



## INVITATION TO BID

The Ware County Board of Commissioners is now accepting sealed bids for the purchase of Copy Paper for the Ware County Board of Commissioners and its associated departments. Ware County has no intention of purposely eliminating any company from bidding. However, there are certain specifications that must be met or exceeded.

The Ware County Board of Commissioners reserves the right to reject any or all bids, with or without cause. Sealed bids will be accepted until [Wednesday, April 4, 2012](#) and bids will be opened on that date at [11:00 a.m.](#), at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late bids will be accepted. Awarding of the bid will take place at the next regular meeting of the Ware County Board of Commissioners and will be based on the lowest and/or best bid.

If you have any questions concerning this bid, you may call Elizabeth Hope at (912) 287-4300.

Should your firm be interested in submitting a bid, please complete the attached forms, submit the sealed bid, marked *Copy Paper*, and mail or deliver to:

Ware County Commission  
Elizabeth Hope  
800 Church Street, Suite 223  
Waycross, GA 31501

## SPECIFICATIONS

More than thirty (30) departments and offices operate under the Ware County Board of Commissioners. Each department purchases copier/multi-purpose paper based on their needs and make payment via a Visa Purchasing Card.

Approximately 500 cases of paper have been purchased during the past 12 months. Purchase volumes can and do vary, the amount listed is an estimates of past purchases only, not a guarantee of future purchases.

### Minimum Technical Specifications:

- Multipurpose, Xerographic quality paper in high quality packaging for Copy Machines, Duplicators, Ink Jet Printers & Laser Printers.
- Paper shall function properly, without jamming.
- Moisture-proof packaging must indicate paper brand.
- Cases must be sturdy and seal properly.
- Case Size      8 ½ x 11 and 8 ½ x 14              500 per ream/5,000 per case
- Case Size      11 x 17”                              500 per ream/2,500 per case
- Weight            20#
- Brightness      92 or Greater
- Approved brands include, but are not limited to: HP, HammerMill, Domtar, Xerox, Report, and Georgia Pacific.
- Bidder may provide more than one approved brand.

### Ordering:

- Each department must have a separate account for ordering.
- Supplier will assist with setting up accounts.
- Any of the following methods are acceptable: *online, by phone, by fax*. The availability of all three (3) methods is preferred.
- A minimum order of no more than one (1) case shall be required.

**Delivery Requirements:**

- Deliveries must be made to each individual department as ordered.
- Deliveries are to be made between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday (excluding holidays).
- Delivery locations are all within Ware County, Georgia. Approximately 16 locations are located within a two (2) mile perimeter of the main courthouse-800 Church Street, Waycross, Georgia. The remaining locations are located within the Waycross-Ware County Industrial Park, approximately six (6) miles from the main courthouse.
- Deliveries may be made via truck or national delivery service (UPS, Fed-Ex, etc).

**Pricing:**

- Must include all costs, F.O.B. Destination and include cost of shipping and packing. No hidden fees.
- Pricing is fixed for the contract period.

**Payment/Invoicing:**

- Invoices must be sent directly to the department making the order.
- Payment will be made via Ware County's Visa Purchasing Card.

**Bid/Contract Period:**

- The contract will be for a three (3) year period, with an annual option to renew. The first contract period will run from July 1, 2012-June 30, 2013. At any time during this period, there is a breach of contract by the supplier, the supplier will be notified in writing of contract termination. Rebidding will then be necessary.
- Supplier must notify Elizabeth Hope, 912-287-4300, of any changes that occur during the contract period.

Item	Description	Unit Price (Case/Carton)
1	<b>8 1/2 x 11" White, Letter Size</b>	
	Brand _____	
	Weight _____	
	Brightness _____	
2	<b>8 1/2 x 14" White, Legal Size</b>	
	Brand _____	
	Weight _____	
	Brightness _____	
3	<b>8 1/2 x 11" White, 3-hole punched</b>	
	Brand _____	
	Weight _____	
	Brightness _____	
4	<b>11 x 17" White</b>	
	Brand _____	
	Weight _____	
	Brightness _____	
5	<b>8 1/2 x 11" Color Paper</b>	
	Brand _____	
	Weight _____	
	Brightness _____	
	Colors available: _____	
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6	<b>8 1/2 x 14" Color Paper</b>	
	Brand _____	
	Weight _____	
	Brightness _____	
	Colors available: _____	
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**EXCEPTIONS**

*Please include detailed information regarding any exceptions that apply. If no exceptions, leave blank.*

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## **BID AUTHORIZATION**

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

**IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THIS BID, WILL PERFORM IN ACCORDANCE WITH THIS AGREEMENT.**

**BID SUBMITTED BY:**

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

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

**CITY, STATE, ZIP:** \_\_\_\_\_

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

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

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

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

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

## STATEMENT OF NO BID

We, the undersigned, have declined to bid

- \_\_\_\_\_ Specifications too “tight”, i.e., geared toward one brand or manufacturer only
- \_\_\_\_\_ Insufficient time to respond to the Invitation to Bid.
- \_\_\_\_\_ We do not offer this product or services
- \_\_\_\_\_ Unable to meet specifications
- \_\_\_\_\_ Unable to meet Bond requirements
- \_\_\_\_\_ Specifications unclear (explain how)
- \_\_\_\_\_ Unable to meet Insurance requirements
- \_\_\_\_\_ Remove us from your Vendor’s List altogether
- \_\_\_\_\_ Other (specify below)

Remarks:

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Company Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Date: \_\_\_\_\_

**ADDITIONAL INFORMATION**

**Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.**

Local Vendor: YES \_\_\_\_\_ NO \_\_\_\_\_

City License #: \_\_\_\_\_

County License #: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

**Any bid not containing this information will NOT be considered**