



WEAKLEY COUNTY DEPARTMENT OF FINANCE

Shawn Francisco, Director of Finance

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www.weakleycountytn.gov

T: (731) 364-5429 F: (731) 364-3858

December 18, 2015

To Whom It May Concern:

The Weakley County Department of Finance will be receiving bids for the purchase of the following items:

Paper Supplies

Attached please find a copy of the minimum specifications required. If you are interested, your bid should be submitted in accordance with the attached instructions.

Any questions, please contact the undersigned.

Thank you,

Shawn Francisco,
Director of Finance

Enclosures

WEAKLEY COUNTY, TENNESSEE

INVITATION TO BID

BID # 2016 - 12

The Weakley County, Tennessee Department of Finance will be accepting bids on the following items:

Paper Supplies

Information can be obtained from the Department of Finance, 8319 Highway 22, Suite B, Dresden, TN, 38225 between the hours of 8:00 A.M. and 4:30 P.M.

Bids will be accepted **until 10:00 A.M., JANUARY 5, 2016**. Bids should be sealed and marked on the outside of the envelope "**SEALED BID # 2016-12 - Paper Supplies**"

Weakley County Department of Finance is an Equal Opportunity Employer and does not discriminate based upon race, creed, national origin, or gender.

Bids may be hand delivered or mailed to:

**Director of Finance
Weakley County, Tennessee
8319 Highway 22, Suite B
Dresden, TN 38225**

Bid document may be downloaded at www.weakleycountyttn.gov.

Any questions concerning the bid should be made to Shawn Francisco, Director of Finance.

WEAKLEY COUNTY, TENNESSEE

BID SPECIFICATIONS

BID # 2016-12

Bidder may bid on any or all items as specified below. All prices should be quoted FOB, Delivery Point, Weakley County, TN. (A summary of quantities to be purchased by delivery point is included with this bid). Bidder should include any technical data sheets/brochures that would be helpful in determining bid compliance with minimum specifications.

NOTE: DELIVERY CONDITIONS/SPECIFICATIONS

All items listed in the bid should be delivered on a **one-time delivery** status. Items should be delivered as soon as possible **after** January 6, 2016. All items should be complete upon delivery. The bid period is for a six-month period. Invoices should be made separately for each office/department/ school/cafeteria as indicated on the tabulation list included in this bid.

Items ordered by each cafeteria should be delivered to each cafeteria and accepted by that specific cafeteria manager. See attached school cafeteria manager listing. Payment will be made on delivered goods.

If the bidding agent has any bidding violations or ethic law violations have been brought against them, please explain.

Bids will be reviewed and awarded on the basis of the lowest and best bid as determined by the Director of Finance.

Owner reserves the right to reject any and all bids.

No bidder may withdraw his bid within 30 days of the actual opening thereof.

Any questions concerning the bid should be directed to Shawn Francisco, Director of Finance.

**WEAKLEY COUNTY, TENNESSEE
PAPER SUPPLIES
FY 2015-2016 (Bid #2016-12)**

DEPARTMENT / SCHOOL CODES – DELIVERY ADDRESSES

COURTHOUSE (DRESDEN, TN)

Weakley County Mayor, 1 st Fl., Courthouse, Dresden	COUNTY MAYOR
Weakley County Register of Deeds 1 st Fl., Courthouse, Dresden	REG DEEDS
Weakley County Trustee, 1 st Fl., Courthouse, Dresden	TRUSTEE
Weakley County Circuit Court, 2 nd Fl., Courthouse, Dresden	CIRCUIT COURT
Weakley County Clerk, 1 st Fl., Courthouse, Dresden	COUNTY CLERK
Weakley County Chancery Court, 3 rd Fl., Courthouse, Dresden	CHANCERY

OTHER COUNTY BUILDINGS

Department of Finance, 8319 Hwy. 22, Suite B, Dresden	FIN
Weakley County Election Commission, Poplar St., Dresden	ELECTION
Weakley County Detention Center, 9522 Hwy 22, Dresden	SHERIFF/JAIL
Weakley County Library, 341 Linden St, Dresden	LIBRARY

SCHOOLS

Dresden Elementary School, 759 Linden St., Dresden	DES
Dresden Middle School, 759 Linden St., Suite B Dresden	DMS
Dresden High School, 7150 Hwy. 22, Dresden	DHS
Greenfield Elementary School, 319 W. Main St., Greenfield	GRES
Gleason School, 92-99 State Championship Dr., Gleason	GLS
Sharon School, 254 N. Woodlawn St, Sharon, 38255	SH
Martin Primary School, 215 S. College St., Martin	MPS
Martin Elementary School, 300 College St., Martin	MES
Martin Middle School, 700 Fowler St., Martin	MMID
Martin Westview School, 8161 Hwy 45, Martin	MWV
Weakley County Sp. Educ. Office, 8319 Hwy 22, Suite A, Dresden	SPEC EDU

