



*"A school system characterized by an unrelenting passion for excellence"*

# **Bid Information Packet**

## **Paper Supplies Bid**

**Bid #15-172**

**May 14, 2015  
2:00 P.M.**

**PROPOSAL INFORMATION PAGE  
PAPER SUPPLIES BID  
#15-172**

- **RUN ADVERTISEMENT:**

Herald Democrat  
April 24 and April 26, 2015

- **REQUEST FOR PROPOSAL RELEASED &  
POSTED ON THE WEB PAGE:**

April 24, 2015

- **CLOSING DATE AND TIME TO RECEIVE PROPOSAL:**

May 14, 2015

- **POSSIBLE BOARD APPROVAL:**

June 15, 2015

- **NOTIFY MULTIPLE VENDORS:**

June 16, 2015

- **TIME FRAME FOR CONTRACT:**

July 1, 2015 to June 30, 2016

SHERMAN INDEPENDENT SCHOOL DISTRICT  
P. O. BOX 1176  
SHERMAN, TEXAS 75091-1176  
(903) 891-6400

April 24, 2015

**INVITATION TO BID**

**PAPER SUPPLIES BID**

**SEALED BID**

**BID OPENING DATE:**

**May 14, 2015**

**TIME: 2:00 P.M.**

**CONDITIONS OF BID:**

1. **Sealed bid proposals** for Paper Supplies will be accepted until 2:00 p.m., Thursday, May 14, 2015 at which time the bid will be read aloud in the purchasing office at the Sherman Independent School District Administration Building, 2701 North Loy Lake Road, Sherman, Texas 75090. The successful bidders will be notified as soon as possible after the bid proposals are ratified by the Board of Education.
2. Bid proposals should be mailed or delivered as follows:

Sherman Public Schools  
Attn: Business Office  
2701 North Loy Lake Road  
Sherman, Texas 75090
- Note: Bid proposals may be hand delivered to Sherman Public Schools Central Office located at 2701 North Loy Lake Road, Sherman, Texas 75090, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.
3. Sealed bid proposal envelope should be marked as follows: **"Paper Supplies Bid #15-172"**.
4. Any information concerning items you are bidding should be attached to the bid proposal. Questions concerning the bid should be directed to Marvin Taylor, Purchasing Agent or Kathy Hightower, Business Office, (903) 891-6415.
5. Any deviations from bid specifications must be clearly marked on the bid form. If equal alternatives are being bid, complete information (brochures, etc.) must be submitted with bid to justify item bid is an equal alternate. Final decision on selection rests with the Sherman Independent School District.
6. If bidding alternates, samples may be requested at no cost to the S.I.S.D.
7. The S.I.S.D., reserves the right to reject any bid and/or all bids, to make awards as they may appear to be advantageous to the district and to waive all formalities in bidding.
8. Contract Period: July 1, 2015 through June 30, 2016.

## **GENERAL CONDITIONS OF BID**

1. Order is subject to cancellation if merchandise is not received within 30 days after purchase orders are issued.
2. Vendor agrees to replace at no cost to the S.I.S.D. any item that is not serviceable due to faulty workmanship and/or materials.
3. Bid proposals to be considered must be signed by an authorized representative of the company in the space allotted. Title of person signing bid proposal must also be indicated. The firm name and address must be indicated.
4. Bid proposals must be returned to the S.I.S.D. Business Office in a sealed envelope, plainly marked with bidder's name, opening date, and time.
5. Bid proposals received after the time and date specified will not be considered.
6. Bidders are invited to be present at the opening of this bid on the date and hour specified, however, award decisions will not be made until ratified by the S.I.S.D. Board of Education.
7. Bid proposal price quotes should include shipping cost with delivery to the:

Sherman Public Schools  
Administration Building Warehouse  
2701 Loy Lake Road  
Sherman, Texas 75090

9. Note: The S.I.S.D. assumes no liability for goods delivered in damaged or unacceptable condition. The successful bidder shall handle all claims with carrier, and in case of damaged goods, shall ship replacement items immediately upon notification of damage by the S.I.S.D.
10. Delivery Times: Deliveries will be acceptable only during normal working hours; 8:00 a.m. to 3:30 p.m., Monday through Friday at the designated S.I.S.D. Administration Building Warehouse.
11. Bid Evaluation: All bids are evaluated for compliance with specifications before bid price is considered. Response to specifications is primary in determining the best, low bid.

