



Engage, Inspire, Prepare

Paulding County School District

3236 Atlanta Highway
Dallas, Georgia 30132

Dr. Brian Otott, Superintendent

Procurement Department
770-443-8000

November 6, 2018

INVITATION TO BID

ITB 19-181106

FOR

COPY PAPER

Bids Due: November 30, 2018, 3:00 p.m. EST

**INVITATION TO BID
ITB 19-181106
FOR
COPY PAPER**

TABLE OF CONTENTS

Section I – General Information	3
Insurance Requirements.....	5
Section II – Intent and Procedures	7
Checklist	10
Section III – Contractual Information.....	11
Contract Term	11
Local Supplier/Contractor.....	12
Section IV – Other	14
Debarment and Suspension.....	16
Section V – Special Terms, Conditions and Specification Information	17
Specifications	17
Appendix A Bid Form and Contract.....	18
Contractual Agreement	19
Appendix B Locations and Addresses	20
Appendix C Required Forms	22
Vendor Application.....	26
eVerify Immigration Affidavits	27

**INVITATION TO BID
ITB 19-181106
FOR
COPY PAPER**

Section I – General Information

A. Introduction

The Paulding County School District (PCSD) is accepting sealed bids for COPY PAPER.

The method of procurement will be a competitive bidding process. Cost will be the primary determinant for the award. Additionally, sealed Bids will be evaluated based upon the awarded contractor being both responsive in following and submitting the Bid documentation correctly and responsible in fulfilling the Bid specifications as described.

Due to the large number of vendors listed in certain categories of the PCSD vendor's list, not all vendors will necessarily be sent a bid each time one is issued. Bids issued by the PCSD are advertised on the PCSD Internet Site www.paulding.k12.ga.us. Vendors are advised to review the Internet Site frequently for a listing of Current Solicitations. To view on the Internet, go to the PCSD Internet site; on the right side click on “**Current Solicitations.**”

Bids received after the date and time specified will not be considered.

The Owner reserves the right to reject any or all bids and to waive technicalities and informalities. The judgment of PCSD on such matters shall be final.

In the operation of the Paulding County School District, it is the policy of the Board of Education that no person shall, on the grounds of race, color, national origin, handicap, disability, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in educational programs, activities, or employment practices.

Business representatives are instructed to read carefully all Terms and Conditions and Specifications stated within the attached pages before submitting their bid. All required forms should be included in the response.

B. Background

The Paulding County School District (PCSD) is the thirteenth largest within the State of Georgia School Systems. PCSD has thirty-three (34) schools and a total enrollment of approximately 29,000 students. Additionally, the district has auxiliary seven (7) support locations. You are invited to learn more about our district by visiting our website at <http://www.paulding.k12.ga.us/>.

C. Procurement Administrator

Stephen Cochran, Procurement Director, will administer the solicitation process and will be the point of contact for purposes of this Request for Bid. All questions and inquiries should be emailed to purchasing@paulding.k12.ga.us.

D. About This Document

This document is an Invitation for Bid (ITB). As described in the introduction and in the following sections cost will be the primary determinant for the award. Additionally, sealed bids will be evaluated based upon the awarded contractor being both responsive in following and submitting the bid documentation correctly and responsible in fulfilling the bid specifications as described. Those criteria that will be used and considered in evaluation for award are set forth in this document.

No negotiations, decisions, or actions shall be initiated by any bidder as a result of any verbal discussion with any Paulding County School District staff prior to the opening of bids in responses to this document. Bidders shall make no contact – either written or verbal – with any individual other than the individual identified herein during the period beginning with the issuance of this ITB through approval of award unless given written permission from the Procurement Director. Any attempt by a supplier/bidder to influence a member or members of the aforementioned may be grounds to disqualify the bid from further consideration.

As applicable to the service identified in this solicitation, trade secrets or proprietary information submitted by a supplier/proposer in connection with this solicitation may not be subject to disclosure.

