



Muscogee County School District
Columbus, Georgia

Jerrell D. Rumph
Senior Buyer, Interim

June 18, 2024

INVITATION TO BID (ITB)

Bid Number: 24-020

Bid Name: Purchase of Inventory Copy Paper

The Muscogee County School District (MCSD) is soliciting sealed bids for the purchase of inventory copy paper. Bid terms, conditions, specifications, and price quote sheets are contained herein.

BID DUE DATE/TIME: July 18, 2024 at 11:00 A.M. (Eastern Standard Time)

RETURN BID VIA: Bids are to be delivered via Standard or Priority Mail to include all required documents on the bid checklist.

All sealed bids must be mailed or hand-delivered to:

Muscogee County School District
Attn: Purchasing Department
Bid #24-020 – Purchase of Inventory Copy Paper
2960 Macon Road, Room 3005
Columbus, GA 31906

Direct all questions concerning this ITB to:

Jerrell D. Rumph
Senior Buyer, Interim
(706) 748-2330
Rumph.Jerrell.D@muscogee.k12.ga.us

Purchasing Department
2960 Macon Road • Columbus, Georgia 31906
Phone (706) 748-2330 • FAX (478) 223-0199
E-Mail: rumph.jerrell.d@muscogee.k12.ga.us

BID CHECKLIST

This standardized checklist has been provided to assist the vendor with the submission of their Bid package. This checklist cannot be construed as identifying all required submittal documents for this project. Vendors remain responsible for reading the entire Bid document to ensure that they comply. Bids may be considered subject to rejection if, in the sole opinion of the District, there is a serious omission, unauthorized alteration of form, an unauthorized alternate Bid, incomplete or unbalanced unit price, or irregularities of any kind.

- ☐ Bid Signature and Certification Form – all information completed and signed
- ☐ Debarred, Suspended, and Ineligible Status – signed and/or information completed
- ☐ Exceptions or Deviations to Specifications – signed and/or information completed
- ☐ Disclosure of Subcontractors and Subconsultants – signed and/or information completed
- ☐ Reference Request Form – list three (3) references of similar size and scope
- ☐ Quote Form – signed
- ☐ W-9 – completed and signed (if not a District registered vendor)
- ☐ Copy of Business License
- ☐ Copy of Required/Applicable Licenses or Certifications per Specifications
- ☐ **Sample Ream of Copy Paper**

Muscogee County School District –Terms and Conditions

1. GENERAL

- A. It is the purpose and intent of this Invitation to Bid (ITB) to award an annual contract for the purchase and delivery of inventory copy paper as listed herein for the Muscogee County School District (MCSD or the Board).
- B. The undersigned agrees to quote only on the items that can be delivered to the Muscogee County School District following the terms and conditions outlined in this bid document.
- C. The laws of the State of Georgia shall prevail concerning all purchases and services under this ITB and subsequent contract(s). Venue shall be in the court of competent jurisdiction in Columbus, Muscogee County, Georgia. Several Georgia statutes proscribe jurisdiction and venue for different types of cases that involve state agencies. Any provision that requires legal action that would require travel by MCSD employees likely violates the Constitutional provisions noted above.
- D. The undersigned agrees to abide by all Muscogee County School District Board policies to be found at <https://simbli.eboardsolutions.com/index.aspx?s=4121>.
- E. **SPECIFICATIONS (See Page 15– Quote Sheet)**
 - 1. Total of an estimated 8 truckloads (delivered 2 truckloads per quarter)
 - 2. The first delivery is scheduled for September 2024.
 - 3. MCSD will send one purchase order for the total count of 6,720 cases (67,200 reams) for quarterly delivery ending June 30, 2025.