CAFETERIAS

School Nutrition Program, 8319 Hwy 22, Suite A, Dresden	SNP
Gleason School Cafeteria, 1992 State Championship Dr., Gleason	GLEC
Martin Westview School Cafeteria, 8161 Hwy. 45, Martin	MWVC

WEAKLEY COUNTY, TENNESSEE												
PAPER SUPPLIES BID												
FY 2015-2016 (BID #2015-12)												
FOR PERIOD OF JANUARY 2016- JUNE 2016												
DELIVERY TO BEGIN JANUARY 6, 2016												
I. COMPUTER / FAX SUPPLIES												
I. PAPER SUPPLIES												
	FIN	MAYOR	REG DEEDS	TRUSTEE	CIRCUIT	CLERK	CHANCERY	ELECTION	SHERIFF	JAIL	LIBRARY	TOTAL
8.5 X 11 COPY PAPER (20 WT) - CS	20	4		3	15	12	3	3	6	6	2	74
8.5 X 14 COPY PAPER (20 WT) - CS			4			2		1				7
8.5 X 11 COLORED COPY PAPER - RED - CS												0
8.5 X 11 COLORED COPY PAPER - YELLOW - CS												0
8.5 X 11 COLORED COPY PAPER - BLUE - CS												0
8.5 X 11 COLORED COPY PAPER - GRAY - CS												0
8.5 X 11 COLORED COPY PAPER - LIGHT BLUE - CS												0
8.5 X 11 COLORED COPY PAPER - GREEN - CS												0
8.5 X 11 COLORED COPY PAPER - ORANGE - CS												0
8.5 X 11 COLORED COPY PAPER - GOLDENROD - CS	1											1
8.5 X 11 COLORED COPY PAPER - BLUE - NEON - CS												0
8.5 X 11 COLORED COPY PAPER - ORANGE - NEON - CS												0
8.5 X 11 COLORED COPY PAPER - YELLOW - NEON - CS												0
8.5 X 11 COLORED COPY PAPER - GREEN - NEON - CS												0
8.5 X 11 COLORED COPY PAPER - CANARY - CS												0
8.5 X 11 COLORED COPY PAPER - BUFF/WORY - CS												0
8.5 X 11 COLORED COPY PAPER - PURPLE - NEON - CS												0
8.5 X 11 PERFORATED PAPER (20 WT) 2 HOLES PUNCHED IN EACH END & PERFORATED AT 1/3 OF PAGE - CASE (GRMS)								1				1

WEAKLEY COUNTY, TENNESSEE												
PAPER SUPPLIES BID												
FY 2016-2016 (BID #2016-12)												
FOR PERIOD OF JANUARY 2016- JUNE 2016												
DELIVERY TO BEGIN JANUARY 6, 2016												
SCHOOLS												
L. COMPUTER / FAX SUPPLIES	DES	DHS	DMS	GLS	GRES	MPS	MES	MMID	SHARON	WV	SPEC EDU - CENTRAL OFFICE	QTY
L. PAPER SUPPLIES												
8.5 X 11 COLORED COPY PAPER (20 WT) - CS	90	40	60	75	40	50	65	35	20	50	10	535
8.5 X 14 COPY PAPER (20 WT) - CS						20						20
8.5 X 11 COLORED COPY PAPER - RED - CS	1		1					2				4
8.5 X 11 COLORED COPY PAPER - YELLOW - CS	1											1
8.5 X 11 COLORED COPY PAPER - BLUE - CS			1									1
8.5 X 11 COLORED COPY PAPER - GRAY - CS						5						5
8.5 X 11 COLORED COPY PAPER - LIGHT BLUE - CS	1											1
8.5 X 11 COLORED COPY PAPER - GREEN - CS	1											1
8.5 X 11 COLORED COPY PAPER - ORANGE - CS	2			2								4
8.5 X 11 COLORED COPY PAPER - GOLDENROD - CS	2		1									3
8.5 X 11 COLORED COPY PAPER - BLUE - NEON - CS	1							2				3
8.5 X 11 COLORED COPY PAPER - ORANGE - NEON - CS								2				2
8.5 X 11 COLORED COPY PAPER - YELLOW - NEON - CS	1							2				3
8.5 X 11 COLORED COPY PAPER - GREEN - NEON - CS	2							2				4
8.5 X 11 COLORED COPY PAPER - CANARY - CS	1											1
8.5 X 11 COLORED COPY PAPER - BUFF/IVORY - CS								2		1		3
8.5 X 11 COLORED COPY PAPER - PURPLE - NEON - CS								2				2
8.5 x 11 PERFERD PAPER (20 WT) 2 HOLES PUNCHED IN EACH END & PERFORATED AT 1/3 OF PAGE - CASE (GRMS)												0