Proposers must clearly identify the materials to be protected and state the reasons why protection is necessary.

If awarded, this ITB document in its entirety including attachments, appendices and addendums will become part of the Contract. Paulding County School District reserves the right to reject any or all bids at any time and make necessary arrangements to contract for the services or work described and proposed in the manner most feasible and applicable when in its best interest to do so.

E. Bid Acceptance

Bids including price must remain valid for a period of not less than ninety (90) days to allow for evaluation, School Board approval and contract execution. Paulding County School District reserves the right to accept or reject any or all bids, waive informalities and select the most favorable bid that will serve its best interest as well as the best interest of those participating governmental entities.

F. Definitions

- The term “solicitation” used in this document means this Invitation for Bid (ITB).
- The term “offer and “bid” are used synonymously and mean a response to this solicitation.
- The terms “offeror” and “bidder” are synonymous and refer to the entity/business/individual that submits a response to this solicitation.
- Paulding County School District may be referred to as “PCSD”.
- The term “owner” used in this document is synonymous with the Paulding County School District, Georgia and is the entity for whom the service/work will be executed.
- The term “responsive” used in this document means the prospective bidder has correctly submitted all the required documentation for this solicitation.
- The term “responsible” used in this document means the prospective bidder has the capacity in all respect to perform fully the contract requirements, integrity and reliability which will assure good faith performance to fulfill the requirements, specifications and implementation aspects of this document to the satisfaction of the PCSD.

G. Incurring ITB Preparation Cost

Paulding County School District accepts no responsibility for any expense incurred in the bid preparation, on-site presentation, mailings, etc.

H. Insurance Requirements

Within three (3) working days of notification of award, the awarded vendor must provide proof of liability insurance coverage. for a minimum of \$1 Million for single liability (CSL – Combined Single Limit). Statutory Workers’ Compensation must also be provided. **The vendor awarded the contract should mail or fax the Certificate of Insurance to the PCSD Purchasing Department at 770-443-7243.**

- Commercial General Liability with limits of \$1,000,000 and \$2,000,000 aggregate. Coverage must include products and completed operations with reporting of claims on occurrence basis.
- Commercial Auto Liability with limits of at least \$1,000,000 CSL (Combined Single Limit) or \$500,000/\$1,000,000/\$500,000.
- Umbrella Coverage in excess of GL and Auto of at least \$2,000,000.
- Statutory Workers’ Compensation.
- Employer’s Liability of at least \$100,000/\$500,000/\$100,000.
- Paulding County School District must be named as an additional insured on all applicable policies. The insurance carriers should be licensed to do business in the State of Georgia and carry an AM Best rating of A- or higher.

Proof of insurance is not required with submission of the bid, but must be made available upon request including during the evaluation process. PCSD will require proof of insurance before issuance of Award Letter/Contract. By participating in this solicitation and/or signing the Contract Agreement, the awarded contractor agrees to comply with insurance requirements as specified.

The contractor/vendor shall hold harmless the Paulding County School District from any and all claims, suits, actions, damages, liability, and expenses in connection with loss of life, bodily or personal injury, or property damage, including loss of use thereof directly or indirectly caused by, resulting from, arising out of or occurring in connection with the performance of this contract. The contractor's obligation shall not be limited by or in any way to any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

I. Confidential Information

Trade secrets or proprietary information submitted in response to this solicitation must be clearly labeled as "Confidential" and may not be disclosed unless required under the appropriate freedom of information statute. Proposers must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. If awarded, the ITB and all related documents and bid submissions will become part of the contract award.

J. Bid Acceptance

Bids including price must remain valid for a period of not less than ninety (90) days to allow for evaluation, School Board approval and contract execution. Paulding County School District reserves the right to accept or reject any or all bids, waive informalities and select the most favorable bid that will serve its best interest as well as the best interest of the District.