2. QUOTATIONS

- A. Muscogee County School District reserves the right to:
 - 1. Waive formalities and technicalities in any quotation.
 - 2. Reject any and/or all quotations wherein its judgment will be in the best interest of the school district.
 - 3. Accept the quotation that in its judgment will be in the best interest of the school district.
 - 4. Purchase from any source, in part or whole, any desired supplies, equipment, or services.
 - 5. At its option, award on individual items/services or a lump sum basis.
 - 6. Award this bid to the vendor who in the school district's opinion is most responsive and responsible, and will perform in the best interest of the school district.
- B. Price alone will not be the determining factor in the award of this bid.
- C. Bids shall be firm for at least 60 days after bid opening.
- D. The vendor may give quotations on any one or more items and may offer alternates where indicated. No substitutes will be accepted once the order is placed.

- 3. **PRICES** Unit and total prices quoted shall include all charges to include, but not limited to, purchasing, packing, and delivery of the copy paper to the destination(s). The District is exempt from state sales tax. Bid prices shall exclude Federal or State taxes that can be eliminated in sales to public school systems in the State of Georgia.
- 4. **TRADE NAME** Suppliers are required to indicate the brand name and model of merchandise quoted. Brand names and models listed in the specifications are used as a standard of quality and are not meant to limit competition.
- 5. **NO ASSIGNMENT, DELEGATION, OR SUBCONTRACT WITHOUT DISTRICT CONSENT** Except as may be specifically permitted, vendor shall not delegate, subcontract, assign, or otherwise permit anyone other than vendor personnel to perform any of the work and/or provide any of the services required of vendor under this contract, or assign any of its rights or obligations hereunder, without the prior written consent of the Muscogee County School District, which consent may be withheld by the Muscogee County School District in its sole discretion.
- 6. **CONTRACT PERIOD** The contract period shall cover the period July 1, 2024 through June 30, 2025. Prices shall remain firm and fixed throughout the contract period. In compliance with State of

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Georgia law, O.C.G.A. 20-2-506, the contract shall terminate absolutely and without further obligation at the close of the calendar year. The Board may renew the contract in one-year increments, not to exceed a total of three years.

Georgia law at OCGA s 20-2-506 contains very specific provisions regarding the limited authority of school boards to enter into contracts whose terms could financially obligate future boards of education. Boilerplate or standard termination clauses, therefore, are often problematic for the MCSD. A board of education cannot unreasonably financially obligate a future board of education. The terms of the law will be summarized below, as a thorough discussion of the requirements is outside of the scope of this document.

Under certain conditions, school systems may enter into multi-year lease, purchase, or lease-purchase contracts, and these contracts may be used to acquire construction project sites or buildings, or for other purposes. Each such contract must terminate at the end of the calendar year in which the contract was entered into, and at the end of each succeeding calendar year. The contract may provide that it shall be automatically renewed for each successive year unless the school system takes affirmative steps to terminate the contract. The contract must contain a clear statement of the school system's total financial obligation for the original and each succeeding calendar year. Except for guaranteed energy savings contracts, the total value of all such contracts for any calendar year may not exceed 7.5 percent of the total local revenue collected in the most recently completed fiscal year. Failure to comply with the specific requirements of the code section can make the contract void.

7. RESPONSE, INTERPRETATION, AND COMMUNICATION

- A. The response shall be on the bid forms provided only.
- B. Bids received after the stated due date and time will not be accepted.
- C. If you do not wish to bid, respond with "No Bid" and give a reason for this response.
- D. If a bidder contemplating submitting a price quotation is in doubt as to the true meaning of any part of these documents or knows of an error, submit a request for interpretation to the Director of Purchasing and Supply Management 706-748-2349.
- E. Communication about this active bid should not be made with any employee of the MCSD except the Buyer or the Director of Purchasing and Supply Management.
- F. Procedures for formal protests of bids are available at www.muscogee.k12.ga.us > Vendors > Additional Information.
- G. Any addenda will be posted to www.muscogee.k12.ga.us.

8. MARKING Merchandise in full cases shall have an identification marking on the outside of the case. Each case, shipping container, etc. shall be marked with the Purchase Order Number supplied by the school district.

9. DELIVERY Delivery of all materials from this quotation shall be FOB destination to the address specified on the purchase order. Delivery shall be made within the vendor's quoted days after receipt of the order. Any item(s) not delivered within the time limit may be canceled by the school district at no expense to the same.

