

Purchasing Department
1320 West Main Street, Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4079



RFB # 1422
WILLIAMSON COUNTY SCHOOLS
DISTRICT COPY PAPER

Williamson County Schools (WCS) is currently accepting bids for the Districts Copy Paper distribution. Qualified bidders should submit sealed bids using the attached forms. Bids must be submitted in a sealed envelope express mailed, or hand delivered to the WCS Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064, Attn: Skip Decker.

Sealed bid envelopes will be received until 10:30 a.m. on Tuesday, September 29, 2026, at which time they will be officially opened. Faxed or emailed bids will **not** be accepted. Any bids received after the specified opening time will **not** be accepted. In the event WCS must reschedule an RFB opening date or time, the specifications obtained from the WCS Purchasing Department in the RFB documents shall reflect the actual date and time. Once the sealed envelope is submitted to WCS, the Purchasing Department will stamp the face of the envelope to authenticate the actual date and time it is received. The RFB opening will take place at the aforementioned address.

THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED RFP ENVELOPE

- RFB #1422 District Copy Paper
- Dealer's Company Name and Address
- Date and time of Bid opening

THE FOLLOWING MUST BE INCLUDED INSIDE THE SEALED RFP ENVELOPE

- Signed and dated Bid cover sheet
- Signed and completed Iran Divestment Certificate
- Signed and completed Non-Boycott of Israel
- Criminal Background Affidavit
- Drug Free Workplace Affidavit

Williamson County Schools reserves the right to accept or reject bids, based upon the evidence (or determined by WCS Staff) before or after the RFB opening, that a bidder is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice.

SCOPE & SPECIFICATIONS

Attention Bidders read carefully and be certain you understand the following specifications of this bid project.

This is a detailed comprehensive distribution project with inside delivery and requires extra handling and service. If your company does not have the ability to handle this type of distribution then DO NOT submit a bid for this project. Only companies who are capable of making in-house deliveries that includes some special handling at various locations should compete for this award.

WCS is seeking not only competitive pricing but also distribution, delivery, and full service. The procurement of this commodity involves more than just a low price per case. The awarded proposer is providing a service by delivering and handling the paper within the school building. Awarded companies will also provide the WCS Central Office with full documentation of delivery, including signed copies from each location showing proof of delivery.

WCS has approximately 55 locations which include schools, offices and ancillary areas. The submitted BID price must include full inside delivery to each WCS location. The awarded company shall deliver the copy paper inside the school or ancillary area to the appropriate location.

1. Some WCS Schools have a loading dock, a pallet jack is appropriate for delivery. If a pallet will fit in the doorway and is able to access the storage room, the pallets can be rolled into place but only if the school staff gives the driver permission.
2. Some WCS schools are older or may not have a loading dock. There may be some other reason pallet delivery is not appropriate. In those situations the awarded companies driver will be expected to do what is necessary to accommodate the school. That can mean using a two-wheel dolly and rolling the cases inside a closet or storage room, stacking the paper to a reasonable height and completing the service as requested by the school staff. Deliveries will be made to one storage area in the building. WCS will determine which delivery option is necessary complete pallet drop-off or rolling in cases in advance and will indicate this on the purchase order.
3. NO added cost will be paid for delivery with the exception of a second-floor delivery (explained below) if needed. Again and to reiterate having to stack the paper in some schools is required due to inadequate storage space. The bidders price must reflect this cost.

If a school requires a rare second-floor delivery or multiple areas within the building (which is discouraged and very unusual) WCS will expect to pay an additional fee of up to \$200 for this service. **This extra delivery charge must be approved prior to delivery.** If this has not been pre-arranged the awarded company should have their driver call dispatch and mention the extra delivery service is being requested. Then the dispatch must contact the Central Office Purchasing Agent to approve this unauthorized special request. The dispatcher should note the details when scheduling an appointment and notify the Central Office if the school is requesting special delivery that has not been preauthorized. The Central Office will make the final determination on the special request.

