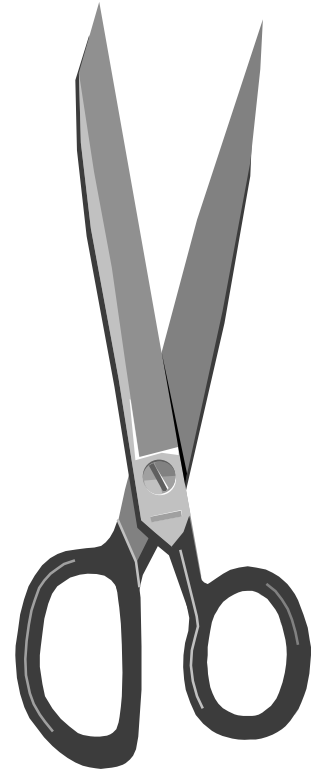


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

DELIVER TO:	PURCHASING DEPARTMENT School Board of Polk County 1915 S. Floral Ave., PO Box 391 Bartow, FL 33831-0391
SEALED BID DO NOT OPEN	
SEALED BID NO.:	041-SRW-0211
BID TITLE:	PAPER SUPPLIES – STOCK
DUE DATE/TIME:	FEBRUARY 1, 2011 @ 3:00 PM
SUBMITTED BY:	<hr/> Name of company



Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm>. Click on “Vendor Application” from the menu at the top of the screen and follow the instructions.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title PAPER SUPPLIES - STOCK

Bid File Number 041-SRW-0211 Posted JANUARY 10, 2011

Sealed bids will be received until 3:00 PM on FEBRUARY 1, 2011 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: ROBERT WOODS telephone (863) 534-0566 , FAX (863) 534-7497 , email Robert.woods@polk-fl.net.

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

VENDOR NAME

MAILING ADDRESS

PRINT OR TYPE SIGNATURE AND TITLE

CITY, STATE, ZIP

WRITTEN SIGNATURE

DATE

TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)

FAX NUMBER

E-MAIL ADDRESS

FEID NUMBER

DISCOUNT: Our company offers the following discount schedule: _____.

NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.

GENERAL INSTRUCTIONS AND CONDITIONS

- CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: FEBRUARY 28, 2012. Contract(s) awarded from this bid will begin on MARCH 1, 2011 and will run through FEBRUARY 28, 2012.
- F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: CENTRAL WAREHOUSE AND DISTRIBUTION CENTER, BARTOW, FL 33830.
- POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices and on the Purchasing Department's website at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> on or about February 8, 2011 and will remain posted for a period of at least 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
- PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)

5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.

17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from

participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to ___ School Boards and/or ___ public agencies within the State of Florida.
32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."
33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

34. **SOLICITATION OF DISTRICT EMPLOYEES:** Bidders/vendors and others involved with this bid are prohibited from making any offer of any value to any employee of the School Board who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this bid.

SCOTT CLANTON
DIRECTOR, PURCHASING AND WAREHOUSING

NOTE: The Bidder Acknowledgment on Page 1 **MUST** be signed for your bid to be considered.
Rev.Pur. 8/2010

SPECIAL TERMS AND CONDITIONS

- A. **APPROVED BRANDS AND MODELS:** This bid contains specifications and Approved Brands and Models based on the product evaluations and recommendations of School Board personnel throughout the District. **No substitutions will be allowed.** Bids for any item other than those listed on the bid form will be considered non-responsive for that item. However, in the event a manufacturer has discontinued the production of an item, vendors may substitute the replacement part number and clearly identify on the bid form that this is a replacement part. **Documentation from the manufacturer concerning any such change shall be included with bid response.** Vendors wishing to submit items for future evaluation may do so by contacting the Purchasing Department.
- B. **RETURN AGREEMENT:** Each successful bidder shall agree to accept the return of any item received which is found to be defective in packaging or quality. Full credit including shipping charges shall be issued
- C. **BID QUANTITIES:** Quantities stated on bid represent estimated usage for a one year period. We anticipate quantities on the first purchase order from this bid to be approximately 1/4 to 1/3 of these amounts. The Board reserves the right to purchase additional quantities during the life of the contract unless otherwise noted by the bidder. Prices shall remain firm for the life of the contract.
- A. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.

