

**Santa Rosa County  
School District**



**"A Tradition of Excellence"**

**Judson C. Crane**

CPPO, CPPB

Director of Purchasing and Contract Administration

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October 24, 2013

Mr. Tim Wyrosdick  
Superintendent of Schools  
5086 Canal Street  
Milton, Florida 32570-6707

Dear Mr. Wyrosdick

In accordance with SBE 6A-1.012(5), it is recommended that the Santa Rosa County School Board approve use of the Paper for Offices and Classrooms Bid # 14-02. This is a joint bid with Okaloosa County School District. The bid was awarded to Gulf Coast Office Products, Pensacola, FL.

Sincerely,

Judson C. Crane

JCC/sk

Att: 1

DISTRICT 1  
Diane Scott

DISTRICT 2  
E. Hugh Winkles

DISTRICT 3  
Diane Coleman

DISTRICT 4  
Jennifer Granse

DISTRICT 5  
Scott Peden



**THE SCHOOL BOARD OF OKALOOSA COUNTY, FLORIDA**  
PURCHASING DEPARTMENT  
120 LOWERY PLACE S.E.  
FORT WALTON BEACH, FL 32548

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## **INVITATION TO BID (ITB) & BIDDER'S ACKNOWLEDGEMENT**

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**ISSUE DATE:**

August 21, 2013

**PURCHASING CONTACT:**

Becky Perrin (850) 833-5843  
[perrinb@mail.okaloosa.k12.fl.us](mailto:perrinb@mail.okaloosa.k12.fl.us)

**ITB TITLE:**

Paper for Offices & Classrooms

**ITB NUMBER:**

ITB 14-02

**ITB OPENING DATE & TIME:**

September 4, 2013 2:00 P.M. CT

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**NOTE: BIDS RECEIVED AFTER THE BID OPENING DATE & TIME WILL NOT BE CONSIDERED.**

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The School Board of Okaloosa County, Florida solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this ITB are incorporated into your response. A bid will not be accepted unless all conditions have been met. All bids must have an authorized signature in the space provided below. All bids must be sealed and received in the School Board's Purchasing Office by the "ITB Opening Date & Time" referenced above. The official clock for the purpose of receiving bids is located in the Purchasing Office. All envelopes containing sealed bids must reference the "ITB Title", "ITB Number" and the "ITB Opening Date & Time". The School Board is not responsible for lost or late delivery of bids by the U.S. Postal Service or other delivery services used by the Bidder. Neither faxed nor electronically submitted bids will be accepted. Bids may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

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**BIDDER ACKNOWLEDGEMENT FORM BELOW MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.**

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

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): \_\_\_\_\_

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

EXT: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

I CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A BID FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

AUTHORIZED SIGNATURE: \_\_\_\_\_ TYPED OR PRINTED NAME \_\_\_\_\_

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

## **SPECIAL CONDITIONS – CONTRACT REQUIREMENTS**

The following “Special Conditions” are in addition to or may change the “General Bid Terms and Conditions” previously listed. In the event of a conflict, these “Special Conditions” will have precedence.

### **SCOPE:**

The purpose of this invitation to bid is to establish a three (3) year contract for the purchase of paper for offices and classrooms of white, premium grade number 4, xerographic dual purpose, cut-size, virgin bond, un-watermarked, minimum 92 brightness, 20 lb. paper, 500 sheets per ream in the sizes listed herein by the Okaloosa County School District, the Santa Rosa County School District, and other eligible users. Eligible users include political subdivisions, county, local county board of public instruction, municipal, or other local public agency or authority, and state universities. Any contract established as a result of this bid is to be used primarily to replenish site inventories for office and classroom consumable paper. Contractor is required to deliver to all locations within the School District on an as needed basis.

### **CONTRACT PERIOD:**

It is anticipated that this contract will commence on or about October 14th, 2013. This contract is to be for a three (3) year period. Either party can cancel the contract, without reason, October 14th of each contract year. Cancellation must be in writing and received 90 days prior to October 14th of each contract year. Silence from both parties will be considered as acceptance for another contract year at the same terms and conditions. The resulting contract from this bid can be cancelled by the Okaloosa County School Board at any time for any cause. This condition is not to preclude providing the lowest possible price based on current economic conditions. As per Florida State Statute, this contract will be cancelled if not funded. The normal ending date for this contract shall be October 13th, 2016.