K. Pre-Bid Conference

No pre-bid meeting will be scheduled for this solicitation

L. Multiple Awards

It is the intent of PCSD to make a single award but reserves the right to make multiple awards at its sole discretion or what it deems is in the best interest of the District.

**INVITATION TO BID
ITB 19-181106
FOR
COPY PAPER**

Section II – Intent and Procedures

A. Outcome

The expected outcome of this bid is to enter a contractual relationship with a business partner who will provide the services required to provide Paulding County School District (PCSD) with

The Awarded vendor will provide Copy Paper for PCSD, which includes thirty-four (34) schools and seven (7) auxiliary support locations, for a period of six (6) months with option to renew based on service and pricing. This pricing would allow Paulding County Government, City of Hiram, and City of Dallas the opportunity to purchase off this agreement and should be invoiced separately. Prices in the Bid must remain firm for six (6) months from the award date. At the end of the award period, PCSD reserves the right to renew the Bid, if agreeable to both the vendor and PCSD, for a period up six (6) additional months with no price increase.

The awarded vendor shall appoint a person or persons to act as a primary contact with PCSD. This person or back up shall be knowledgeable of the terms and procedures involved.

The bid will be awarded to the lowest responsive and responsible bidder whose bid response meets the requirements and criteria set forth in this bid.

There are no guarantees of the quantities PCSD will purchase over the time-period stated, therefore, no liability for non-purchase. Bidder must demonstrate the capability to provide the service in a fast and effective manner.

Proposers are encouraged to detail in their bid any related value added services that will benefit PCSD.

B. Bid Submission

Bids are to be submitted in sealed envelopes on the date and time stipulated. One (1) original and one (1) copy of the entire bid solicitation/packet must be submitted. Bids shall be submitted to, or hand delivered to, Paulding County School District, 3236 Atlanta Highway, Dallas, GA 30132 to the attention of Stephen Cochran Procurement Director no later than November 30, 2018 at 3:00 p.m. EST.

Bids must be clearly labeled showing the ITB number, firm's name and address, and the bid due date on the outside. Late bids will not be accepted and will be returned unopened.

All bids shall be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the bid shall initial correction in ink.

Emailed or faxed bids will not be accepted and will be rejected upon receipt.

Specifications used are intended to be open and non-restrictive.

Brand names and numbers when provided in solicitations are for reference to establish a quality standard. Any reference to a brand name shall not be construed as restricting to that manufacturer (unless "no substitutes" is stated). Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement.

By submitting a bid, the vendor warrants that any goods supplied to the PCSD meet or exceed specifications set forth in this solicitation except as may be otherwise noted in the vendor's exceptions.

If bidding on other than the make, model, brand, or number as requested in the solicitation and offered as an equal, complete technical information, specifications, manufacturer's name and catalog reference shall be clearly stated on the bid or on an attached letter. Any deviation between brand offered and brand specified shall also be clearly indicated. A complete list of deviations and a descriptive catalog cut shall be attached to bid.

Bids shall be signed by an authorized officer of the company.

C. Taxes

PCSD is exempt from all sales tax and Federal Excise Tax. These taxes shall not be included in the bids.

D. Solicitation Questions

Questions regarding this solicitation shall be submitted via email to Stephen Cochran purchasing@paulding.k12.ga.us or addressed to Procurement Director, 3236 Atlanta Highway, Dallas, Georgia 30132.

E. Addenda

It is the vendor's responsibility to check the PCSD "Current Solicitations" website for any addenda, responses to vendor questions, or other communications which may be necessary during the solicitation period. Following receipt of vendor responses to a solicitation, it is the vendor's responsibility to be available via email, phone and/or fax

during the review process in the event that clarification or additional information is required. If clarification or additional information is requested, the responsibility rests on the vendor to ensure that PCSD receives said information prior the deadline(s) indicated.