- **AWARD OF BID:** The bid will be awarded to the lowest and best overall bidder. WCS reserves the right to award based on quality, price and availability of product/services specified whichever is in the best interest of WCS. WCS intends to award the bid to (2) vendors. Awards shall be made on the best or most responsive bid determined (by the WCS Purchasing Department) to be in the best interest of WCS. These bids will be for a total of six years including the initial year.
- Bid is not limited or restricted to any specific brands provider or supplier, but the materials on which bids are submitted and based should be of such character or quality of design as will serve the purpose for which it is to be used. Materials must be of the specified type. Williamson County Schools reserves the right, through the Purchasing Agent, to be the sole judge in such determinations. When no reference is made by the bidder to the brand proposed to be furnished, it is understood that the specific article named in the bid cover sheet will be furnished.
- This RFB project is ultimately subject to funding as with all WCS bid projects. WCS is a Tax-exempt organization. Bidders cost must include any / all related sales and use tax...Although WCS is tax exempt – the bidder(s) are responsible for any / all sales and use tax for any materials and or equipment.
- This solicitation is a Request for Bid the award will be based not only on price, but service, ability to meet time constraints, scheduling appointments, quality, and distribution expertise. If quantities are provided, they are approximations and may be estimates of annual usage not initial purchase quantity WCS cannot guarantee fulfillment of annual usage estimates.
- Bids are to be valid for a minimum of 60 days or until awarded whichever comes first. WCS anticipates purchasing copy paper (in most circumstances) in two consolidated shipments annually. In certain cases, there may be a third shipment, but this is not regular protocol. Because of the time frame, the first shipment on this RFB will take place around the middle of December 2026. The next shipment will be around late July (the beginning of school). During most years if an additional shipment is necessary it will be in mid-late Spring.
- For all awarded bids the original unit price for the first distribution must remain in effect until Jan. 31, 2027 or after the first distribution is completed whichever comes first. After that time WCS will request another price quote in July 2027 for the next paper distribution to go out to the schools in late July early August of 2027. As noted WCS intends to purchase paper from this RFB award until December 2032 (6 total years) which will make this procurement award a six-year contract. To reiterate this is a one year award with (5) one year extension renewals. Not to exceed a total of six years.
- Approximately every six months WCS will allow the lowest 2 bidders of the **original award** to quote prices for the next distribution, WCS will then award the current order for that time frame to the (2) lowest and best prices for that distribution period received from the bidders. This pricing structure will continue until the final distribution is ordered in December 2032. Bidders should base each distribution price by reasonably using the same pricing structure as the original quote after receiving their cost from the mill. If a price is substantially higher than the previous distribution price, WCS *may request* a letter provided by the paper mill supplier showing the increase the vendor is receiving. If prices from the mills start to recede than WCS will expect their pricing to be adjusted accordingly. In addition if future prices come in higher WCS retains the right to negotiate with the two successful low bidders or open future quotes up to the third or fourth original bid participants or purchase off a national co-operative.

- 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...If WCS determines that one of the two awarded vendors is not cooperative with this plan – then WCS reserves the right to begin negotiations with the third best bidder if necessary or award the entire distribution to the lowest bidder. WCS shall evaluate the price and market conditions at the beginning of each additional year to determine if any increase or decrease in price is relevant and reasonable.
- Any changes in price would be negotiated by WCS with the original awarded bidders (the same as in past awards). If at any time WCS determines these quotes to be out of line we will revert back to a formal RFB. Total contract shall not exceed a total of (6) years including the initial year. WCS anticipates receiving between 4-6 competitive sealed bids from this original project. The award for the first year will be made to the overall best proposal as evaluated by WCS for approximately 60% of the business. The “next best” bidder will receive approximately 40% of WCS business. WCS will annually contact each of the best two bidders (from the original RFB) for such solicitation in the form of confidential quotes via email.
- WCS reserves the right to cancel the contract or service with or without a written notice within 30 days if necessary. Accordingly, if WCS elects the annual renewals, then copy paper sealed bids will not be advertised and formally solicited again until the end of five years from date of this original RFB opening.
- Awarded contractor is to submit One-Single invoice after each consolidated total shipment. Invoices must be reflective of the original bid and must include a valid WCS PO number to be paid. There shall absolutely be no surcharges. Bidders should submit the most competitive “all in” proposed /cost in the original submittal and with every emailed quote in future years that they submit. Bills or invoices for partial shipments or additional charges (with the exception of pre-approved special deliveries) are not acceptable.
- WCS Purchasing Agent or his designee must approve any change in offers to the original RFB specifications.
- The bidder shall abide by, and comply with, the true intent of the specifications and not take advantage of any unintentional error or omission but shall fully address the full intent and meaning of each aspect of the specifications.
- It is the bidders responsibility to comply with all local, state, and federal laws, regulations, codes, licensing, and other requirements regarding the specifications of this project.
- In the event a bidder fails to perform its duties WCS may negotiate with the next best bidder to complete projects or services or award the entire distribution to the other bidder. In addition, the first bidder may forfeit future business with WCS.
- In the event bids are over the WCS allotted budget, then WCS reserves the right to negotiate or value engineer with the apparent low bidder prior to the award of contract or issuance of a WCS purchase order number.
- The language of this RFB shall be binding unless mutually amended by WCS and the awarded proposer. Issuance of the purchase order will be the award notice. The terms and conditions of this RFB and detailed purchase order shall constitute entire agreement.

- **IMPORTANT:** Bidders must use the bid form included in the documents. The bid form must be signed by an authorized representative of the company/business placing the bidder. WCS reserves the right to increase or decrease amounts and / or quantities if necessary.
Packing slips or evidence of delivery must be verified and approved by the school staff.