### **AWARD:**

This is an all or none award. The contract shall be awarded to the lowest, responsive and responsible bidder that complies with all provisions of this solicitation.

### **INTEGRITY OF BID DOCUMENTS:**

Bidders shall use the original bid proposal forms provided by the purchasing department and enter information only in the spaces where a response is requested. Bidders may use an attachment as an addendum to the bid proposal form if sufficient space is not available on the original form for the bidder to enter a complete response. Any modifications or alterations to the original bid documents by the bidder, whether intentional or otherwise, will constitute grounds for rejection of a bid. Any such modifications or alterations that a bidder wishes to propose must be clearly stated in the bidder’s proposal response and presented in the form of an addendum to the original bid documents.

### **ESTIMATED QUANTITIES:**

It is anticipated that the Okaloosa County School District and the Santa Rosa School District, will expend approximately \$600,000 under any contract resulting from this bid. This estimated figure is given only as a guideline for preparing your bid and should not be construed as representing actual figures under the contract.

### **ORDERING:**

Vendor will accept orders by purchase order or purchasing cards (VISA).

### **MINIMUM ORDER:**

Vendor shall accept a minimum order of 1 case.

### **PRICES:**

All prices bid shall include inside delivery to purchaser. Prices shall be net and include delivery to the ordering departments and schools for all orders as stated on purchase order.

TABULATION AND RECOMMENDATION FOR ITB 14-02 PAPER FOR OFFICE CLASSROOM

Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if BIDDERS WHO BID "NO BID": School Specialty  
NON-RESPONSIVE BIDDERS: Supreme Paper Company for failing to provide samples for item 2 and item 2 as required by the bid.  
RECOMMENDATION FOR AWARD:

Committee:	Becky Perrin, Buyer	Irene Dahnke, Buyer
	Vince Windham, Program Director	

Committee recommends award to the lowest responsible and responsive bidder Gulf Coast Office Products in the estimated annual amount of \$116,589.00.

FUNDING:

Fund	Function	Object	Center	Project
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Order as needed throughout contract period.

Failure to file a protest within the time prescribed in Florida Statutes 120.57, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

POSTED: 09/12/13, 11:15 AM CT

**TABULATION AND RECOMMENDATION FOR ITB 14-02 PAPER FOR OFFICE CLASSROOM**

Item #	Item Description	Qty (Cartons)	Gulf Coast Office Products		Office Depot, Inc.		OfficeMax North America, Inc.			
	Brand Name/Item Number:		Georgia Pacific 999705		Domtar-Office Dept/1918 (326059)		Boise X9P1OX9001CTN			
			Cost/cs	Total Cost	Cost/cs	Total Cost	Cost/cs	Total Cost	Cost/cs	Total Cost
1	White, premium #4, Virgin Bond Paper 8 1/2" x 11", Unwatermarked, 20lb, 500 sheets per ream	1-9 cartons	\$ 25.50	\$ 12,546.00	\$ 26.45	\$ 13,013.40	\$ 26.98	\$ 13,274.16		\$ -
2		10-29 cartons	\$ 25.00	\$ 33,675.00	\$ 26.45	\$ 35,628.15	\$ 26.98	\$ 36,342.06		\$ -
3		30-49 cartons	\$ 25.00	\$ 14,050.00	\$ 26.45	\$ 14,864.90	\$ 26.03	\$ 14,628.86		\$ -
4		50-69 cartons	\$ 25.00	\$ 6,375.00	\$ 26.45	\$ 6,744.75	\$ 26.03	\$ 6,637.65		\$ -
5		70-89 cartons	\$ 25.00	\$ 5,625.00	\$ 26.45	\$ 5,951.25	\$ 26.03	\$ 5,856.75		\$ -
6		90-100 cartons	\$ 25.00	\$ 14,750.00	\$ 26.45	\$ 15,605.50	\$ 26.03	\$ 15,357.70		\$ -
7		101-200 cartons	\$ 25.00	\$ 3,750.00	\$ 26.45	\$ 3,967.50	\$ 25.53	\$ 3,829.50		\$ -
8		Truckload (840 cs)	\$ 23.95	\$ 20,118.00	\$ 25.00	\$ 21,000.00	\$ 24.48	\$ 20,563.20		\$ -
9	Total Cost Using OCSD CY12 Quantities:			\$ 110,889.00		\$ 116,775.45		\$ 116,489.88		\$ -
	Sample Provided:		Yes		Yes		Yes			
	Additional Information:						*Dock Delivery Price-must have dock door access for 53' trailer & fork lift capability to unload skids.			