12. **For the bid to be valid the vendor must complete Anti-Collusion, Felony Conviction, Debarment Certificate, and Conflict of Interest Questionnaire forms. All forms must be signed, dated, and attached for bids to be valid.**

## **Bid Information:**

- A. Bids must be submitted in sufficient time to be received and time-stamped at the above location on or before the published bid date and time shown on the Bid. Sherman Independent School District will not be responsible for delivering mail from the post office. Bids received after the published time and date may not be considered. **FAX bids will not be accepted.**
- B. The bidder shall quote prices F.O.B. Destination, freight allowed, delivered to the Sherman ISD location to be determined by project.
- C. SISD will give preference to materials, supplies, and provisions produced, manufactured, or grown locally, provided such items are equal to articles offered by competitors outside of the local area.
- D. If due to inclement weather, natural disaster, or for any other cause the District office location where bids/proposals are to be submitted is closed on the due date, the deadline for submission shall automatically be extended until the next District business day on which the office is open, unless the bidder is otherwise notified by the District. The time of day for submission shall remain the same.
- E. All electrical items must meet all applicable OSHA standards and regulations, and must bear the appropriate listing from US, FMRC, NEMA, or U L Laboratories.

Material Safety Data Sheets (MSDS) on chemicals or any other products customarily requiring MSDS sheets must be provided for each ordering department. MSDS sheets must be delivered along with the shipment within the contract period. Additional MSDS sheets must be provided in a timely manner at no charge upon request to the District.

## **Bid Preparation, Specifications Sheet, and Bid Opening:**

- A. An authorized representative of the Bidder must sign all Bids. It is the intent of this bid offer that should a given bid/bids be accepted, it will automatically become a part of a binding contract.
- B. At the time of the bid opening (as specified on the front cover and newspaper ad), the Purchasing Agent, or his designee, shall open and record all Bids received. Sufficient time will be allotted to analyze all Bids received and the final recommendations shall be prepared for District review and approval. Upon District approval, the Bidders shall be notified either by mail, telephone, or purchase order of any award/awards.
- C. Wherever the District indicates the unit of measure required for bidding purposes, the District may not recalculate the vendor's price if it is based on a different unit of measure than that indicated in any contract.

**Billing and Payment/Discounting:**

- A. All invoices shall be mailed in accordance with instructions as shown on purchase order (unless otherwise noted).

All invoices shall be forwarded to:

Sherman Independent School District  
Attn: Business Office  
2701 North Loy Lake Road  
Sherman, Texas 75090

- B. Invoices will be returned for correction unless they contain the following information: Item numbers; Description of Item; Quantity; SISD Purchase Order Number.
- C. Terms for payment, Net 30 days from receipt of complete/correct invoice. All discounts, including prompt payment, shall be included in bid price.

**Compliance with Specifications and Purchaser's Right of Selection:**

- A. The Bidder shall abide and comply with the true intent of the specifications and not take advantage of any unintentional error or omission.
- B. The District reserves the right to reject any or all Bids that comply with these specifications, or to accept a higher bid that complies, when, in the judgment of the District, such Bid offers additional value or function, which justifies the difference in price.
- C. It is not the policy of the District to purchase on the basis of low bids alone. In evaluating bids submitted and per the Texas Education Code 44.031(b), the following considerations shall be taken into account to determine the best value for the District.
  - 1. The purchase price;
  - 2. The reputation of the vendor and of the vendor's goods or services;
  - 3. The quality of the vendor's goods or services
  - 4. The extent to which the goods or services meet the district's needs;
  - 5. The vendor's past relationship with the district
  - 6. The impact on the ability of the district to comply with law and rules relating to historically underutilized businesses;
  - 7. The total long-term cost to the district to acquire the vendor's goods and services; and
  - 8. Any other relevant factor specifically listed in the request for bids and proposals.

**Deviations From Specifications:**

All deviations from the specifications must be specified in writing by the Bidder, at the time the formal bid is submitted. The absence of a written list of requested deviations or exceptions when the Bid is submitted will hold the Bidder strictly accountable to the District to the specification or requirement as written. Any deviation from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered. The District reserves the right to reject or modify any requested exception or deviation. Excessive exceptions may result in disqualification of a bid.