F. Revision or Withdrawal of a Bid

A bid may be revised or withdrawn by the Contractor/supplier prior to the bid opening date and hour with the permission of the PCSD Procurement Director. Requests to withdraw a bid, along with supporting documentation, will be made in writing to the Procurement Director. After the bid opening, the PCSD Procurement Director will permit withdrawal only when the best interest of PCSD would be served. Generally, withdrawal will only be allowed in cases where there has been an honest mistake made in preparing the bid not resulting from negligence and the mistake is clearly ascertainable. If withdrawal is allowed, PCSD reserves the right to disqualify the withdrawing Contractor/supplier from bidding on PCSD solicitations for a period of up to one year.

G. Compliance with Laws

All property or services furnished shall comply with all applicable Federal, State, and Local laws, codes, and regulations.

H. Purchasing Policy

By acceptance of this solicitation a Contractor/supplier, potential contractor/supplier, or contractor agrees to be bound by the PCSD Purchasing Policy and Purchasing Regulations in any issue or action related to this solicitation or subsequent contract resulting from this solicitation.

I. Specific Information Requested from all Bid Submitters

Paulding County School District may make such investigations deemed necessary to determine the ability of the Offeror to furnish the necessary requirements described herein. The Offeror shall furnish, to PCSD, all data and information requested in order to determine the Offerors ability to perform under this ITB. PCSD reserves the right to reject any offer if the evidence submitted by, or investigation of, such Offeror fails to satisfy Paulding County School District that such Offeror is qualified to carry out the obligations of the contract.

J. Checklist

The following is a checklist of required information:

#	Item	Complete
1	One (1) Original and one (1) Copy of complete packet	
2	Attachment A – Bid Form	
3	Attachment B – Required Forms signed and notarized	

**INVITATION TO BID
ITB 19-181106
FOR
COPY PAPER**

Section III – Contract Information

A. Contract Term

The term of the contract will be for a period of six (6) months with option to renew based on service and pricing. This pricing would allow Paulding County Government, City of Hiram, and City of Dallas the opportunity to purchase off this agreement and should be invoiced separately. Prices in the Bid must remain firm for six (6) months from the award date. At the end of the award period, PCSD reserves the right to renew the Bid, if agreeable to both the vendor and PCSD, for a period up six (6) additional months with no price increase.

The Contract Agreement (*where applicable*) and Georgia Security and Immigration Compliance Documents must be completed by the contractor/supplier and returned with the bid.

Contractor's full compliance with all applicable federal and state security and immigration laws, including the Georgia Security and Immigration Compliance Act as amended, O.C.G.A. 13-10-90, O.C.G.A. 13-10-91, and Georgia Department of Labor Rule 300-10-1 is a condition to the contract. ***Contractor is required to affirm compliance by completing and returning the Georgia Security and Immigration Compliance Documents with Contractor's bid. Award will not be granted until these forms are completed and in the possession of the PCSD Procurement Department.***

B. Termination for Cause/Convenience

If the Contractor fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the contract, Paulding County School District may terminate the contract by 30-day written notice to the Contractor. PCSD can affirmatively collect damages which may result from the Contractor's breach.

Paulding County School District may terminate all or any part of the Contract for the convenience of the PCSD with 30-day written notice. The Contractor will be paid for reasonable costs incurred to the date of termination, if applicable. The contract shall terminate immediately at such time as appropriated and otherwise un-obligated funds are no longer available to satisfy the obligations of the PCSD under the contract. The determination of the occurrence of such unavailability of funds shall be made by the PCSD in its sole discretion and shall be conclusive.

C. Disputes

Except as otherwise provided in these contractual documents, any claim, dispute, or other matter in question shall be referred to the Paulding County School District Procurement Director, who shall decide the issue and provide a written response to the Contractor. The decision of the procurement Director shall be final and conclusive.

The Contract shall be governed by the laws of the State of Georgia and nothing in this contract shall be interpreted to preclude the parties seeking any and all remedies provided by law. All protests must be in writing and submitted to the Procurement Director.

