



NORTH READING PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

189 Park Street
North Reading, Massachusetts 01864
Telephone 978-664-7810
FAX 978-664-0252

INVITATION FOR BIDS

The School Department for the Town of North Reading, Massachusetts will receive sealed quotes for the furnishing and delivering of **PAPER SUPPLIES** to the North Reading Public Schools.

The bid will be available beginning on Monday, February 8, 2021. Bids will be received by the North Reading Public Schools Office of the Superintendent until **11:00 a.m. Friday, March 12, 2021**. All quotes will be publicly opened and read at that time via a virtual meeting. The virtual bid opening web link is available on the North Reading Public Schools District website at the following link: <https://www.north-reading.k12.ma.us/district/business-office/pages/bids-and-contract>. Complete information for bidders may be obtained by going to the District website at the above web address or you may submit a request for the bid document by writing to Michael Connelly, Assistant Superintendent of Finance and Operations at mconnelly@nrpsk12.org. Bids submitted by mail should be addressed to the North Reading Public Schools Office of the Superintendent, at 189 Park Street, North Reading, MA. 01864 or dropped off at the above address.

The North Reading Public Schools reserves the right to reject any or all bids, or to accept any parts thereof which it considers most advantageous to the Town of North Reading.

Michael Connelly
Assistant Supt. of Finance & Operations
North Reading Public Schools

NORTH READING PUBLIC SCHOOLS
189 Park Street
North Reading, MA 01864

TERMS AND REQUIREMENTS – PAPER SUPPLIES

1. All bids must be submitted in sealed envelopes with the title written thereon, and addressed to North Reading Public Schools Superintendent's Office, 189 Park Street, North Reading, MA 01864. **Quotes will be received until 11:00 a.m., Friday, March 12, 2021 at 189 Park Street, North Reading, MA. 01864. Quotes will be publicly opened and read at that time.**
2. **Two copies of each bid pricing form are required.** All quotes must be submitted on the attached forms.
3. Prices will include delivery. The successful bidder(s) will notify the North Reading Public Schools Finance Department twenty-four hours (24) prior to delivery.
4. Quantities listed are approximate. Unit prices are requested.
5. Provide unit prices as if the bid award is made in total. **Bids MUST BE submitted on the forms provided.**
6. Proposals must be signed by an Officer of the Corporation, or by a duly authorized officer of the company, such authorization to be verified by a signed copy of the enclosed Bid Proposal Certification and Certificate of Corporate Vote.
7. No bidder may withdraw his bid for a period of thirty (30) days after the date set for the opening.
8. All prices quoted will be held until June 30, 2022.
9. The bidders will be required to fill all orders within thirty (30) days of receipt of purchase orders or at some later date if so stated on any purchase order.
10. All cartons or packages must show our purchase order number and school name.
11. Items requested are for the 2021-22 school year.

12. The School Committee reserves the right to reject any or all bids, or any part thereof, or to accept any bid or part thereof which it considers most advantageous to the Town of North Reading.
13. All articles which are imperfect or of a grade inferior to specifications will be rejected and must be replaced by acceptable articles without expense to the Town for transportation.
14. Wherever items are specified by trade name, manufacturer, or dealer's catalog, or by any other reference, it will be taken to mean the item thus described or any other item equal thereto in quality, finish, durability and serviceability for the purpose for which it is intended.

BID PROPOSAL CERTIFICATION

The undersigned, hereinafter called the bidder, having fully familiarized himself/herself with all of the bid documents, hereby agrees and declares:

1. That prices inserted cover all labor, materials, transportation, insurance and all other necessary expenses to fulfill the conditions of the contract within the time stated.

2. Pursuant to M.G.L. Ch 62C, sec. 49A, the bidder hereby certifies that the bidder has filed all state tax returns and paid all state taxes required under law.

3. The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The following items must be completed by the Bidder.

Title of Bid Proposal: _____

Our Company is: a corporation ____ a partnership ____ individually owned

Company Name: _____

Social Security or Federal I.D. # _____

Company Address: _____

Telephone Number: _____

By Company Official: _____

(print or type name and title)

(signature)

CERTIFICATE OF CORPORATE VOTE

At a meeting of the Board of Directors of

duly called and held on _____, at which a quorum
was present and acted throughout, the following vote was duly adopted:

"VOTED: That _____,
(name)

_____ of the Corporation, be and is hereby authorized to affix the
(title)

the Corporate Seal, sign and deliver in the name and behalf of the Corporation a
contract with the School Committee, Town of North Reading for the furnishing and
delivering of **PAPER SUPPLIES** in the sum of \$_____ and also to
seal and execute as above, Surety Company Bonds to secure the performance of said
Contract for each year of the term of the Contract, all in such form and on such terms
and conditions as he/she, by the execution thereof, shall deem proper."

ATTEST:

Clerk of the Corporation

Affix Corporate Seal Here

BIDDER NAME: _____

**NORTH READING PUBLIC SCHOOLS
FY '22 PAPER BID LIST**

Approx. Qty.	Item Description	Unit of MSR	Unit Price	Unit Price Recycled	Total Price
XEROGRAPHIC PAPER - SUB 20					
550	White - 8.5 x 11	Carton			
3	White - 8.5 x 14	Carton			
4	White - 11 x 17	Carton			
0	White - 8.5 x 11 3 hole punch	Carton			
6	White composition paper - lined	Carton			
7	Yellow - 8.5 x 11	Carton			
2	Pink - 8.5 x 11	Carton			
2	Blue - 8.5 x 11	Carton			
1	Green - 8.5 x 12	Carton			
0	Goldenrod - 8.5 x 11	Carton			
0	Cherry - .5 x 11	Carton			
1	Orchid - 8.5 x 11	Carton			
1	Ivory - 8.5 x 11	Carton			
1	Buff - 8.5 x 11	Carton			
1	Salmon - 8.5 x 11	Carton			
1	Teal - 8.5 x 11	Carton			

Total	
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**PLEASE PROVIDE US WITH A COLOR CHART AND PRICING FOR
XEROGRAPHIC PAPER SHOWING AVAILABILITY OF OTHER COLORS.
PLEASE ASSUME MINIMUM ORDER QUANTITY.**

THE NORTH READING PUBLIC SCHOOLS IS SUPPORTIVE OF THE NATION WIDE
RECYCLING EFFORT. A BID PRICE IS ALSO REQUESTED FOR ANY OF THE
ABOVE ITEMS PRODUCED FROM RECYCLED MATERIALS. PLEASE SUBMIT A
SAMPLE OF THE ITEM(S) WITH THE BID.