### **Errors in Bids: Relief of Bids:**

Bidders or their authorized representatives shall fully inform themselves as to the conditions, requirements, and specifications before submitting Bids. Failure to do so will be at the Bidder's own risk. If a Bidder makes errors in extension of prices in a Bid, the unit price shall govern at the discretion of the Purchasing Agent.

### **Guarantee:**

The Bidder shall unconditionally guarantee the materials and workmanship of all merchandise furnished under Bid for a period of one year or longer from date of acceptance of the items delivered and installed unless a different time period is required under the Bid specifications. If, within the guarantee period, any defects or signs of deterioration are noted, which, in the opinion of the District is due to the faulty design and installation, workmanship or materials, upon notification, the contractor, at its expense, shall repair or adjust the equipment or parts to correct the condition, or replace the part or entire unit to the complete satisfaction of the District. These repairs, replacements or adjustments shall be made only at such times as will be designated by the District to cause the least disruption to the instructional programs.

### **Intent and Limit of Contract:**

- A. These specifications are intended to cover the various types of purchases of said materials, supplies, or services as hereinafter shown to any or to each of the various public schools, administrative facilities, or to the designated warehouse in Sherman Independent School District, whichever if specified, in quantities to be determined subsequent to the bid opening. There are approximately 12 schools and offices in this district.
- B. It is understood that under the terms and conditions of this bid offer, the District reserves the right to purchase any of the listed materials, supplies or services at bid prices submitted provided that it shall be optional on the part of either party to terminate this contract at the expiration of twelve months from the beginning date of any contract period upon notice in writing to the other party to any contract no less than 30 days prior to the expiration of the twelve month period. This will be the only opportunity for cancellation of this contract, except for extenuating causes.

### **"Or Equal" Interpretation Clause:**

- A. Any time a particular manufacturer's name or brand may be specified, it shall mean any product of equal quality. Bids shall be considered on all other brands submitted and on the equal quality product of other manufacturers. On all such Bids, the Bidder shall indicate clearly the product on which it is bidding, and shall supply sufficient data, on its own letterhead, to enable an intelligent comparison to be made with the particular brand or manufacturer specified.
- B. Catalog cuts and descriptive data shall be attached to the original copy of the Bid, where applicable. Whenever the specifications indicate a product of a particular manufacturer, model, or brand, and in the absence of any written statement to the contrary by the Bidder, the Bid shall be interpreted as being for the exact brand, model

or manufacturer specified, together with all the accessories, qualities, etc., enumerated in detailed specifications.

Failure to submit the above information may result in rejection of bid.

**Packing and Delivery:**

- A. All materials must be securely packed for proper protection and in quantities to be determined by the Purchasing Agent for the District.
- B. All materials delivered pursuant to this bid offer shall be packed in a substantial manner in accordance with accepted trade practice. No charges may be made over and above the Bid price for packaging. Complete deliveries must be made by the successful vendor to the designated location as indicated on Bid cover and/or purchase order after issuance of purchase orders by the District. A packing slip and/or delivery ticket shall be included in each shipment. Each ticket shall contain the following information for each item delivered: Purchase Order Number, Name of the Article, Item Number, Quantity, and the Name of the Contractor.

Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods or services awarded and ordered.

- C. All package materials shall be clearly and plainly marked. Example:

To: Sherman Independent School District  
Warehouse  
Address: 2701 North Loy Lake Road  
Sherman, TX 75090  
Purchase Order Number: [PO#]

**Safety Requirements:**

The Bidder/vendor shall provide all equipment, machinery and chemicals furnished and delivered to the District complying in compliance of Safety Regulations as required by OSHA.

**Samples: Catalogs: Catalog Cuts:**

- A. Whenever asked for, a sample, properly tagged, shall be submitted by each Bidder before the time of the Bid opening. The tag on the sample shall indicate the item number, the name of the company submitting the sample, and the Bid number.
- B. The District will not be responsible for any samples that a Bidder has not picked up within 30 days after being notified that the sample is no longer needed. Samples may be retained by the District until Bidders are notified to remove them. Bidders agree that the District will not incur any liability for samples that are damaged, destroyed or consumed in the testing processes. Samples requested are to be delivered to the Purchasing Agent, 2701 North Loy Lake Road, Sherman, TX 75090.