D. Local Supplier/Contractor

The Board of Education finds that local suppliers and contractors support the economy of Paulding County, Georgia and therefore the School District by employing Paulding County residents, contributing time and resources to local efforts, and by paying taxes to local governments. Therefore, it is a policy of this District that consideration be given to local suppliers and contractors as set forth herein.

Whenever purchases are to be made using competitive quotes or bids and the most competitive quote or bid was submitted by a non-local supplier or contractor and an otherwise conforming quote or bid was submitted by a local suppliers or contractor, as that term is defined herein, whose quote or bid is within 2% or less of the most competitive quote or bid, the District shall notify the local supplier or contractor on the business day following the opening of the quote or bid of the most competitive quote or bid and give the local supplier or contractor one business day to match the quote or bid. Should the local supplier or contractor agree to match the quote or bid, it will be considered by the Superintendent in making his recommendation to the Board of Education.

For the purposes of this policy “local” shall mean any individual, Georgia corporation, Georgia partnership, or other Georgia business entity who, at the time said individual or entity submits a quote or bid to the District, and for a period of 90 days or more prior thereto, has its principal place of business, as determined by the District, in Paulding County, Georgia. The District shall consider all factors that it deems relevant in its determination of whether an individual or entity is local. These factors may include, but shall not be limited to, the following:

- Whether the individual or entity holds a business license in Paulding County, Georgia;
- Whether the individual or entity has an office in Paulding County, Georgia;
- Whether the individual(s) owner is a resident of Paulding County, Georgia;
- Whether the owner or owners of an entity are residents of Paulding County, Georgia.

E. Billing and Payment

Specific to PCSD, unless otherwise instructed, the preferred method of payment processes is through the issuance of Purchase Orders. Invoices must be submitted to the Accounts Payable Department, 3236 Atlanta Highway, Dallas, Georgia, 30132 or assountspayable@paulding.k12.ga.us. Purchase order numbers or contract numbers must appear on the invoice.

**INVITATION TO BID
ITB 19-181106
FOR
COPY PAPER**

Section IV – Other

A. Assignment

By the submission of this bid, the bidder agrees not to assign the contract or purchase order to others unless specifically authorized in writing by the PCSD Procurement Director.

B. Back Orders

Back orders may be made only when specifically authorized to do so by PCSD Procurement Director. The necessity to back order may be deemed a breach of contract.

C. Security

Upon arrival at each school, Contractor must check in with the office to notify the school that contractor work is being performed. This is to be done for every day Contractor is on site. Failure to do so may void contract.

The Contractor shall provide the number of qualified employees required to complete the work within the allotted time and these employees shall meet with the approval criteria specified in this bid. The Contractor will remove, or cause to be removed, any workman or workmen that the PCSD deems unsuitable. Contractor has sole responsibility for suitability of all his employees, including background screening and employment verification status (I-9).

D. Background Screening

PCSD may require contractors to perform background screening on any employee or subcontractor that will be working on the PCSD property (delivery personnel included). If required, a comprehensive criminal history background screening shall to include both GCIC and NCIC is required on each applicant assigned to PCSD. Minimum findings that warrant exclusion include:

- Any felony conviction
- Any drug conviction
- Any crime against children
- Any sex-related conviction

When background screening is required, screening results must be provided to the PCSD Procurement Department upon request by the PCSD.

Please note: It is preferred that all necessary screening be completed prior to employee beginning work. If business demands warrant assignment before the screening is

completed, then it is acceptable for employee to begin assignment as long as the background screening is in progress and the application for employment does not list offenses of any type. PCSD must be informed of any employee assigned without completed background screening and the results must be on file within 30 days.

E. Non-Discrimination

The contractor, by the submission of a bid or the acceptance of an order or contractor, does agree in providing the goods and services covered under the bid or contract not to discriminate in any way against any person or persons or refuse employment of any person or persons on account of race, color, religion, age, disability, national origin, sex, or any other legally protected status.

F. PCSD Non-Discrimination

Paulding County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any legally protected status in any of its employment practices, education programs, services, or activities.

G. Drug-Free Workplace

By submission of a bid, the bidder certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The bidder also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements may cause suspension, termination of contract, or debarment of such bidder.

H. Certification of Non-Collusion

By submitting a bid, the bidder certifies "that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive bidding is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

I. Authorized Official

It is agreed that all conditions of the bid shall be abided and that the person signing this bid is authorized to sign the bid for the bidder.

J. Debarment and Suspension Status

Supplier certifies that the supplier and/or any of its subcontractors (if applicable) have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch. 1 Subpart 9.4. Supplier will immediately notify PCSD in writing if supplier is debarred by the State of Georgia or placed on a Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

C.F.R. Section 180.300 requires that when the School District enters into a covered transaction with an entity at a lower tier, the School District must verify that the entity is not suspended, debarred or otherwise excluded. "Covered transactions" include those procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000. Furthermore, grantees and sub-grantees must not make any award or permit any award at any tier to any party which is debarred or suspended or is otherwise excluded. By signing this contract, you are affirming that neither you, the Supplier, nor any principal of the Supplier are at the date of your signature suspended, debarred or otherwise excluded.

K. Special Terms and Conditions

Should these general terms and conditions be in conflict with the any attached Special Terms and Conditions; the Special Terms, Conditions or Specifications will control.

**INVITATION TO BID
ITB 19-181106
FOR
COPY PAPER**

Section V – Special Terms, Conditions and Specification Information

A. Specification

Multi-purpose 20 lb. business paper suitable for use in laser printers and duplicators

92 Bright...NO high gloss or photo paper will be accepted

8 ½ x 11 long grain

Number 4 grade or higher

500 sheets per ream/10 reams per case

No maximum quantity limits

Minimum order – 5 cases

Bulk order submittals will not be accepted or considered for award

B. Deliveries

Deliveries will be made within **three** (3) business days to individual schools/locations as specified on the purchase order. If delivery is not made in a timely manner, the contract may be cancelled and awarded to the next lowest bidder.

All deliveries are inside delivery to no more than two easily accessible location inside the facility. Lift gates may be required in certain locations. No Paulding County School District personnel or Contracted employee will be allowed to unload or assist in unloading of the paper.

Purchase order numbers must be referenced on all invoices

C. Pricing

Pricing must remain firm for six (6) months from award date, beginning January 1, 2019 through June 30, 2019 with an option to renew for the remainder of the calendar year ending December 31, 2019.

**INVITATION TO BID
ITB 19-181106
FOR
COPY PAPER**

Appendix A – Bid Form and Contract

☐ Acknowledgement of addendum, if applicable.

BASE BID

Price for individual cases of copy paper (~6,500 cs/yr)

Multipurpose 20 lb., 8 ½ x 11, 92 bright,

500 sheets per ream/10 reams per case

(pricing must include delivery) \$ _____ per case

Brand quoted _____

Item number quoted _____

Lead time from receipt of purchase order _____ days

I agree to all General Terms and Conditions within this Invitation to Bid submitted by PCSD.

RESPECTFULLY SUBMITTED:

BY: _____
Signature & Title

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

CONTRACT AGREEMENT

This Contract Agreement must be completed by the vendor and returned with the bid submission.

Contractor has carefully examined and fully understands the General and Special Terms and Conditions, Specifications, and other related documents included in Invitation to Bid Number 19-181106, Copy Paper, for the Paulding County School District and does agree to all terms and conditions by so signing this document.

The Contractor acknowledges that they, nor their principals, are not currently debarred or suspended from submitting bids on contracts by any agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch. 1 Subpart 9.4. Contractor agrees to notify PCSD if they, or their principals, become debarred or suspended while under contract with the PCSD. PCSD prohibits the awarding of a non-procurement activity such as a sub-award, or any other covered agreement for any program purpose with a suspended or debarred party.