BID FORM AND SPECIFICATIONS

MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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COMPOSITE AWARD ITEMS 1000431 (1) THROUGH 1000433 (3).

CARDS, INDEX - White. Ruled one side, one side plain, 90 lb. minimum. 100 per package.
 Approved Brand(s)/Model(s): APC, SCM 23600/02/04, Esselte Oxford 31/41/51 series, Riverside 4800 series, Roaring Spring 74804/44/64.

1000431 (1)	18075 packages	3" x 5".	_____ pkg.
1000432 (2)	5110 packages	4" x 6".	_____ pkg.
1000433 (3)	2345 packages	5" x 8".	_____ pkg.

_____ Delivery _____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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COMPOSITE AWARD ITEMS 1000445 (4) THROUGH 1000450 (10).

1000451 (4)	130 boxes	ENVELOPES - Coin, 2-1/2" x 4-1/4". Kraft 28 lb. paper. 500 per box. _____ boxes per carton. Approved Brand(s)/Model(s): Westvaco 50628, Quality Park 50262, Williams House 40839, Signet, American Mail Well, Gold Craft 283-3.	_____ <u>box</u>
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

ENVELOPES - Clasp, rust resistant metal clasp securely anchored. Flap end gummed and extended. Brown Kraft 32 lb. paper. 100 per box.
 Approved Brand(s)/Model(s): Westvaco Ampad, Quality Park, Quill CL series.

1000445 (5)	700 boxes	6" x 9" . _____ boxes/carton	_____ <u>box</u>
1000446 (6)	180 boxes	7" x 10" . _____ boxes/carton	_____ <u>box</u>
1000447 (7)	1430 boxes	9" x 12" . _____ boxes/carton	_____ <u>box</u>
1000448 (8)	100 boxes	10" x 15" . _____ boxes/carton	_____ <u>box</u>
1000449 (9)	615 boxes	10" x 13" . _____ boxes/carton	_____ <u>box</u>
1000450 (10)	320 boxes	12" x 15-1/2" . _____ boxes/carton	_____ <u>box</u>

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

COMPOSITE AWARD ITEMS 1000452 (11) THROUGH 1000454 (13).

1000452 (11)	75 boxes	ENVELOPES - #6-3/4 plain white, 24 lb., 500 per box. _____ boxes/carton Approved Brand(s)/Model(s): Quality Park 10326, Williams House 40482, Westvaco 10106, Quill WW-634ES.	_____ <u>box</u>
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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1000453 (12)	780 boxes	ENVELOPES - #10 plain white, 24 lb., 500 per box. _____ boxes/carton Approved Brand(s)/Model(s): Quality Park 11126, Williams House 40879, Westvaco 10116, Quill WW-10ES.	_____ box
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

1000454 (13)	130 boxes	ENVELOPES - #10 window, plain white, glassine or poly window. 24 lb. paper. 500 per box. _____ boxes/carton Approved Brand(s)/Model(s): Quality Park 21326, Williams House 40880, Westvaco 10408, Quill WW-10WES.	_____ box
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

COMPOSITE AWARD ITEMS 1000486 (14) THROUGH 1000487 (15).

PADS, POST-IT NOTE - Yellow. 12 pads per package.
 Approved Brand(s)/Model(s): 3M 653-9 YW & 654-9 YW, Beautone 11110 & 111030.

1000486 (14)	2265 packages	1-1/2" x 2". _____ pkgs./carton	_____ pkg.
1000487 (15)	3730 packages	3" x 3". _____ pkgs./carton	_____ pkg.

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

COMPOSITE AWARD ITEMS 1000488 (16) THROUGH 1000489 (17).

PADS, SCRATCH - White, 16 lb. sulphite bond, un-ruled.
 100 sheets per pad, 12 pads per package.
 Approved Brand(s)/Model(s): Riverside 3301 & 3303, APC 3500/5800, Tops, Roaring Spring 95141/95142.

1000488 (16)	335 packages	3" x 5". _____ pkgs./carton	_____ pkg.
1000489 (17)	325 packages	5" x 8". _____ pkgs./carton	_____ pkg.