**Delivery:**

- A. All deliveries shall be made during the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday, except where otherwise noted by the Purchasing Department.
- B. All deliveries shall be made inside school buildings, warehouse, offices, etc., and special instruction for date of delivery shall be included in the general specifications.
- C. Special instructions shall be indicated by District in the specifications for exact time, date and locations of equipment and machinery delivery for items, which are to be erected, set-up and installed. For heavy equipment, materials or machinery requiring special handling, detailed instructions shall be written in the specifications.
- D. Delivery of materials received centrally will be accepted by motor freight.

**Addendum to Bid: All addenda will be issued via the district website at [www.shermanisd.net](http://www.shermanisd.net). You can find any addenda by going to SISD Website and looking under "Our District", click on "District Competitive Bids" and then look under "Open Competitive Bids". All addenda, if required, will be posted on the aforementioned website by May 7, 2015 at 4:00 p.m. It is the vendor's responsibility to check this website for addenda postings prior to submitting responses.**

## BID/RESPONSE CHECKLIST

To be considered a responsive Bid, all pages requiring signature and the Cover Page, must be completed with all requested information, **SIGNED** and **RETURNED** sealed in an envelope or other appropriate package adequate to conceal and contain the contents prior to the bid date and time.

Please verify that the documents listed below have been completed, signed, and included in your bid prior to submittal. **Failure to return these documents may cause your bid to be rejected.**

- Completed – Anti – Collusion Statement
  
- Completed – Debarment or Suspension Certification
  
- Completed – Conflict of Interest Questionnaire
  
- Completed – Felony Conviction Form
  
- Completed – References
  
- Completed – Stock Item Description Pages
  
- Completed – W9

**This sheet should be used as your cover page and only the forms requested on this page should be returned as you completed paper bid.**

**ANTI-COLLUSION STATEMENT**

The undersigned affirms that they are duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

TAX ID:# \_\_\_\_\_

FAX: \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

NAME (Please Print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

**Contract Period: July 1, 2015 through June 30, 2016**

The above information must be completed when submitting your bid. Also the "Felony Conviction Notice" form must be signed and returned.

**CERTIFICATION**  
**REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

I. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

- (a) In accordance with the provisions of Appendix A to 49 CFR (Code of Federal Regulations), Part 29, the offeror certifies to the best of the offeror's knowledge and belief, that it and its principals:
- (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or Local Government department or agency;
  - (2) have not within a three (3) year period preceding this offer been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in (a)(2) above; and
  - (4) have not within a three (3) year period preceding this offer had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (b) Where the offeror is unable to certify to any of the statements above, the offeror shall attach a full explanation to this offer.
- (c) For any subcontract at any tier expected to equal or exceed \$50,000:
- (1) In accordance with the provisions of Appendix B to 49 CFR, Part 29, the prospective lower tier subcontractor certifies, by submission of this offer, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by Federal department or agency.
  - (2) Where prospective lower tier participant is unable to certify to the statement, above, an explanation shall be attached to the offer.
  - (3) This certification (specified in paragraphs (c)(1) and (c)(2), above shall be included in all applicable subcontractors and a copy kept on file by the prime contractor. The prime contractor shall be required to furnish copies of the certifications to the Authority upon request.
- II. FELONY CONVICTION NOTIFICATION AND CRIMINAL BACKGROUND CHECK

- (a) Offeror must give advance notice to the Owner if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. The District may terminate any Agreement or if the Owner determines that the person or business entity failed to give notice as required by this paragraph or misrepresented the conduct resulting in the conviction. This paragraph requiring advance notice does not apply to a publicly held corporation.
- (b) Offeror will obtain criminal history record information that relates to an employee, applicant for employment, or agent of the Offeror if the employee, applicant, or agent has or will have continuing duties related to the contracted services; and the duties are or will be performed on school property or at another location where students are regularly present. The Offeror certifies to the Owner before beginning work and at no less than an annual basis thereafter that criminal history record information has been obtained. Offeror shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas law, from Owner property or other location where students are regularly present. District shall be the final decider of what constitutes a "location where students are regularly present." Offeror's violation of this section shall constitute a substantial failure.
- (c) If the Offeror is the person or owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review, and must submit original evidence acceptable to the District with this Agreement showing compliance.
- (d) Signature below acknowledges compliance with Section I, DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION and Section II. FELONY CONVICTION NOTIFICATION AND CRIMINAL BACKGROUND CHECK.

