

GREATER SUBURBAN KANSAS CITY JOINT PURCHASING COOPERATIVE

Attached please find the forms and data for submitting a quotation for PAPER PRODUCTS for the Greater Suburban Kansas City (KC) Joint Purchasing Cooperative.

Please make sure your quotation is accompanied by a cover letter, which includes any additional information on the bid proposal that you are unable to include on the bid forms. Also, please make sure that an authorized official from your company signs the bid sheets.

All bids must be deemed final, conclusive, and irrevocable and no bid shall be subject to correction or amendment. The terms of this bid shall be constituted as complete and this shall be the only agreement between the seller and the purchaser. There shall be no verbal agreements contrary to the terms and conditions hereof, or expressed herein in accordance to the bid request or the bid proposal on the part of the seller.

The proposal as presented by you, the seller, shall become binding in all respects as written, upon its acceptance by the Greater Suburban KC Joint Purchasing Cooperative, and upon written notification of acceptance, should your proposal be accepted. All responding bidders will be notified of all bids presented and the accepted bid.

Respectfully,

A handwritten signature in cursive script, appearing to read "Patricia Passler".

Patricia Passler, Chairperson  
Paper Purchasing Committee

Enclosures

PAPER PRODUCTS  
SPECIFICATIONS AND BID FORM

2019/2020 School Year

BIDDERS PLEASE INSERT FIRM NAME:

---

GREATER SUBURBAN KC JOINT PURCHASING COOPERATIVE

PLEASE RETURN ALL SHEETS WITH BID

## BID CONDITIONS

1. All prices shall be based upon the estimated quantity or more. Prices quoted shall be net, which means total cost delivered to each participating School District. Cash discounts for prompt payment of invoices may be offered by bidders, but will not be considered in making awards. Partial payments may be made on deliveries within 30 days from receipt of invoice.
2. All bids must be submitted in writing to Patricia Passler, Chairperson, Paper Committee, Greater Suburban KC Joint Purchasing Cooperative; 8500 NW River Park Drive Pillar 116, Parkville, MO 64152 by 2:00 p.m. on or before February 20, 2019. **NO EXCEPTIONS WILL BE MADE.**
3. One-time purchase price will be considered.
4. Bids will be awarded on March 8, 2019
5. Orders will be placed on or before April 12, 2019
6. Delivery must be on or about July 5, 2019, unless otherwise specified. Items which cannot be delivered by July 5 must be noted by the bidder with approximate date of delivery specified. Time of delivery is an important consideration in making the award as it will be impractical to determine the amount of damage or loss to the Districts resulting from the contractor's delay in delivering the contract articles. **SPECIAL NOTE:** we will accept more than one shipping date. Please note the proposed shipping dates and the percentage of delivery per date on the paper bid form.
7. The location of delivery will be established at a later time. Bids will be for one single location delivery within each participating School District. Districts must be notified of approximate delivery time prior to delivery.
8. **Alternate** bid price to include tailgate delivery; pallet jack for ground delivery must be available for all stops.
9. If there are items on the attached listing that your firm does not wish to bid, this will in no way eliminate your firm from the total bidding. Bid only items that you can supply.
10. Notification will be made to responding bidders as to the bid accepted and bids submitted. Any additional information concerning this request needs to be directed to Patricia Passler, Park Hill School District; 816-359-6597.
11. **SPECIAL NOTE:** Individual billing for each School District is required after July 1.

Location of and delivery information of School Districts involved in Cooperative Purchasing:

<u>Location</u>	<u>Dock Available</u>	<u>Other</u>
Belton	YES	7:15 a.m. - noon.
Blue Springs	YES	8 a.m. - 3 p.m.
Center	YES	8 a.m. - 4 p.m.
Excelsior Springs	YES	7:30 a.m. - 2:30 p.m.
Fort Osage	YES	8 a.m. - 2 p.m.
Grain Valley	NO	8 a.m. - 2 p.m.
Grandview	YES	8 a.m. - 2 p.m.
Harrisonville	YES	8 a.m. - 4 p.m.
Hickman Mills	NO	8 a.m. - 4 p.m.
Independence	NO	8 a.m. - 2 p.m.
Lee's Summit	YES	7:30 a.m. - 2:30 p.m.
Liberty	YES	7 a.m. - 3 p.m.
Lone Jack	NO	8 a.m. - 4 p.m. Mon-Thurs.
Midway R-I	NO	8 a.m. - 3 p.m. Mon-Thurs.
North Kansas City	YES	7 a.m. - 3 p.m.
Oak Grove	NO	8 a.m. - 3 p.m. Mon-Thurs.
Park Hill	YES	7:30 a.m. - 3 p.m.
Platte County	YES	7:30 a.m. - 3:30 p.m.
Pleasant Hill	YES	8 a.m. - 2 p.m.
Raymore-Peculiar	YES	8 a.m. - 3 p.m.
Raytown	YES	6:30 a.m. - 2:30 p.m.

## SPECIFICATIONS AND CONDITIONS FOR MULTIPURPOSE PAPER

Paper shall be "domestic paper only", 20#, grain long, premium #4 with a target brightness of 92 (US) and a minimum opacity of 88 as listed in the Competitive Grade Finder. It shall be suitable to run trouble-free in offset presses, high speed copiers, low speed copiers, laser printers, ink jet printers, and fax machines that use plain paper. All items bid shall carry a label from the manufacturer stating that the paper being bid and to be furnished is being manufactured under a private label and is the same grade as a specific grade listed in the Competitive Grade Finder.

A ream shall consist of not less than 500 sheets, wrapped in a moisture resistant paper, packed 10 reams per carton in a moisture resistant container. Each ream must be labeled as to the type of paper in the ream, e.g., mimeograph, multipurpose. Multipurpose paper must be suitable for use on all types of copying equipment including plain bond and Xerox copiers.

Each bidder upon request must supply a minimum of two (2), reams of each type of paper bid for trial in various machines. These samples will be paid for by the Purchasing Committee if requested.

We will furnish \_\_\_\_\_ label, which is listed in the Industries "Paper Guide". Paper actually delivered to the District participating in this bid must be labeled exactly as written above and same as samples submitted.

We will furnish a Private Label Paper and will have a letter from the Mill (as set forth in the first paragraph above) along with the bid.

Proposed delivery date (s) \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

SPECIFICATIONS AND CONDITIONS FOR CARD STOCK PAPER

Paper shall be "domestic paper only", 65#, cover, 176gsm Card Stock with a target brightness of 92 (US) and a minimum opacity of 88 as listed in the Competitive Grade Finder. It shall be suitable to run trouble-free in offset presses, high speed copiers, low speed copiers, laser printers, ink jet printers, and fax machines that use plain paper. All items bid shall carry a label from the manufacturer stating that the paper being bid and to be furnished is being manufactured under a private label and is the same grade as a specific grade listed in the Competitive Grade Finder.

A ream shall consist of not less than 250 sheets, wrapped in a moisture resistant paper. Each ream must be labeled as to the type of paper in the ream, e.g., mimeograph, multipurpose. Multipurpose paper must be suitable for use on all types of copying equipment including plain bond and Xerox copiers.

Each bidder upon request must supply a minimum of two (2), reams of each type of paper bid for trial in various machines. These samples will be paid for by the Purchasing Committee if requested.

We will furnish \_\_\_\_\_ label, which is listed in the Industries "Paper Guide". Paper actually delivered to the District participating in this bid must be labeled exactly as written above and same as samples submitted.

We will furnish a Private Label Paper and will have a letter from the Mill (as set forth in the first paragraph above) along with the bid.

Proposed delivery date (s) \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

SPECIFICATIONS AND CONDITIONS FOR CARD STOCK PAPER

Paper shall be "domestic paper only", 100#, cover, 271gsm Card Stock with a target brightness of 92 (US) and a minimum opacity of 88 as listed in the Competitive Grade Finder. It shall be suitable to run trouble-free in offset presses, high speed copiers, low speed copiers, laser printers, ink jet printers, and fax machines that use plain paper. All items bid shall carry a label from the manufacturer stating that the paper being bid and to be furnished is being manufactured under a private label and is the same grade as a specific grade listed in the Competitive Grade Finder.

A ream shall consist of not less than 250 sheets, wrapped in a moisture resistant paper. Each ream must be labeled as to the type of paper in the ream, e.g., mimeograph, multipurpose. Multipurpose paper must be suitable for use on all types of copying equipment including plain bond and Xerox copiers.

Each bidder upon request must supply a minimum of two (2), reams of each type of paper bid for trial in various machines. These samples will be paid for by the Purchasing Committee if requested.

We will furnish \_\_\_\_\_ label, which is listed in the Industries "Paper Guide". Paper actually delivered to the District participating in this bid must be labeled exactly as written above and same as samples submitted.

We will furnish a Private Label Paper and will have a letter from the Mill (as set forth in the first paragraph above) along with the bid.

Proposed delivery date (s) \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BASE BID PROPOSAL  
2020

ITEM	ESTIMATED QUANTITY	TYPE OF PAPER	DELIVERED PRICE - SINGLE LOCATION WITHIN EACH SCHOOL DISTRICT	ALTERNATE PRICE TO INCLUDE TAILGATE DELIVERY PER BID CONDITIONS #8
1	25,995 CTNS	White 8.5" X 11" Multi-purpose		
2	0	White 8.5" X 11" Three-hole punch Multi-purpose		
3	47 CTNS	White 8.5" X 14" Multi-purpose		
4	98 CTNS	White 11" X 17" Multi-purpose (2500 Sheets per carton)		
5	1,689 CTNS	Colored - Pastel 8.5" X 11" Multi-purpose		
6	201 CTNS	Colored - Bright 8.5" X 11" Multi-purpose		
7	0	Colored - Pastel 8.5" X 14" Multi-purpose		
8	0	Colored Pastel 8.5 X 17" Multi-purpose		



BASE BID PROPOSAL  
2020

ITEM	ESTIMATED QUANTITY	TYPE OF PAPER	DELIVERED PRICE - SINGLE LOCATION WITHIN EACH SCHOOL DISTRICT	ALTERNATE PRICE TO INCLUDE TAILGATE DELIVERY PER BID CONDITIONS #8
9	13 reams	White 8.5" X 11" Cardstock - 65#		
10	0	Colored - Pastel 8.5" X 11" Cardstock - 65#		
11	0	Colored - Bright 8.5" X 11" Cardstock - 65#		
12	83 reams	White 8.5" X 11" Cardstock - 100#		
13	19 reams	Colored - Pastel 8.5" X 11" Cardstock - 100#		
14	12 reams	Colored - Bright 8.5" X 11" Cardstock - 100#		

GREATER SUBURBAN KANSAS CITY JOINT PURCHASING COOPERATIVE

BASE BID PROPOSAL

TO: PATRICIA PASSLER  
Chairperson, Paper Committee

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We propose to furnish, in accordance with specifications, paper products to the Greater Suburban KC Joint Purchasing Cooperative at the prices quoted on the attached sheets. We agree that the information contained in the attached specifications is part of our proposal. The terms of this bid are complete and constitute the entire agreement between the seller and the purchaser, and there are no verbal agreements contrary to the terms and conditions hereof, or expressed herein.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Corporate Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date