



# **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 North Reading Public Schools Office of the Superintendent will receive bids until **11:00 a.m. Friday, March 18, 2022**. All quotes will be publicly opened and read at that time. Complete information for bidders may be obtained at the North Reading Public School's Superintendent's Office, 189 Park Street, North Reading, MA 01864, on or after, Monday, February 14, 2022. 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 18, 2022 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, 2023.
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. The awarding bidder must have the ability to deliver the paper order either semi-annually or quarterly to each school as needed.
10. All cartons or packages must show our purchase order number and school name.
11. Items requested are for the 2022-23 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 '23 PAPER BID LIST**

| Approx.<br>Qty.                   | Item Description                | Unit of<br>MSR | Unit Price | Unit Price<br>Recycled | Total<br>Price |
|-----------------------------------|---------------------------------|----------------|------------|------------------------|----------------|
| <b>XEROGRAPHIC PAPER - SUB 20</b> |                                 |                |            |                        |                |
| 475                               | White - 8.5 x 11                | Carton         |            |                        |                |
| 1                                 | White - 8.5 x 14                | Carton         |            |                        |                |
| 6                                 | White - 11 x 17                 | Carton         |            |                        |                |
| 0                                 | White - 8.5 x 11 3 hole punch   | Carton         |            |                        |                |
| 1                                 | White composition paper - lined | Carton         |            |                        |                |
| 10                                | Yellow - 8.5 x 11               | Carton         |            |                        |                |
| 6                                 | Pink - 8.5 x 11                 | Carton         |            |                        |                |
| 10                                | Blue - 8.5 x 11                 | Carton         |            |                        |                |
| 12                                | Green - 8.5 x 12                | Carton         |            |                        |                |
| 0                                 | Goldenrod - 8.5 x 11            | Carton         |            |                        |                |
| 1                                 | Cherry - .5 x 11                | Carton         |            |                        |                |
| 2                                 | Orchid - 8.5 x 11               | Carton         |            |                        |                |
| 2                                 | Ivory - 8.5 x 11                | Carton         |            |                        |                |
| 1                                 | Buff - 8.5 x 11                 | Carton         |            |                        |                |
| 1                                 | Salmon - 8.5 x 11               | Carton         |            |                        |                |
| 3                                 | Teal - 8.5 x 11                 | Carton         |            |                        |                |

|              |   |
|--------------|---|
| <b>Total</b> | - |
|--------------|---|

**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.