**SIGNATURE OF OFFEROR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED /TYPED NAME OF OFFEROR:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **TEL#:** \_\_\_\_\_

**Complete and return with bid/proposal**

## **SHERMAN INDEPENDENT SCHOOL DISTRICT**

### **STATEMENT OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

The Sherman Independent School District is committed to fair and equal competition among all vendors. It is the policy of the Sherman ISD to encourage participation in the competitive bid process by all interested parties. The Sherman ISD does not discriminate against any otherwise qualified vendor because of the vendor's race, color, national origin, age, religion, sex, or disability.



# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

Vendor or Business Name

1 Name of person who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the records administrator of the local governmental entity not later than the 7th business day after the date the originally filed questionnaire was received.)

Superintendent or Board Member with whom you have a personal or business relationship

Name of local government officer with whom filer has employment or business relationship

Name of Officer

This section (item 3 including subparts A, B, and C) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach separate pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, from the filer of the questionnaire?

Yes  No

Will the named person receive taxable income from your company?

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than from the local government officer named in this section AND the taxable income is from the local governmental entity?

Yes  No

Will you or your company receive taxable income from the named person (not SISD)?

C. Is the filer of this questionnaire employed by a corporation or other business entity in which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

Does the named person serve as an officer or director of your company? Do they own 10% or more of your company?

D. Describe each employment or business relationship with the local government officer.

4

What is your relationship with the named person. Describe each.

Signature of person doing business with the governmental entity

Date

Your signature and date



# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.  
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of person who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

## Felony Conviction Notice

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code 44.034. Following is an example of a felony conviction notice:

### Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

### This Notice Is Not Required of a Public-Held Corporation

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information is true to the best of my knowledge.

Vendor’s Name

---

Authorized Company Official’s Name (Printed):

---

A. My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

Signature of Company Official:

---

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official:

---

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s):

---

Details of conviction(s):

---

---

Signature of Company Official:

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## REFERENCES

List below three (3) educational institutions for which you have provided goods in the past 24 months.

**1. Institution Name** \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

**2. Institution Name** \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

**3. Institution Name** \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

## **CHANGES TO BID**

When filling out bid line items, you must fill out each line item with either your product number or the brand name and product number that you will be bidding. Sherman I.S.D. needs to know that you are bidding as specified or if an alternate product is being bid. **DO NOT LEAVE THE SPACE BLANK!**

When evaluating the bids, this information is critical and may cause you not to be awarded a bid item.

**PAPER SUPPLY BID 2015-2016  
 BID #15-172**

PAPER BID 2015-2016 OPENING BID: MAY 14, 2015						
ITEM #	SISD STOCK ITEM #	STOCK ITEM/DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE
1	1157	WHITE NOTEBOOK PAPER, WIDE-RULED 8" X 10 1/2", NO RECYCLED PAPER YOUR BRAND	480	PKG OF 200		
2	1166	CARD STOCK, BUFF 110 LB. , WAUSAU EXACT INDEX OR EQUAL 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	4	CASE		
3	1172	CARD STOCK, BLUE 110 LB., WAUSAU EXACT INDEX OR EQUAL 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	4	CASE		
4	1175	CARD STOCK, PINK 65 LB., WAUSAU EXACT INDEX OR EQUAL 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	4	CASE		
5	1178	CARD STOCK, WHITE 110 LB., WAUSAU EXACT INDEX OR EQUAL 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	40	CASE		
6	1180	CARD STOCK, CELESTUAL BLUE 65 LB., FRASER BRIGHT COVER 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	4	CASE		
7	1187	CARD STOCK, GREEN, 110 LB. WAUSAU EXACT INDEX OR EQUAL 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	4	CASE		
8	1189	CARD STOCK, SALMON 110 LB. WAUSAU EXACT INDEX OR EQUAL 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	4	CASE		
9	1192	CARD STOCK, YELLOW 110 LB., WAUSAU EXACT INDEX OR EQUAL 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	10	CASE		
10	1194	CARD STOCK, GRAY 110 LB. , WAUSAU EXACT INDEX OR EQUAL 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	2	CASE		
11	1196	CARD STOCK, CHERRY 110 LB. WAUSAU EXACT INDEX OR EQUAL 8.5" X 11" 2000 SHEETS PER CASE YOUR BRAND	3	CASE		
12	1291	CONSTRUCTION PAPER, ASSORTED #76 9" X 12" YOUR BRAND	200	PKG OF 50		