IMPORTANT INFORMATION

WCS will place a consolidated purchase order that contains delivery details for various WCS locations along with comprehensive instructions. Awarded bidders shall properly manage every step of this process to the satisfaction of WCS Purchasing Department, including but not limited to proper notification calls, making delivery appointments, documentation, distribution, and installations – followed up with a clean, accurate, detailed consolidated invoicing after 100% of the project is completed to WCS satisfaction.

DESCRIPTION:

SIZE..... 8 ½ x 11-inch letter size copy paper

White Bond.....Grain long

500 sheets..... per ream

10 reams..... Per case

Minimum..... 20 lb. weight

Minimum..... 92 brightness

First Run only..... (*recycled paper will not be accepted*)

National Brands non-converted and non-distressed

Domestic Brands that are manufactured outside the continental US will be considered if proven to be equal to or better than domestic brands.

ANNUAL PROCUREMENT*Approximately* 8,000 - 12,000 cases annually. This would be split approximately 60 / 40 between the two awarded proposers, the lower price receiving the largest order with the most locations, the second with the smaller order less locations.

- First Distribution /delivery will typically be approximately 5,000 -7,000 cases of Paper delivered to approximately 55 locations (combined) throughout Williamson County, as noted on the PO.
- Second Distribution/delivery should typically be approximately 3,000 - 5,000 cases of paper delivered to approximately 55 locations (combined) same as above.
- If a third additional shipment is needed amounts will be determined at that time.

INSIDE DELIVERY..... As previously stated inside delivery to a first-floor storage room on – site will be expected and required often requiring vendors driver to stack the cases in the storage room. Second story delivery or other special request are not normally required. Refer to the previous statement concerning this information.

PALLET JACKS..... Pallet jacks will be permitted if extreme care is taken to prevent damages to any of WCS floors, walls, and doors.

Important: Awarded bidder will be responsible for damages to the floors, walls, or doors. On-site delivery logistics must be factored into the per case bid price. Several schools have delivery docks... if a school has a dock the driver is expected to unload at the dock.

DELIVERY APPOINTMENTS.....Awarded bidders must notify each school (48) forty-eight hours in advanced of actual delivery and document the person who scheduled the appointment at the school. Deliveries may only be made during office hours.

ADDITIONAL GROWTH..... During the terms of this contract year for the first year and the next (5) possible renewal years WCS will add additional schools to this RFB. It is therefore understood that with respective growth quantities, the contract will most likely increase moderately during the six year term.

INVOICING: The awarded vendors shall submit one accurate, consolidated, detailed (itemized by school) invoice per corresponding WCS PO. This invoice must have supporting back-up delivery tickets attached. Multiple invoices are prohibited.

LIQUIDATED DAMAGES: Vendor will have 10-15 consecutive calendar days to successfully complete all deliveries during each distribution. If the vendor fails to complete all deliveries to the satisfaction of the Purchasing Agent then WCS shall deduct \$250 per consecutive calendar day from said invoice.

BID COVER SHEET
WCS RFB # 1422
DISTRICT COPY PAPER

This proposal form must be attached as the first page of the submitted RFB packet.

I, _____, (NAME) _____, (TITLE)

verify that I have carefully read the specifications, terms, conditions, and instructions contained within this document and that I understand, acknowledge, and agree to all the language set forth in this document. By signing this document and submitting a bid in a sealed envelope with Williamson County Schools, as the Bidder I fully acknowledge, understand, and accept the language contained within this RFB document.

Notice to Proposer – *If you find any of the language, terms, conditions, or specifications unacceptable – then please do not submit an RFP package for this project.*

Company Name: _____

Address: _____

Phone Number: _____

E-mail Address _____

Signature: _____

Print Name: _____ Date: _____

UNIT PER CASE COST:

Unit price per each case of 8½ x 11-inch Copy Paper as specified \$ _____

The price listed above is for bulk purchases that include comprehensive inside delivery / distribution to various WCS locations as stated in this RFB Document. This per case delivery cost covers all of the scope, scale, specifications, terms and conditions explained in this RFB Document. As previously stated no added cost will be honored.

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as *follows*:

1. The under signed is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20__

Notary Public _____

My commission expires: _____

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413.
Further affiant saith naught.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the _____ of _____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

Notary Public _____

My commission expires: _____

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract 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 Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Date

NON-BOYCOTT OF ISRAEL CERTIFICATION

Tenn. Code Ann. § 12-4-119 prohibits public entities from entering into a contract for services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in and will not be engaged in for the duration of the contract, a boycott of Israel. This applies to any contract entered into on or after July 1, 2022. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees. A boycott of Israel means engaging in refusals to deal, terminating business activities or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken: (1) In compliance with, or adherence to, calls for a boycott of Israel, or (2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Certification Requirements. Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION: The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Printed Name and Title of Authorized Official

Signature of Authorized Official

Date

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am acknowledged that such person executed the forgoing affidavit for the purposes therein contained. personally acquainted (or proved to me on the basis of satisfactory evidence), and who

Witness my hand and seal at office this _____ day of _____.

Notary Public My commission expires: