

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010
Fax (615) 472-5609



ADDENDUM I
WILLIAMSON COUNTY SCHOOLS
RFB # 1422

District Copy Paper

Sent to bidders on Thursday, September 17, 2026 at 1:00 p.m.

This Addendum I serves as an integral part of WCS-RFB # 1422 District Copy Paper bid. Please read carefully as certain terms, conditions or specifications have been enhanced or modified. The date and time of this bid opening remains the same, Tuesday, September 29, 2026 at 10:30 am.

IMPORTANT NOTE: The price structure over the renewal five (5) year period should be reasonably consistent with the same cost structure (relative to all bids submitted and market conditions) as the original first year bid. **This pricing structure is detailed on page 4 of the original bid documents, and these terms remain the same. However, in an effort to clarify the service aspects of this program, which is of equal importance, please see the added language below.**

NOTE: If WCS determines that one of the two awarded vendors is not cooperative with the pricing plan, or is not compliant with the service and delivery requirements – meaning inside delivery, stacking when necessary, using a two-wheeler or other specialized services that are required to deliver the paper to various locations, then WCS reserves the right correct this underperformance by one or more of the following means:

- 1. To begin negotiations with a third best bidder if necessary.**
- 2. Award the entire distribution to only one of the bidders instead of a 60-40 split.**
- 3. Purchase the entire distribution from a National Co-Op.**
- 4. Purchase the entire distribution using a State-Wide Contract.**

WCS has approximately 14 schools at this time that require the delivery driver to use a two-wheel dolly to get the paper from the truck to the correct storage area in the school. Some of these school locations have a loading dock but due to other circumstances or the limited storage area the driver must still use the two-wheel dolly to get the paper to the storage area. A large portion of the schools have a loading dock. However, WCS does not have an exact list of the schools that do or do not have a loading dock. In some instances the driver can use a pallet jack but may be required to still go through the double doors down the hallway because there is no dock area or for some other logistical reason. Each school will give the driver specific instructions.

DISTRIBUTION QUANTITIES: The typical 60/40 split depends on the actual price quotes WCS receives before each distribution. Both Vendors will receive locations that may require extra delivery services as described above. Vendors should be cautious not to submit bids based on the logic a cheaper price will receive easier delivery stops and higher volumes. All vendors are required to perform the same level of service regardless of the amount of paper the district purchases during that distribution. Likewise the 60/40 split will likely be different each distribution because it will be based strictly on the quoted price for that distribution and the actual delivery location is based on how much copy paper the school has in stock.

These characteristics are what make this copy paper project unique. WCS is purchasing more than reasonably priced paper, we are purchasing a total package “copy paper plus extra services” and the awarded vendors must be capable of and willing to take on the entire project.

WCS also received a question asking the specific amount of paper that typically goes to each location. There is no typical answer to that question, some schools use big amounts of paper but have smaller student populations and vice versa.

WCS recently purchased a total of 7,720 cases for the entire District’s initial distribution (approximately 55 locations total) for the first semester. That number was derived by deducting the amount of paper each location had left from the last distribution and adding an amount based on the new enrollment for this semester. Using this scenario one vendor would receive an order for approximately 3,088 cases and the other vendor would have received an order for approximately 4,632 cases.