**PAPER SUPPLY BID 2015-2016**  
**BID #15-172**

PAPER BID 2015-2016 OPENING BID: MAY 14, 2015						
ITEM #	SISD STOCK ITEM #	STOCK ITEM/DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE
13	1292	CONSTRUCTION PAPER, BLACK #76 9" X 12"	100	PKG OF 50		
		YOUR BRAND				
14	1293	CONSTRUCTION PAPER, BLUE #76 9" X 12"	100	PKG OF 50		
		YOUR BRAND				
15	1294	CONSTRUCTION PAPER, LIGHT BROWN #76 9" X 12"	50	PKG OF 50		
		YOUR BRAND				
16	1295	CONSTRUCTION PAPER, GREY #76 9"X12"	50	PKG OF 50		
		YOUR BRAND				
17	1296	CONSTRUCTION PAPER, KELLY GREEN #76 9"X12"	100	PKG OF 50		
		YOUR BRAND				
18	1297	CONSTRUCTION PAPER, ORANGE #76 9"X12"	50	PKG OF 50		
		YOUR BRAND				
19	1300	CONSTRUCTION PAPER, PINK #76 9"X12"	50	PKG OF 50		
		YOUR BRAND				
20	1301	CONSTRUCTION PAPER RED #76 9" X 12"	100	PKG OF 50		
		YOUR BRAND				
21	1303	CONSTRUCTION PAPER, SKY BLUE #76 9" X 12"	50	PKG OF 50		
		YOUR BRAND				
22	1305	CONSTRUCTION PAPER, VIOLET #76 9" X 12"	100	PKG OF 50		
		YOUR BRAND				
23	1308	CONSTRUCTION PAPER, <b>BRIGHT WHITE ONLY! #76</b> 9" X 12"	100	PKG OF 50		
		YOUR BRAND				
24	1311	CONSTRUCTION PAPER, DARK BROWN #76 9" X 12"	50	PKG OF 50		
		YOUR BRAND				
25	1313	CONSTRUCTION PAPER, YELLOW #76 9"X12"	50	PKG OF 50		
		YOUR BRAND				
26	1316	CONSTRUCTION PAPER, ASSORTED #76 12" X 18"	50	PKG OF 50		
		YOUR BRAND				
27	1317	CONSTRUCTION PAPER, BLACK #76 12" X 18"	100	PKG OF 50		
		YOUR BRAND				
28	1318	CONSTRUCTION PAPER , BLUE #76 12" X 18"	25	PKG OF 50		
		YOUR BRAND				
29	1319	CONSTRUCTION PAPER , LIGHT BROWN #76 12" X 18"	25	PKG OF 50		
		YOUR BRAND				
30	1320	CONSTRUCTION PAPER, GREY #76 12"X18"	25	PKG OF 50		
		YOUR BRAND				

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ITEM #	SISD STOCK ITEM #	STOCK ITEM/DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE
31	1321	CONSTRUCTION PAPER , KELLY GREEN #76 12" X 18" YOUR BRAND	25	PKG OF 50		
32	1322	CONSTRUCTION PAPER, ORANGE #76 12" X 18" YOUR BRAND	25	PKG OF 50		
33	1324	CONSTRUCTION PAPER, RED #76 12"X18" YOUR BRAND	25	PKG OF 50		
34	1325	CONSTRUCTION PAPER, SKY BLUE #76 12"X 18" YOUR BRAND	25	PKG OF 50		
35	1326	CONSTRUCTION PAPER, VIOLET #76 12" X 18" YOUR BRAND	25	PKG OF 50		
36	1327	CONSTRUCTION PAPER, WHITE #76 12" X 18" <b>BRIGHT WHITE ONLY!</b> YOUR BRAND	125	PKG OF 50		
37	1328	CONSTRUCTION PAPER, DARK BROWN #76 12" X 18" YOUR BRAND	25	PKG OF 50		
38	1329	CONSTRUCTION PAPER, YELLOW #76 12" X 18" YOUR BRAND	25	PKG OF 50		
39	1331	CONSTRUCTION PAPER, WHITE 76 LB, 18"X24", RIVERSIDE YOUR PRODUCT #	30	PKG OF 50		
40	2539	CONSTRUCTION PAPER, ASSORTED #76, 18"X24", RIVERSIDE YOUR PRODUCT #	60	PKG OF 50		
41	1332	WHITE DRAWING PAPER, 9" X 12" 60 LB. RIVERSIDE #03173 500 SHEETS PER REAM YOUR PRODUCT #	40	REAM		
42	1333	WHITE DRAWING PAPER, 12" X 18" 60 LB. RIVERSIDE #03174 500 SHEETS PER REAM YOUR PRODUCT #	64	REAM		
43	1337	COPY PAPER, 8 1/2 X 14, WHITE, 20 LB - 92 BRIGHTNESS, LEGAL SIZE, 500 SHEETS PER REAM YOUR BRAND	20	REAM		
44	1338	MANILA CREAM PAPER 50 LB. 9"X 12" NUMBER OF SHEETS YOUR BRAND	56	REAM		
45	1339	MANILA CREAM PAPER 50LB , 12" X 18" YOUR BRAND/#SHEETS	56	REAM		

