

WEAKLEY COUNTY, TENNESSEE

INVITATION TO BID

BID # 2023-21

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. or online at www.weakleycountyttn.gov.

Bids will be accepted **until 3:00 P.M., May 31, 2023** at the Weakley County Department of Finance. Bids received after this time will be deemed late and will not be considered.

Bids must be sealed and marked on the outside of the envelope:

"SEALED BID # 2023-21 - Paper Supplies"

Nothing herein is intended to exclude any responsible vendor, his or her product or service, or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to offer a proposal. Weakley County is compliant with Title VI of the 1964 Civil Rights Act and as a result, does not discriminate on the grounds of 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**

Any questions concerning the bid should be made to John H. Liggett, Director of Finance (731-364-5429).

WEAKLEY COUNTY, TENNESSEE

BID SPECIFICATIONS

BID # 2023-21

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 August 7, 2023**.

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 2023-2024 (Bid #2023-21)**

DEPARTMENT / SCHOOL CODES – DELIVERY ADDRESSES

COURTHOUSE (DRESDEN, TN)

Weakley County Mayor, 1 st Fl., Courthouse, Dresden	MAYOR
Weakley County Trustee, 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 Chancery Court, 1 st Fl., Courthouse, Dresden	VET AFFAIR
Weakley County Property Assessor, Basement, Courthouse, Dresden	PROP ASSE.

OTHER COUNTY BUILDINGS

Department of Finance, 8319 Hwy. 22, Suite B, Dresden	FIN
Weakley County Detention Center, 7951 Hwy 22, Dresden	SHF. DEPT/JAIL
Ned R. McWherter Weakley County Library, 341 Linden St, Dresden	LIB
Westate Corrections Network, 128 E. Main, Suite C, Union City	DRUG COURT

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
Gleason School, 92-99 State Championship Dr., Gleason	GLS
Greenfield School, 319 W. Main St., Greenfield	GRS
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
Sharon School, 254 N. Woodlawn St, Sharon, 38255	SHA
Westview High School, 8161 Hwy 45, Martin	WW
Alternative School, 8250 Hwy 22, Dresden	ALT
Coordinated School Health, 8250 Hwy 22, Dresden	CSH
Adult Education, 8250 Hwy 22, Dresden	ADULT ED
Weakley County Sp. Educ. Office, 8319 Hwy 22, Suite A, Dresden	SPED
Sharon School Sped Dept, 254 N. Woodlawn St, Sharon, 38255	SHA 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
Dresden Elementary School Cafeteria, 759 Linden St., Dresden	DESC
Dresden High School Cafeteria, 7150 Hwy. 22, Dresden	DHSC
Gleason School Cafeteria, 1992 State Championship Dr., Gleason	GLSC
Greenfield School Cafeteria, 319 W. Main St., Greenfield	GRSC
Martin Primary School Cafeteria, 215 S. College St., Martin	MPSC
Martin Elementary School Cafeteria, 300 College St., Martin	MESC
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 IRAN DIVESTMENT ACT COMPLIANCE

The Iran Divestment Act of 2016, effective as of July 1, 2016, is codified at Tenn. Code Ann. § 12-12-101 et seq. The Iran Divestment Act, with certain exceptions, prohibits local governments, including Weakley County, from entering into contracts with persons or entities engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in Tenn. Code Ann. § 12-12-105, a person engages in investment activities in the energy sector of Iran if:

- (1) The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- (2) The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to § 12-12-106, as a person engaging in investment activities in Iran as described in this section.

This Act requires the State of Tennessee's chief procurement officer to publish on the State's web site a list of persons it determines engage in investment activities in Iran (the "Prohibited Entities List").

Any BIDDER that is on the Prohibited Entities List will be ineligible to contract with Weakley County.

Pursuant to the Act, any BIDDER that attempts to contract with Weakley County must certify, at the time the bid is submitted, that the BIDDER is not identified on the Prohibited Entities List. A bid shall not be considered for award, nor shall any award be made, where the BIDDER fails to submit a signed and verified Bidder's Certification.

BIDDER'S CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT

Tenn. Code Ann. § 12-12-101 et seq.

Comes _____ (Printed name of Principal Officer of Company),
for and on behalf of _____, (the "Company") and, after being duly
authorized by the Company so to do, makes oath that:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies,
and in the case of a joint bid each party thereto certifies as to its own organization, under
penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list
created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title: _____

Sworn to and subscribed before me, a Notary Public, this ____ day of _____,
20____.

Notary Public

My Commission Expires: _____

**WEAKLEY COUNTY, TENNESSEE
 PAPER SUPPLIES ORDER
 FY 2023-2024**

For Period of Jul-Dec 2023

Delivery to Begin: August 7, 2023

**TOTAL
 ITEMS**

**PRICE PER
 ITEM**

8.5 X 11 COPY PAPER (20 WT) - CS	618	
8.5 X 11 COPY PAPER (20 WT) - 3 HOLE PUNCHED - CS	0	
8.5 X 14 COPY PAPER (20 WT) - CS	3	
11 X 17 COPY PAPER (20 WT) - CS	0	
8.5 X 14 COLORED COPY PAPER- LIGHT GREEN- CS	0	
8.5 X 11 COLORED COPY PAPER - RED - CS	0	
8.5 X 11 COLORED COPY PAPER - YELLOW - CS	4	
8.5 X 11 COLORED COPY PAPER - CANARY - CS	6	
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	5	
8.5 X 11 COLORED COPY PAPER - LIGHT PINK - CS	2	
8.5 X 11 COLORED COPY PAPER - PINK - CS	1	
8.5 X 11 COLORED COPY PAPER - GREEN - CS	0	
8.5 X 11 COLORED COPY PAPER - LIGHT GREEN - CS	4	
8.5 X 11 COLORED COPY PAPER - PUMPKIN - CS	0	
8.5 X 11 COLORED COPY PAPER - ORANGE - CS	3	
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	1	
8.5 X 11 COLORED COPY PAPER - GOLDENROD - CS	3	
8.5 X 11 COLORED COPY PAPER - GRAY - CS	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	1	
8.5 X 11 COLORED COPY PAPER - GREEN - NEON - CS	2	
8.5 X 11 COLORED COPY PAPER - PURPLE - NEON - CS	0	
8.5 X 11 COLORED COPY PAPER - PINK - NEON - CS	0	
8.5 X 11 COLORED COPY PAPER - SALMON - CS	1	
8.5 X 11 COLORED COPY PAPER - BUFF/IVORY - CS	5	
8.5 X 11 COLORED COPY PAPER - ORANGE VELLUM - BRITHEHUE	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	