

WEAKLEY COUNTY, TENNESSEE

INVITATION TO BID

BID # 2019-03

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 3:00 P.M., January 4, 2019** at the Weakley County Department of Finance. Bids must be sealed and marked on the outside of the envelope "**SEALED BID # 2019-03 - 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:

**John H. Liggett
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 John H. Liggett, Director of Finance.

WEAKLEY COUNTY, TENNESSEE

BID SPECIFICATIONS

BID # 2019-03

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 **on or after January 14, 2019**.

All items should be complete upon delivery and placed in the location specified by the person accepting the 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 John H. Liggett, Director of Finance.

**WEAKLEY COUNTY, TENNESSEE
PAPER SUPPLIES
FY 2018-2019 (Bid #2019-03)**

DEPARTMENT / SCHOOL CODES – DELIVERY ADDRESSES

COURTHOUSE (DRESDEN, TN)

Weakley County Mayor, 1 st Fl., Courthouse, Dresden	MYR
Weakley County Register of Deeds 1 st Fl., Courthouse, Dresden	REG DEED
Weakley County Trustee, 1 st Fl., Courthouse, Dresden	TRU
Weakley County Circuit Court, 2 nd Fl., Courthouse, Dresden	CIR. CRT.
Weakley County Clerk, 1 st Fl., Courthouse, Dresden	COU. CLRK.
Weakley County Chancery Court, 3 rd Fl., Courthouse, Dresden	CHA CRT.
Weakley County Veteran Affairs, Basement, Courthouse, Dresden	VET AFFAIRS
Weakley County Property Assessor, 1 st Fl., Courthouse, Dresden	PROP. ASR.

OTHER COUNTY BUILDINGS

Department of Finance, 8319 Hwy. 22, Suite B, Dresden	FIN
Weakley County Detention Center, 7951 Hwy 22, Dresden	SHF. DEPT/JAIL
Weakley County Library, 341 Linden St, Dresden	LIB
27 th Judicial District Drug Court, 128 E. Main St., Suite C, Union City	DRUG COURT
Weakley County Soil Conservation, 196 Hunt St., Suite B, Dresden	SOIL CONS.

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 School, 319 W. Main St., Greenfield	GRS
Gleason School, 92-99 State Championship Dr., Gleason	GLS
Sharon School, 254 N. Woodlawn St, Sharon, 38255	SHA
Martin Primary School, 215 S. College St., Martin	MPS
Martin Elementary School, 300 College St., Martin	MES
Martin Middle School, 700 Fowler St., Martin	MMS
Martin Westview School, 8161 Hwy 45, Martin	WV
Weakley County Bus Garage, 608 County Maintenance Rd., Dresden	BUS GAR.
Alternative School, 8250 Hwy 22, Dresden	ALT/TECH
Weakley County Sp. Educ. Office, 8319 Hwy 22, Suite A, Dresden	SPED
Weakley County Board of Education, 8319 Hwy. 22, Suite A, Dresden	BOE

CAFETERIAS

School Nutrition Program, 8319 Hwy 22, Suite A, Dresden	COU SNP
Gleason School Cafeteria, 1992 State Championship Dr., Gleason	GLSC
Dresden Elementary School Cafeteria, 759 Linden St., Dresden	DESC
Greenfield School Cafeteria, 319 W. Main St., Greenfield	GRSC
Martin Elementary School Cafeteria, 300 College St., Martin	MESC
Martin Primary School Cafeteria, 215 S. College St., Martin	MPSC
Martin Middle School Cafeteria, 700 Fowler St., Martin	MMSC
Sharon School Cafeteria, 254 N. Woodlawn St., Sharon	SHAC
Westview High School Cafeteria, 8161 Hwy 45, Martin	WHSC

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: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED.

**WEAKLEY COUNTY, TENNESSEE
PAPER SUPPLIES BID**

FY 2018-2019 - BID #2019-03

For Period of January 2019 - June 2019

Delivery to Begin January 14, 2019

	TOTAL ITEMS	PRICE PER ITEM
8.5 X 11 COPY PAPER (20 WT) - CS	617	\$
8.5 X 11 COPY PAPER (20 WT) - 3 HOLE PUNCHED - CS	0	\$
8.5 X 14 COPY PAPER (20 WT) - CS	7	\$
11 X 17 COPY PAPER (20 WT) - CS	0	\$
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 - CANARY - CS	3	\$
8.5 X 11 COLORED COPY PAPER - BLUE - CS	0	\$
8.5 X 11 COLORED COPY PAPER - LIGHT BLUE - CS	3	\$
8.5 X 11 COLORED COPY PAPER - LAVENDER - CS	1	\$
8.5 X 11 COLORED COPY PAPER - LIGHT PINK - CS	1	\$
8.5 X 11 COLORED COPY PAPER - PINK - CS	1	\$
8.5 X 11 COLORED COPY PAPER - GREEN - CS	1	\$
8.5 X 11 COLORED COPY PAPER - LIGHT GREEN - CS	3	\$
8.5 X 11 COLORED COPY PAPER - PUMPKIN - CS	0	\$
8.5 X 11 COLORED COPY PAPER - ORANGE - CS	0	\$
8.5 X 11 COLORED COPY PAPER - BRIGHT ORANGE HUE - CS	0	\$
8.5 X 11 COLORED COPY PAPER - ORANGE -HAMMERMILL CASE- #10365-5 CS	0	\$
8.5 X 11 COLORED COPY PAPER - GOLDENROD - CS	0	\$
8.5 X 11 COLORED COPY PAPER - GRAY - CS	0	\$
8.5 X 11 COLORED COPY PAPER - BLUE - NEON - CS	1	\$
8.5 X 11 COLORED COPY PAPER - ORANGE - NEON - CS	1	\$
8.5 X 11 COLORED COPY PAPER - YELLOW - NEON - CS	1	\$
8.5 X 11 COLORED COPY PAPER - GREEN - NEON - CS	1	\$
8.5 X 11 COLORED COPY PAPER - PURPLE - NEON - CS	1	\$
8.5 X 11 COLORED COPY PAPER - PINK - NEON - CS	1	\$
8.5 X 11 COLORED COPY PAPER - SALMON - CS	1	\$
8.5 X 11 COLORED COPY PAPER - BUFF/IVORY - CS	0	\$
1/8 "GRNBAR (14 7/8 X 8 1/2) 1 PART (#18) CS	0	\$
1/8 "GRNBAR (14 7/8 X 8 1/2) 2 PART NCR (#15) CS	0	\$