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ITEM #	SISD STOCK ITEM #	STOCK ITEM/DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE
46	1340	POSTER BOARD, DARK BLUE, 22" X 28" BOTH SIDES COLORED, 4 PLY	8	PKG OF 25		
		YOUR BRAND				
47	1341	POSTER BOARD, YELLOW 22" X 28" BOTH SIDES COLORED, 4 PLY	6	PKG OF 25		
		YOUR BRAND				
48	1342	POSTER BOARD, ORANGE 22" X 28" BOTH SIDES COLORED, 4 PLY	6	PKG OF 25		
		YOUR BRAND				
49	1343	POSTER BOARD, PURPLE 22" X 28" BOTH SIDES COLORED, 4 PLY	6	PKG OF 25		
		YOUR BRAND				
50	1344	POSTER BOARD, BLACK 22" X 28" BOTH SIDES COLORED, 4 PLY	6	PKG OF 25		
		YOUR BRAND				
51	1345	POSTER BOARD, GINGER 22" X 18" BOTH SIDES COLORED, 4 PLY	4	PKG OF 25		
		YOUR BRAND				
52	1346	POSTER BOARD, LIGHT BLUE 22" X 28" BOTH SIDES COLORED, 4 PLY	6	PKG OF 25		
		YOUR BRAND				
53	1348	POSTER BOARD, PINK 22" X 28" BOTH SIDES COLORED, 4 PLY	4	PKG OF 25		
		YOUR BRAND				
54	1350	POSTER BOARD, GREEN, 22" X 28", BOTH SIDES COLORED, 4 PLY	4	PKG OF 25		
		YOUR BRAND				
55	1352	POSTER BOARD, RED, 22" X 28" BOTH SIDES COLORED, 4 PLY	4	PKG OF 25		
		YOUR BRAND				
56	1354	POSTER BOARD, WHITE, 22" X 28", BOTH SIDES COLORED, 4 PLY	75	PKG OF 25		
		YOUR BRAND				
57	1370	CARDSTOCK, ROCKET RED 65 LB., WAUSAU EXACT INDEX OR EQUAL 8.5" X 11"	2	CASE		
		2000 SHEETS PER CASE				
		YOUR BRAND				
58	1371	CARD STOCK, ORBIT ORANGE 65 LB. WAUSAU EXACT INDEX OR EQUAL 8.5" X 11"	2	CASE		
		2000 SHEETS PER CASE				
		YOUR BRAND				
59	1372	CARD STOCK, LUNAR BLUE 65 LB. WAUSAU EXACT INDEX OR EQUAL 8.5" X 11"	3	CASE		
		2000 SHEETS PER CASE				
		YOUR BRAND				