10. ORDERS Each job or delivery shall be initiated by a purchase order specifying the location and the work to be performed. **No work or delivery should be performed without an authorized purchase order number.**

11. INSPECTION All articles shall be subject to inspection after arrival at destination. If any item is found to be defective or otherwise not conforming to the specifications, the school district shall have the right to reject the product and return it at the sellers' expense.

12. SAFETY Material Safety Data Sheets shall be provided for all applicable items.

13. PAYMENT The payment terms for the District are Net 30. Payment shall be approved upon receipt, inspection, and acceptance of the materials at destination and receipt of proper itemized invoices. The District has determined issuing payments electronically is the preferred method of payment. The District reserves the right to remit payments using an electronic method in lieu of issuing a check at no additional

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cost to the District. Payment of interest / late fees is prohibited by the gratuities clause of the Georgia constitution. Similarly, MCSD cannot enter into an agreement that requires it to pay attorney's fees or goods/services not priced in the contract or authorizes the payment of unknown / unspecified cost increases that cannot be calculated.

14. **BID RECAP** A bid summary shall be sent to all participating vendors.
15. **EQUAL OPPORTUNITY POLICY** Vendors shall abide by the school district's non-discrimination policy (DJED). The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor/contractor shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, handicap, or national origin. Such action shall include, but shall not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training. It is the further policy of the Board to ensure equal opportunity for minority-owned businesses and minority professionals concerning all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.
16. **Bond Requirements** A bond is not required.
17. **FACILITIES** The vendor shall be responsible and liable for damage to the storage, building, and grounds areas if the vendor's employees or agents cause damage during the time of service.
18. **CERTIFICATION REGARDING NON-COLLUSION** The undersigned hereby certifies that the price(s) and amounts of this bid have been arrived at independently and without consultation, communication, or agreement with any other contractor, bidder, or potential bidder. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit complementary or other non-competitive bids. The bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion concerning bidding on any public contract. The bidder understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.
19. **CERTIFICATION REGARDING DEBARMENT** The undersigned hereby certifies and swears that neither this vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.
20. **CERTIFICATION REGARDING GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006** The undersigned hereby certifies that the bidder and any subsequent subcontractors have registered with and are participating in a federal work authorization program as outlined in the O.C.G.A. 13-10-91.
21. **INSURANCE** The successful bidder shall supply to the school district proof of insurance for automobile, workers compensation, and general liability. The awarded contractor shall furnish to MCSD a current Certificate of Insurance. Insurance certificates will be reviewed by the MCSD Department of Risk Management. MCSD is a member of an interlocal risk management agency, the Georgia School Board Association (GSBA). GSBA Risk Management Services (RMS) offers protection through its group-self-insurance plans for workers' compensation, property, and liability risks. Provisions mandating the MCSD to purchase insurance, increase policy limits, or name the vendor or other third party as an additional insured party cannot be included in contracts with the MCSD. **Muscogee County**

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School District must be shown as Additional Insured with respect to liability. Attach a copy of the policy “Additional Insured” endorsement or state on the certificate that the policy has been specifically endorsed to provide coverage, including Defense Cost Coverage for Muscogee County School District as an Additional Insured. Professional Liability is excluded.

A. COMPREHENSIVE GENERAL LIABILITY

Standard 1986 ISO (Insurance Services Office) Occurrence Form

Bodily Injury - \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate

Property Damage - \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate

Or

Bodily Injury/Property Damage - \$2,000,000 CSL (Combined Single Limit) Each Occurrence/Aggregate

