

Windham School District

Paper Bid

July 27, 2017

I. INTRODUCTION

1. Summary of Request

The Windham School District (District) located in Windham, New Hampshire is seeking bids from qualified firms interested in providing copy paper to the District. Also, the Town of Windham (Town) located in Windham, New Hampshire is seeking to be included in the bid results for this bid, however, the Town's portion of this bid award is subject to Board of Selectmen approval. The contract term is July 1, 2017 through June 30, 2018.

2. Intent

The District's intent and the requirements of this bid is to provide the District and the Town with the appropriate level of service, at the best price.

3. Submission of Responses

a. Bids must be submitted via mail or in person to:
William A. Hickey, Business Administrator
Windham School District
19 Haverhill Rd.
Windham, NH 03087
ATTN: Paper Bid

b. Bids must be received no later than 10:00 AM, Tuesday August 8, 2017. It is the responsibility of the bidder to ensure the bids is received by the District before the deadline.

c. Faxed or emailed submissions will not be accepted. Any bids received after the specified date and time will not be considered, nor will late bids be opened.

d. Any questions concerning this bid shall be made in writing. However, vendors who have questions may also contact the Director of Business, Finance, and Operations at (603) 845-1550.

e. Bids must be submitted using the attached form.

4. Background

a. School District

The Windham School District is comprised of four schools serving approximately 2,800 students plus an administrative office building.

b. Copy Paper Usage: Approximately 1,000 cases per year

c. Town of Windham

The Town of Windham is comprised of twelve buildings.

d. Copy Paper Usage: Approximately 100 cases per year

5. Scope of Services Required

1. Contractor will be required to make copy paper deliveries within three business days (3) of receipt of an order from the District.

2. Contractor should specify all product information associated with the proposed product including the SKU.

3. Payment terms will be net 30 days.
4. A listing of District delivery locations will be provided to the winning bidder.

CONDITIONS OF PROPOSAL

With the District and Town operating under separate governing bodies, final contract documents and billing arrangements will be coordinated for each entity by the District Business Administrator and the Assistant Town Administrator, respectively. For purposes of this section, all references to the "District" include the Town of Windham.

1. Indemnification and Insurance

The successful contractor shall agree to indemnify and hold harmless the District from and against any and all claims whatsoever arising out of or occurring during the performance of this service or occurring and occasioned directly or indirectly by its error or omission, negligence or fault.

2. No Conflict

The Contractor, in submitting a bid shall agree and so state in its proposal that no person acting for or employed by the District has a direct or indirect financial interest in the proposal or in any portion of the profits that may be derived there from.

3. Compliance with Law

The Contractor shall be required to comply with all applicable provisions of federal, state and local law both in its response hereto and in provision of any services by the selected Contractor.

4. Proposal Held Open

a. No Contractor shall be permitted to withdraw its proposal for a period of thirty (30) days following the submission deadline.

5. District Reservation of Rights

a. The District reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the District as its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the District to do so.

b. Negotiation, if undertaken by the District, is intended to result in a contract, which is deemed by the District, in its sole discretion, to be in the District's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the Contractor.

c. The District reserves the right to waive or disregard any informality, irregularity or deficiency in any bid received.

d. Any and all expenses incurred by the selected firm shall be the firm's responsibility. The proposed fee shall be all-inclusive. The District will not honor requests for payment of so-called reimbursable expenses.

General Bidder Certifications and Disclosures

Firm Name: _____
Business Address: _____
Telephone No.: _____ Date of Bid: _____

I. Criminal and Civil History. By submission of this bid, the Bidder hereby certifies under oath that the Bidder, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes _____ No _____

If the answer is "no", the Bidder shall disclose under oath the following:

A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the Bidder, or the Bidder's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Bidder and any employee, who shall have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury, or material misrepresentation. The Bidder shall not be required to disclose any conviction which has been annulled by a court.

B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Bidder or the Bidder's directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.

C. The court, date, docket number and description of any felony convictions whatsoever of the Bidder, as well as the contractor's/vendor's directors, partners, principal officers or key employees. The term "key employee" includes, but is not limited to, any employee who has an ownership interest in the Bidder and any employee that shall have contact with the schools, including all transportation personnel. The Bidder shall not be required to disclose any conviction which has been annulled by a court.

II. Creditor Relationships and Business History. Bidder hereby certifies that it:

A. Has been in business for _____ years.

B. Is current on all undisputed business debts.

Yes _____ No _____

C. Has not filed for bankruptcy protection. In the alternative, Bidder filed for bankruptcy protection on _____.

III. Equal Opportunity Employer. Bidder hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes _____ No _____

IV. Safety and Licensure. Bidder certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide services to the District and meets all applicable safety standards.

Yes _____ No _____

V. Insurances. Bidder holds all the insurances which shall be required by the District.

Yes _____ No _____

Bidder's Name: _____
Signature: _____
Title: _____
Date: _____

Bid Submission Form

Name of Bidder: _____

Street Address: _____

Town: _____ State: _____ Zip: _____

Business Phone Number: _____

Business Contact Name: _____ email: _____

Copy Paper

Fixed net price per case of copy paper valid July 1, 2017 through June 30, 2018:

\$ _____ . _____ per case

Submit forms in person or via mail to:

William A. Hickey, Business Administrator

Windham School District

19 Haverhill Road

Windham, NH 03087

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Submit bids no later than 9:00 AM on Tuesday, August 8, 2017.

The Town will determine if it shall accept the District's winning bid within ten business days of the bid submission date.