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ITEM #	SISD STOCK ITEM #	STOCK ITEM/DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE
60	1373	CARD STOCK, PLASMA PINK 65 LB. WAUSAU EXACT INDEX OR EQUAL, 8 1/2" X 11"	4	CASE		
		2000 SHEETS PER CASE				
		YOUR BRAND				
61	1374	COPY PAPER, PLASMA PINK FOR INDUSTRIAL/HEAVY DUTY COPIER WAUSAU (NEON) OR EQUAL, 8 1/2" X 11", 24#/60 LB.	3	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
62	1375	COPY PAPER, LIFTOFF LEMON FOR INDUSTRIAL/HEAVY DUTY COPIER WAUSAU (NEON) OR EQUAL, 8 1/2" X 11" 24#/60 LB.	1	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
63	1376	COPY PAPER, PULSAR PINK FOR INDUSTRIAL/HEAVY DUTY COPIER, WAUSAU (NEON) OR EQUAL, 8 1/2" X 11" 24#/60 LB.	2	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
64	1377	COPY PAPER, RE-ENTRY RED FOR INDUSTRIAL/HEAVY DUTY COPIER, WAUSAU (NEON) OR EQUAL, 8 1/2" X 11" 24#/60 LB.	3	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
65	1378	COPY PAPER, LUNAR BLUE FOR INDUSTRIAL/HEAVY DUTY COPIER WAUSAU (NEON) OR EQUAL 8 1/2" X 11" 24#/60 LB.	8	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
66	1379	COPY PAPER, TERRA GREEN FOR INDUSTRIAL/HEAVY DUTY COPIER WAUSAU (NEON) OR EQUAL 8 1/2" X 11" 24#/60 LB.	10	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
67	1380	COPY PAPER, PINK FOR INDUSTRIAL/HEAVY DUTY COPIER 8 1/2" X 11" 20#	8	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
68	1381	COPY PAPER, BLUE FOR INDUSTRIAL/HEAVY DUTY COPIER 8 1/2" X 11" 20#	15	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
69	1382	COPY PAPER, CHERRY FOR INDUSTRIAL/HEAVY DUTY COPIER 8 1/2" X 11" 20#	8	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				

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ITEM #	SISD STOCK ITEM #	STOCK ITEM/DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE
70	1383	COPY PAPER, IVORY FOR INDUSTRIAL/HEAVY DUTY COPIER 8 1/2" X 11", 20#	1	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
71	1384	COPY PAPER, ORCHID FOR INDUSTRIAL/HEAVY DUTY COPIER, 8 1/2" X 11", 20#	10	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
72	1385	COPY PAPER, SALMON FOR INDUSTRIAL/HEAVY DUTY COPIER 8 1/2" X 11" 20#	5	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
73	1386	COPY PAPER, CANARY FOR INDUSTRIAL/HEAVY DUTY COPIER, 8 1/2" X 11" 20#	12	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
74	1387	COPY PAPER, NILE GREEN FOR INDUSTRIAL/HEAVY DUTY COPIER, 8 1/2" X 11" 20#	10	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
75	1388	COPY PAPER, GOLDEN ROD FOR INDUSTRIAL/HEAVY DUTY COPIER, 8 1/2" X 11" 20#	8	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
76	1389	COPY PAPER, BUFF FOR INDUSTRIAL/HEAVY DUTY COPIER , 8 1/2" X 11" 20#	4	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
77	1390	COPY PAPER, KELLY GREEN FOR INDUSTRIAL/HEAVY DUTY COPIER, 8 1/2" X 11" 20#	5	CASE		
		5000 SHEETS PER CASE				
		YOUR BRAND				
78	1391	BOXES, DVD (25) BULK SHIPPERS 15 X 7 5/8" X 5 7/16", 200 LB. TEST VS 32 ECT (EDGE CRUSH TEST) MEETS ASTM D3951, BROWN, ULINE S-4970 OR EQUAL	100	EACH		
		YOUR BRAND				
79	1392	CORRUGATED BOXES, 18 X 12 X 6", 200 LB. TEST VS 32 ECT (EDGE CRUSH TEST) MEETS ASTM D3951, BROWN, ULINE S-4187 OR EQUAL	300	EACH		
		YOUR BRAND				
80	1393	CORRUGATED BOXES, 18 X 12 X 8", 200 LB. TEST VS 32 ECT (EDGE CRUSH TEST) MEETS ASTM D3951, BROWN, ULINE S-4188 OR EQUAL	300	EACH		
		YOUR BRAND				
81	1394	CORRUGATED BOXES, 18 X 12 X 12", 200 LB. TEST VS 32 ECT (EDGE CRUSH TEST) MEETS ASTM D3951, BROWN, ULINE S-4181 OR EQUAL	300	EACH		
		YOUR BRAND				