B. COMPREHENSIVE AUTOMOBILE LIABILITY

Including Owned, Non-Owned and Hired Vehicles –

Bodily Injury/Property Damage - \$2,000,000 CSL per Accident

C. WORKERS’ COMPENSATION

Georgia Statutory Coverage

Employer’s Liability

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease Each Employee

D. UMBRELLA/EXCESS (if appropriate)

\$5,000,000 limit of liability each occurrence and aggregate

E. PROFESSIONAL LIABILITY (if appropriate)

\$1,000,000 per person

22. INDEMNIFICATION / HOLD HARMLESS CLAUSE: The MCSD cannot enter into an agreement whereby it agrees to indemnify or hold harmless a vendor or other third party. This language typically looks like “agrees to hold harmless from any liability, personal injury, or property damage arising out of the performance...” There are three legal principles that come into play here. First, indemnification provisions have been held by Georgia courts to be an unauthorized attempt to waive the State’s sovereign immunity. An opinion of the Georgia Attorney General (AG) counsels that an unauthorized attempt to waive sovereign immunity through an indemnification agreement in a contract would be ultra vires and void. 1980 Op. Atty. Gen. 80-67. The Georgia Supreme Court has held that an indemnification clause is invalid where the governmental entity didn’t have express statutory authority to waive its sovereign immunity. *CSX Transp., Inc. v. City of Garden City*, 588 S.E.2d 688 (Ga. 2003). Second, an indemnification violates Georgia’s Constitutional ban on gratuities. The Georgia Constitution does not allow any donation or gratuity or the forgiving of any debt owed to the public. Ga. Const. Art. III, s VI, Para VI (a). The Georgia AG has issued an opinion expressly stating that indemnification provisions are gratuitous undertakings in violation of the gratuities clause. 1980 Op. Atty. Gen. 80-67. Third, the Georgia Constitution does not allow the credit of the state to be pledged or loaned to any individual, company, corporation, or association. Ga. Const. Art. VII s IV Para VIII. The AG has opined that the constitutional debt restriction does not allow any state agency from contractually agreeing to any indemnification or “hold harmless” clause. See 1980 Op., supra. An indemnification is open-ended in

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nature because, at the time of contracting, neither party knows if nor when it will be triggered. As such, it violates the debt restriction.

23. **FORCE MAJEURE** If the Muscogee County School District, in its reasonable discretion, determines that the Force Majeure event is likely to delay the Contractor's performance for more than thirty (30) days, the Muscogee County School District reserves the right to cancel the agreement between the parties. In that event, neither party shall have any further liability to the other, subject only to the Muscogee County School District's obligation to pay the Contractor for work already completed by the Contractor and the Contractor's warranty for work already completed.

24. **EXCEPTIONS** To take exception to a provision of this Invitation to Bid, the Bidder must clearly identify the BID EXCEPTION when submitting the bid.

25. **CONFIDENTIALITY:**

MCSD and its student records are subject to the terms of The Family Educational Rights and Privacy Act (34 CFR § 99.33). If the vendor becomes privy to certain personally identifiable student information ("Student Information"), the vendor agrees to abide by the limitations on re-disclosure of any such Student Information, which constitutes an education record as defined in FERPA (34 CFR § 99.33 (a)(2)) and with the terms set forth below. 34 CFR 99.33 (a) (2) states that the officers, employees, and agents of a party that receive education record information from the MCSD may use the information, but only for the purposes for which the disclosure was made.

The parties acknowledge that such Student Information includes any paper and electronic Student Information as may be supplied by MCSD, as well as any data provided by MCSD's students to the vendor. The vendor agrees to hold any Student Information in strict confidence. The vendor shall not use or disclose any Student Information received from or on behalf of MCSD (or its students) except as permitted or required by the Sales Agreement, as required by law, or as otherwise authorized in writing by MCSD. The vendor agrees not to use any Student Information for any purpose other than the purpose for which the disclosure was made.

Upon termination, cancellation, expiration, or other conclusion of the Sales Agreement, the vendor shall return all education records or, if the return is not feasible, destroy any and all Student Information. If the vendor destroys the Student Information, the vendor shall provide MCSD with a certificate confirming the date of the destruction of the data.