WEAKLEY COUNTY, TENNESSEE										
PAPER SUPPLIES BID										
FY 2015-2016 (BID #2016-12)										
FOR PERIOD OF JANUARY 2016- JUNE 2016										
DELIVERY TO BEGIN JANUARY 6, 2016						<u>CAFETERIAS</u>			TOTAL	TOTAL
I. COMPUTER / FAX SUPPLIES						GLEC	WV	SNP	QTY	ITEMS
I. PAPER SUPPLIES										
8.5 X 11 COPY PAPER (20 WT) - CS						1	2	2	5	614
8.5 X 14 COPY PAPER (20 WT) - CS									0	27
8.5 X 11 COLORED COPY PAPER - RED - CS									0	4
8.5 X 11 COLORED COPY PAPER - YELLOW - CS									0	1
8.5 X 11 COLORED COPY PAPER - BLUE - CS									0	1
8.5 X 11 COLORED COPY PAPER - GRAY - CS									0	5
8.5 X 11 COLORED COPY PAPER - LIGHT BLUE - CS									0	1
8.5 X 11 COLORED COPY PAPER - GREEN - CS									0	1
8.5 X 11 COLORED COPY PAPER - ORANGE - CS									0	4
8.5 X 11 COLORED COPY PAPER - GOLDENROD - CS									0	4
8.5 X 11 COLORED COPY PAPER - BLUE - NEON - CS									0	3
8.5 X 11 COLORED COPY PAPER - ORANGE - NEON - CS									0	2
8.5 X 11 COLORED COPY PAPER - YELLOW - NEON - CS									0	3
8.5 X 11 COLORED COPY PAPER - GREEN - NEON - CS									0	4
8.5 X 11 COLORED COPY PAPER - CANARY - CS									0	1
8.5 X 11 COLORED COPY PAPER - BUFF/WORY - CS									0	3
8.5 X 11 COLORED COPY PAPER - PURPLE - NEON - CS									0	2
8.5 x 11 PERFED PAPER (20 WT) 2 HOLES PUNCHED IN EACH END & PERFORATED AT 1/3 OF PAGE - CASE (GRMS)									0	1

**WEAKLEY COUNTY, TENNESSEE
 BID FORM #2016-12
 FOR PERIOD OF JANUARY 2016 - JUNE 2016
 DELIVERY TO BEGIN JANUARY 6, 2016**

**TOTAL
 ITEMS** **PRICE PER
 ITEM**

8.5 X 11 COPY PAPER (20 WT) - CS	614	\$ _____
8.5 X 14 COPY PAPER (20 WT) - CS	27	\$ _____
8.5 X 11 COLORED COPY PAPER - RED - CS	4	\$ _____
8.5 X 11 COLORED COPY PAPER - YELLOW - CS	1	\$ _____
8.5 X 11 COLORED COPY PAPER - BLUE - CS	1	\$ _____
8.5 X 11 COLORED COPY PAPER - GRAY - CS	5	\$ _____
8.5 X 11 COLORED COPY PAPER - LIGHT BLUE - CS	1	\$ _____
8.5 X 11 COLORED COPY PAPER - GREEN - CS	1	\$ _____
8.5 X 11 COLORED COPY PAPER - ORANGE- CS	4	\$ _____
8.5 X 11 COLORED COPY PAPER - GOLDENROD - CS	4	\$ _____
8.5 X 11 COLORED COPY PAPER - BLUE - NEON - CS	3	\$ _____
8.5 X 11 COLORED COPY PAPER - ORANGE - NEON - CS	2	\$ _____
8.5 X 11 COLORED COPY PAPER - YELLOW - NEON - CS	3	\$ _____
8.5 X 11 COLORED COPY PAPER - GREEN - NEON - CS	4	\$ _____
8.5 X 11 COLORED COPY PAPER - CANARY - CS	1	\$ _____
8.5 X 11 COLORED COPY PAPER - BUFF/ IVORY - CS	3	\$ _____
8.5 X 11 COLORED COPY PAPER - PURPLE - NEON - CS	2	\$ _____
8.5 x 11 PERFED PAPER (20 WT) 2 HOLES PUNCHED IN EACH END & PERFORATED AT 1/3 OF PAGE - CASE (5RMS)	1	\$ _____

Name: _____

Address: _____

Phone/Fax/E-Mail: _____

Signature: _____

Date: _____

BIDDER'S CERTIFICATION

The Director of Finance requests, as a matter of policy, that any consultant or firm receiving a contract or award resulting from this Request for Sealed Bid issued by the County of Weakley, Tennessee, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no members of the elected governing body of Weakley County or member of his or her immediate family, including spouse, parents or children or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract under a Request for Proposal.

Handwritten Signature of Authorized Principal(s):

Name: _____

Title: _____

Name of Firm/Partnership/Corporation:

Date: _____

EXHIBIT D

BIDDER'S AFFIDAVIT. NO. 1

TO: Director of Finance
Weakley County, Tennessee

Having examined the General Bid requirements and specifications, we hereby submit this bid or bids. We further propose that the prices are correct and accurate and will remain in effect for ____ days. If the proposal or bid is accepted, the prices will remain in effect until the merchandise is delivered and installed. In the event that subsequent orders are placed for items included in this bid, the price will remain in effect for ____ days from the date of bid opening.

Date: _____

Signed: _____

Company Address: _____

Phone: _____