1. This inquiry implies no obligation to buy. Your bid must be firm, prices are to be guaranteed through June 30, 2020 with delivery by August 14, 2020.
2. Unless otherwise stated in your bid, we may accept any part or all of your proposal at the prices quoted.
3. Any deviations from specifications should be specifically set forth on your bid.
4. We reserve the right to reject any or all bids and to waive all technicalities.
5. Bidders shall not include Federal and State taxes from which schools are exempt.

SIGNATURE

PRINTED NAME/TITLE

COMPANY NAME

DATE

() _____
PHONE NUMBER

E-MAIL

INSTRUCTIONS TO BIDDERS

These instructions will form a part of all bid specifications:

1. **Only paper manufactured in the United States will be considered.** The Board of Education retains the right to refuse any bid for paper not manufactured in the United States. Samples will be requested if necessary.
2. Bid price shall include delivery to the point of use. There are multiple delivery locations. Split drop fees and/or partial load fees should be specified.
3. Each group of items will constitute a separate bid. Also, the minimum delivery quantity of each product should be specified.
4. The enclosed form should be used to submit your bid. This should be FOB destination. Pricing duration and expiration should be clearly noted.
5. A delivery date is part of the bid and should be specified at the time of bidding.
6. All bids shall be exclusive of applicable excise taxes. Exemption forms will be executed when necessary.
7. All bids will be submitted in sealed envelopes clearly marked with the words "Paper Bid Opening" with your company name listed.
8. In the event of discrepancies between the unit price and extension, the unit price will prevail.
9. Manufacturers' written guarantees shall accompany each bid. Bidders should state in writing additional guarantees which will become a part of the bid and considered in making awards, when requested.
10. Where applicable, service facilities and convenience of service will be considered as part of the bid. When necessary, bidders shall submit evidence of ability to deliver timely in rural areas of Upper Michigan. Also, this should be a regular and continuous part of the bidder's business.
11. Where applicable, bidders shall certify that all relevant Federal, State and local laws have been complied with.
12. No order awarded under these specifications, or any part thereof, shall be sublet or assigned without the written approval of the Superintendent.
13. The bidder acknowledges that by submitting a bid, the specifications and other instructions are in the bidder's opinion, appropriate and adequate for the intended purpose.
14. The Board of Education will not accept any bid after the deadline specified in the bid documents.

The Board of Education reserves the right to:

1. Reject any or all bids without assigning any reason therefore.
2. Be the sole judge of equivalency.
3. Waive any bid requirement in accepting or rejecting bids.

Delta-Schoolcraft ISD
Paper Order Summary by Area
Fiscal Year 2019-20

School District/Unit	Cases		Location	Delivery Assistance	Delivery Assistance
	8 1/2 x 11				
Esc Area School	320		Escanaba, MI 49829	Liftgate	Pallet Jack
City of Escanaba	120		Escanaba, MI 49829	Forklift	Pallet Jack
Bay College	360		Escanaba, MI 49829	Forklift	Pallet Jack
DSISD	400		Escanaba, MI 49829	Forklift	Pallet Jack
Gladstone	600		Gladstone, MI 49837	Liftgate	Pallet Jack
Menominee CO Courthouse	160		Menominee, MI 49858	Liftgate	Pallet Jack
Menominee Public Schools	600		Menominee, MI 49858	Forklift	Pallet Jack
Bark River Harris	160		Harris, MI 49845	Forklift	Pallet Jack
Hannahville	240		Harris, MI 49845	Forklift	Pallet Jack
Dickinson Iron ISD	840		Kingsford, MI 49802	Forklift	Pallet Jack
North Dickinson	80		Felch, MI 49831	Forklift	Pallet Jack
Forest Park-Crystal Falls	160		Crystal Falls, MI 49920	Liftgate	Pallet Jack
Norway-Vulcan Area Schools	200		Norway, MI 49870	Liftgate	Pallet Jack
Rapid River School	120		Rapid River, MI 49878	Liftgate	Pallet Jack
Big Bay De Noc	40		Cooks, MI 49817	Liftgate	Pallet Jack
Manistique School	-		Manistique, MI 49854	Forklift	Pallet Jack
North Central	120		Powers, MI 49874	Liftgate	Pallet Jack
Carney-Nadeau	-		Carney, MI 49812	Liftgate	Pallet Jack
Stephenson	160		Stephenson, MI 49887	Liftgate	Pallet Jack
	4,680				