If MCSD reasonably determines in good faith that the vendor has materially breached any of its obligations under this agreement, MCSD, in its sole discretion, shall have the right to require the vendor to submit to a plan of monitoring and reporting; provide the vendor with a fifteen (15) day period to cure the breach, or terminate the Sales Agreement immediately if the cure is not possible. Before exercising any of these options, MCSD shall provide written notice to the vendor describing the violation and the action it intends to take. If the Family Policy Compliance Office of the U.S. Department of Education determines that the vendor improperly disclosed personally identifiable information obtained from MCSD's education records, MCSD may not allow the vendor access to education records for at least five years.

The vendor shall develop, implement, maintain and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all electronically maintained or transmitted Student Information received from, or on behalf of MCSD or its students. These measures will be extended by contract to all affiliates and subsidiaries of the vendor.

The vendor shall, within one day of discovery, report to MCSD any use or disclosure of Student Information not authorized by this agreement or in writing by MCSD. The vendor's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the Student Information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what the vendor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action the vendor has taken or shall take to prevent future similar unauthorized use or disclosure. The vendor shall provide such other information, including a written report, as reasonably requested by MCSD.

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The vendor shall defend and hold MCSD harmless from all claims, liabilities, damages, or judgments involving a third party, including MCSD's costs and attorney fees, which arise as a result of the vendor's failure to meet any of its obligations under this agreement.

26. OPEN RECORDS ACT: MCSD is subject to Georgia's Open Records Act at OCGA s 50-18-70, et. seq. This law allows individuals to view MCSD records [whether maintained electronically or through paper] and/or make copies unless the records are specifically exempted by the law. The law does contain specific language addressing valid trade secrets but requires specific action from the vendor to ensure confidentiality.

You are hereby notified by MCSD that it is the submitting party's obligation to indicate whether any of the information submitted to MCSD constitutes a "trade secret" as defined by law and if so, what specific information constitutes a "trade secret." The Georgia Open Records Act, as amended in April 2012, requires that any "trade secret" information be designated as such at the time it is provided to a governmental agency. The Act further indicates that a failure to make such a designation may result in a waiver of the right to subsequently claim that such information is confidential or otherwise protected from public disclosure.

OCGA 50-18-72 (a) (34). Specifically, OCGA 50-18-72 (a) (34) states in material part:

"(a) Public disclosure shall not be required for records that are:

(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10. If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not, in fact, constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure;"

27. COMPLIANCE WITH LAWS The successful proposer shall procure all permits, bonds, and licenses, pay all charges, taxes, and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the proposal price. The successful proposer shall, at all times, observe and comply with all Federal, State, City, and other laws, codes, ordinances, rules, and regulations in any manner affecting the conduct of the work.

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BID SIGNATURE AND CERTIFICATION (Bidder to sign and return with the bid)

We propose to furnish and deliver any and all of the goods and/or services named in our bid at the prices stated. It is understood and agreed that this bid constitutes an offer, which when accepted in writing by the Muscogee County School District, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Muscogee County School District.

It is understood and agreed that we have read the specifications shown or referenced in the ITB and that this bid is made following the provisions of such specifications and all terms of conditions. Any exceptions are noted in writing and included with this bid. By our original signature, entered below, we guarantee and certify that all items included in this bid meet or exceed any and all such stated specifications. We further agree, if awarded a contract, to deliver goods and/or services that meet or exceed the specifications.

It is understood and agreed that this bid shall be valid and held open for a period of sixty days from the bid opening date.

We certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. We understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. We agree to abide by all conditions of the bid and certify that I am authorized to sign this bid for the bidder. We certify that we have read the contract terms and conditions and do hereby agree with them as stated. We understand that a vendor that does not adhere to these terms and conditions shall be subject to removal from the Muscogee County School District bidder's list for a minimum of one year. I further certify that I am the owner or agent of the stated company and am empowered to contract.