It is understood that all prices quoted include delivery to the Paulding County individual schools or departments or the Paulding County Government, City of Hiram, and City of Dallas the opportunity to purchase off this agreement and should be invoiced separately as specified.

The PCSD reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The PCSD reserves the right to waive any technicalities and formalities in the bidding. The Contractor acknowledges that the PCSD has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

The PCSD reserves the option to renew the proposal for up to six (6) additional months beyond the initial awarded 6-month period if agreeable to both the successful vendor and the PCSD.

Signing the Contract Agreement affirms that this original document has not been altered in any way.

Representative Signature

Date

Print or Type Name

E-Mail Address

Company Name

Telephone Number and Extension

Address

Fax Number

City, State and Zip Code

**INVITATION TO BID
ITB 19-181106
FOR
COPY PAPER**

Appendix B – Locations and Addresses

HIGH SCHOOLS			
East Paulding	3320 East Paulding Dr.	Dallas	30157
Hiram	702 Virgie Ballentine Dr.	Hiram	30141
North Paulding	300 North Paulding Dr.	Dallas	30132
Paulding County	1297 Villa Rica Hwy.	Dallas	30157
South Paulding	1364 Winn Rd.	Douglasville	30134

MIDDLE SCHOOLS			
Austin	3490 Ridge Rd.	Douglasville	30134
Dobbins	637 Williams Lake Rd.	Powder Springs	30127
East Paulding	2945 Hiram-Acworth Hwy.	Dallas	30157
Jones	100 Stadium Dr.	Dallas	30132
McClure	315 Bob Grogan Dr.	Dallas	30135
Moses	1066 Old County Farm Rd.	Dallas	30132
Scoggins	1663 Mulberry Rock Rd.	Dallas	30157
South Paulding	592 Nebo Rd.	Dallas	30157
Ritch	60 Old Country Trail	Dallas	30157

ELEMENTARY SCHOOLS			
Abney	1186 Colbert Rd.	Dallas	30132
Allgood	312 Hart Rd.	Dallas	30157
Baggett	948 Williams Lake Rd.	Powder Springs	30127
Burnt Hickory	80 North Paulding Dr.	Dallas	30132

ELEMENTARY SCHOOLS CONTINUED			
Dallas	520 Hardee St.	Dallas	30132
Dugan	1362 Winn Rd.	Douglasville	30134
Hiram	200 Seaboard Ave.	Hiram	30141
Hutchens	586 Clonts Rd.	Douglasville	30134
McGarity	262 Rakestraw Mill Rd.	Hiram	30141
Nebo	2843 Nebo Rd.	Dallas	30157
New Georgia	5800 Mulberry Rock Rd.	Villa Rica	30180
Northside	2223 Cartersville Hwy.	Dallas	30132
Panter	190 Panter School Rd.	Hiram	30141
Poole	1002 Wayside Lane	Dallas	30132
Ragsdale	528 Holly Springs Rd.	Rockmart	30153
Ritch	140 Bethel Church Rd.	Hiram	30141
Roberts	1833 Mt. Tabor Church Rd.	Dallas	30157
Russom	44 Russom Elem. School Ln.	Dallas	30132
Shelton	1531 Cedarcrest Rd.	Dallas	30132
Union	206 Hwy. 101 South	Temple	30179

AUXILIARY SUPPORT LOCATIONS			
Central Office	3236 Atlanta Hwy.	Dallas	30132
Diane Wright Center	140 Bethel Church Rd.	Hiram	30141
New Hope Education Center	4555 Dallas Acworth Rd.	Dallas	30132
Maintenance	335 Academy Dr.	Dallas	30132
Transportation Service Center	522 Hardee St.	Dallas	30132
Central Warehouse	230 International Pkwy.	Dallas	30157
Central Registration	522 Hardee St.	Dallas	30132

**INVITATION TO BID
ITB 19-181106
FOR
COPY PAPER**

Appendix C – Required Forms

The following pages contain forms that must accompany the submittal packet. If you have any questions or need clarification, contact Stephen Cochran, Procurement Director at purchasing@paulding.k12.ga.us.