TABULATION AND RECOMMENDATION FOR ITB 14-02 PAPER FOR OFFICE CLASSROOM

Item #	Item Description	Qty (Cartons)	Gulf Coast Office Products	Office Depot, Inc.	OfficeMax North America, Inc.				
	Brand Name/Item Number:		Georgia Pacific 999706	Office Depot/348045	Boise X9 P1OX9004CTN				
			Cost/cs	Total Cost	Cost/cs	Total Cost	Cost/cs	Total Cost	Total Cost
1	White, premium #4, Virgin Bond Paper 8 1/2" x 14", Unwatermarked, 20lb, 500 sheets per ream	1-9 cartons	\$ 32.00	\$ 2,560.00	\$ 50.08	\$ 4,006.40	\$ 43.40	\$ 3,472.00	\$ -
2		10-29 cartons	\$ 32.00	\$ 640.00	\$ 50.08	\$ 1,001.60	\$ 43.40	\$ 868.00	\$ -
3		30-49 cartons	\$ 32.00	\$ -	\$ 50.08	\$ -	\$ 43.40	\$ -	\$ -
4		50-69 cartons	\$ 32.00	\$ -	\$ 50.08	\$ -	\$ 32.99	\$ -	\$ -
5		70-89 cartons	\$ 31.90	\$ -	\$ 50.08	\$ -	\$ 32.99	\$ -	\$ -
6		90-100 cartons	\$ 31.90	\$ -	\$ 50.08	\$ -	\$ 32.99	\$ -	\$ -
7		101-200 cases	\$ 31.90	\$ -	\$ 50.08	\$ -	\$ 32.99	\$ -	\$ -
9	Total Cost Using OCSD CY12 Quantities:			\$ 3,200.00		\$ 5,008.00		\$ 4,340.00	\$ -
	Sample Provided?		Yes	Yes	Yes				
	Additional Information:								

TABULATION AND RECOMMENDATION FOR ITB 14-02 PAPER FOR OFFICE CLASSROOM

Item #	Item Description	Qty (Cartons)	Gulf Coast Office Products		Office Depot, Inc.		OfficeMax North America, Inc.			
	Brand Name/Item Number:		Georgia Pacific 999812		Office Depot/536648		Boise X9 P1OX9007CTN			
			Cost/cs	Total Cost	Cost/cs	Total Cost	Cost/cs	Total Cost	Cost/cs	Total Cost
1	White, premium #4, Virgin Bond Paper 11" x 17", Unwatermarked, 20lb, 500 sheets per ream	1-9 cartons	\$ 25.00	\$ 2,000.00	\$ 37.61	\$ 3,008.80	\$ 33.99	\$ 2,719.20		\$ -
2		10-29 cartons	\$ 25.00	\$ 500.00	\$ 37.61	\$ 752.20	\$ 33.99	\$ 679.80		\$ -
3		30-49 cartons	\$ 25.00	\$ -	\$ 37.61	\$ -	\$ 33.99	\$ -		\$ -
4		50-69 cartons	25.00		\$ 37.61	\$ -	\$ 33.99	\$ -		\$ -
5		70-89 cartons	\$ 25.00	\$ -	\$ 37.61	\$ -	\$ 33.99	\$ -		\$ -
6		90-100 cartons	\$ 25.00	\$ -	\$ 37.61	\$ -	\$ 33.99	\$ -		\$ -
7		101-200 cartons	\$ 25.00	\$ -	\$ 37.61	\$ -	\$ 33.99	\$ -		\$ -
9	Total Cost Using OCSD CY12 Quantities:			\$ 2,500.00		\$ 3,761.00		\$ 3,399.00		\$ -
	Sample Provided?		Yes		Yes		Yes			
	Additional Information:				*Alternate Bid-offered State of FL Contract, Office and Educ Consumables					
	Bidder Preference:		FL		FL		IL			
	Grand Total:		\$116,589.00		\$125,544.45		\$124,228.88			