SUBMITTED BY _____ TITLE _____

COMPANY NAME _____

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE NUMBER _____ FAX NUMBER _____

SIGNATURE _____ DATE _____

SCHEDULED DELIVERY DATE AFTER RECEIPT OF ORDER _____

PRICES ARE VALID THROUGH _____

DO YOU ACCEPT PURCHASING CARDS AS A METHOD OF PAYMENT? _____

DO YOU ACCEPT ELECTRONIC FUND TRANSFERS AS A METHOD OF PAYMENT? _____

DUN AND BRADSTREET (D&B) NUMBER _____

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DEBARRED, SUSPENDED, AND INELIGIBLE STATUS

Institutions shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors and/or principals only. The serious nature of debarment and suspension requires that sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Institutions shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR 200.213.

The Contractor certifies that the Contractor and/or any of its subcontractors or principals have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or any agency of the Federal government or as defined in the 2 CFR 200.213 which states "Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities." The Contractor will immediately notify the School Food Authority if Contractor is debarred or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

By signing this agreement, the Contractor is testifying that they are not debarred, suspended, or has any ineligible or voluntary exclusions with the U.S. Department of Agriculture or any other Federal or State Agency. All responses will be verified.

Organization Name

Names(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

EXCEPTIONS OR DEVIATIONS TO SPECIFICATIONS

() Vendor understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Signature/Date: _____

() Vendor takes exceptions to terms, conditions, requirements, and specifications stated herein.
(Vendor must itemize each exception below and return with the Proposal Documents.)

Signature/Date: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Attached are additional pages.

DISCLOSURE OF SUBCONTRACTORS AND SUBCONSULTANTS

Note: Vendor must sign the appropriate statement below as applicable.

- () No Subcontractors or Subconsultants will be used in connection with the performance of this contract.

Firm: _____

Signature: _____

-OR-

- () All Subcontractors or Subconsultants to be used in connection with the performance of this contract are listed below. (Attach additional sheets as necessary.)

Firm: _____

Signature: _____

SUBCONTRACTORS AND SUBCONSULTANTS

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

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REFERENCE & SIMILAR PROJECTS FORM

Owner / Business Name:		
Service Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		Contract Amount:
Brief Description of Service:		

Owner / Business Name:		
Service Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		Contract Amount:
Brief Description of Service:		

Owner / Business Name:		
Service Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		Contract Amount:
Brief Description of Service:		

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NO-BID RESPONSE

**Muscogee County School District
Statement of “No Bid”**

If you do not intend to submit a bid for this project, please complete and email this form before the date shown for receipt of bids to: Jerrell D. Rumph Senior Buyer, Interim at rumph.jerrell.d@muscogee.k12.ga.us.

We, the undersigned, have declined to submit a bid on the “Bid 24-020 Purchase of Inventory Copy Paper” for the following reasons:

- _____ Specifications are too “tight”, i.e. geared toward one brand or manufacturer only
(please explain reason below)
- _____ Insufficient time to respond to the solicitation.
- _____ We do not offer this product/service or equivalent.
- _____ Our schedule would not permit us to perform to specifications.
- _____ Unable to meet specifications.
- _____ Unable to meet insurance requirements.
- _____ Specifications unclear (please explain below).
- _____ Competition restricted by pre-approved owner standards.
- _____ Other (please specify below).

Remarks:

Company Name: _____

Address: _____

Signature and Title: _____

Telephone Number: _____ Date: _____

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QUOTE SHEET

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Description	Quantity Cases	Bid Price Per Case Delivered	Total Truckload Price
<ul style="list-style-type: none"> Paper, Copy, 8 1/2" x 11", 20 lb, white, 92 brightness, multipurpose 500 sheets per ream, 10 reams a case, 840 cases per truckload. High-quality packaging and palletizing. 	840 Case (truckload)	\$	\$

Specifications
<ol style="list-style-type: none"> Total of an estimated 8 truckloads (delivered 2 truckloads per quarter). The first delivery is scheduled for September 2024. MCSD will send one purchase order for the total count of 6,720 cases (67,200 reams) for quarterly delivery ending in June 2025.

*** Provide a sample ream with your bid submission.**

COMPANY NAME: _____

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Please explain how you intend to guarantee the bid price during the term of the contract as well as the delivery expectations.