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin or ancestry. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin or ancestry. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event the bidder is not in compliance with this non-discrimination clause, the contract may be cancelled or terminated by the Paulding County School District. The Paulding County School District may declare the bidder, ineligible for further contracts with the Paulding County School District until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

Signature: _____

Printed Name: _____

Date: _____

Company: _____

Address: _____

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name: _____

Address: _____

City, State and Zip: _____

Being of lawful age, being first duly sworn, on oath says, that he/she is the agent authorized by the contractor to submit the attached bid. Affiant further states as contractor, that they have not been a party to any collusion among contractors in restraint or competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the Owner or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between contractors and any employee of the Owner concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____, 20____.

NOTARY PUBLIC

PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT-The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires Owners to pay contracts within 15 days of receipt of a pay request by the Owner or the Owner's representative. If payment is not made, the Owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay sub-contractors within 10 days of receipt of payment from the Owners.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4).

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and Sworn to before me this _____ day of _____ 20____.

NOTARY PUBLIC

Vendor Application

Legal Business Name:		
Address:		
City:	State:	Zip:
Web Address:		
Federal ID Number or SSN (<i>W-9 Form Also Required</i>):		
Related Parties Disclosure: Are you a current employee of Paulding County School District (PCSD)? Yes _____ No _____		
Do you have immediate family members that are employed with PCSD? Yes _____ No _____ Name: _____ Relation: _____		
List additional immediate family members and relation here: _____		

General Contact Name:	Phone:	Fax:
General Contact Email Address:		
Purchase Order Contact Name:	Phone:	Fax:
Purchase Order Email Address (<i>Note: This address will be used to send Purchase Orders electronically</i>):		

Payment/Remittance Information

Business Name:				
Remittance Address:				
City:	State:	Zip:		
Accounts Receivable Contact Name:	Phone:	Fax:		
Accounts Receivable Email Address:				
Payment Terms	30 days: _____	60 days: _____	P-Card (optional): _____	Other: _____

Paulding County Invoicing Requirements:

<i>Unless otherwise noted, all invoices are to be sent to the Accounts Payable Department via USPS or Email.</i>	
USPS: Accounts Payable Paulding County School District 3236 Atlanta Highway Dallas, GA 30132	Email: accountspayable@paulding.k12.ga.us

Application Submittal:

USPS: Procurement Director Paulding County School District 3236 Atlanta Highway Dallas, GA 30132 Or Email: purchasing@paulding.k12.ga.us	Required Forms: The following forms are required to be submitted with this application. Failure to submit these forms will delay approval and entry into our supplier database. <ol style="list-style-type: none"> 1. A completed and signed IRS form W-9 (Rev. October 2018) 2. Applicable E-verify affidavit per the Georgia Security & Immigration Compliance Act as amended, O.C.G.A. 13-10-90 et.seq.
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Disclaimer: Receipt of this application by the District neither implies or guarantees any contract or obligation to purchase goods or services from applicant.

Representative Signature	Date	Representative Printed Name
--------------------------	------	-----------------------------

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the **Paulding County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

eVerify Number

Date of Authorization

Name of Contractor

Name of Project

Address

City, State, Zip

Paulding County School District

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

Commission Expires

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____

(Name of Subcontractor) on behalf of the **Paulding County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

eVerify Number

Date of Authorization

Name of Sub-Contractor

Name of Project

Address

City, State, Zip

Paulding County School District

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

Commission Expires

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____

(name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____
(name of contractor) on behalf of **Paulding County School District**

has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to for _____

(name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor for _____

(name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

eVerify Number

Date of Authorization

Name of Sub-Contractor

Name of Project

Address

City, State, Zip

Paulding County School District

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

Commission Expires