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000490 (18)	565 packages	PADS, SCRATCH - 8-1/2" x 11". White, ruled both sides, 50 count perforated top. 16 lb. sulphite bond. 12 pads per package. _____ pkgs./carton. Approved Brand(s)/Model(s): Ampad, Riverside 3324, Tops 7533, Quill 041-7-42328, Roaring Spring 74754.	_____ pkg.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
		Sheets per pad _____	
		MINIMUM RE-ORDER QUANTITY _____	
1000491 (19)	165 packages	PADS, SCRATCH - 8-1/2" x 14". Yellow, ruled both sides, 50 count perforated top. Wire stitched to clipboard back. Binding edge bound. 16 lb. sulphite bond. 12 pads per package. _____ pkgs./carton. Approved Brand(s)/Model(s): Ampad, Supreme 866-50, Riverside 3321, Tops 7572, Roaring Spring 74784.	_____ pkg.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
		Sheets per pad _____	
		MINIMUM RE-ORDER QUANTITY _____	
1000427 (20)	900 rolls	PAPER, ADDING MACHINE - White, 2-1/4" wide, 3-1/4" maximum diameter. Fiber, plastic or wooden core with red signal near end of each roll. 15 - 16 lb. sulphite bond, lint free, top grade, minimum 150' roll. Approved Brand(s)/Model(s): Kobax 2157-150, SCM 6200, Tops 7280, Nashua/Rittenhouse 7050.	_____ rl.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	
1000428 (21)	335 reams	PAPER, ARITHMETIC - Cream manila, 9" x 12". Quad-ruled 1" squares. 50 lb. paper Approved Brand(s)/Model(s): Pyramid #1551, APC MX1, Roselle MAR 9124, Pacon 2854.	_____ rm.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	

Please state company name and authorized signature _____

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
 PAPER SUPPLIES - STOCK
 BID FILE NO.: 041-SRW-0211
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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000430 (22)	300 reams	PAPER BOND - 8-1/2" x 11", white, water-marked, 25% cotton, light cockle, 20 lb. basis weight. 500 sheets per ream, 10 reams per case. Approved Brand(s)/Model(s): Wausau Paper 29491 Royal Cotton.	_____ <u>rm.</u>
		_____ Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	
1000474 (23)	965 reams	PAPER, MANUSCRIPT STORY - 9" x 12", upper 6" unruled lower 6" ruled, 1" extra heavy line with 1/2" light line in alternate spaces, smooth finish, 30 lb. paper. 500 sheets per ream. Approved Brand(s)/Model(s): Cosmos Special, Pacon 2650, APC 0928, Roselle.	_____ <u>rm.</u>
		_____ Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	
1000476 (24)	90 reams	PAPER, NEWSPRINT - 8" x 10-1/2". Ruled 3/8" SW smooth finish, 30 lb. paper. 500 sheets per ream. Approved Brand(s)/Model(s): Pacon 2645, APC 700W, Roselle.	_____ <u>rm.</u>
		_____ Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	
1000477 (25)	55 reams	PAPER, NEWSPRINT - 8" x 10-1/2". Ruled 1/2" LW smooth finish, 30 lb. paper. 500 sheets per ream Approved Brand(s)/Model(s): Pacon 2647, APC 75-8, Roselle.	_____ <u>rm.</u>
		_____ Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	

Please state company name and authorized signature _____

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
 PAPER SUPPLIES - STOCK
 BID FILE NO.: 041-SRW-0211
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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000478 (26)	50 reams	PAPER, NEWSPRINT - 8" x 10-1/2". Ruled 1/2" SW smooth finish, 30 lb. paper. 500 sheets per ream Approved Brand(s)/Model(s): APC 150W, Roselle.	_____ rm.
		_____ Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	
1000481 (27)	1405 reams	PAPER, NEWSPRINT - 10-1/2" x 8". 7/8" guideline, heavy ruled LW, broken line between with 3/8" space or skip-line for tail of letters. (For first grade level.) 500 sheets per ream. Approved Brand(s)/Model(s): Roselle, APC ARN 1041/777-8, Pacon 2633.	_____ rm.
		_____ Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	
1000482 (28)	510 reams	PAPER, NEWSPRINT - 10-1/2" x 8". Ruled 3/4" both with alternating 3/8" light guideline LW. Smooth finish. 500 sheets per ream. (Second grade level.) Approved Brand(s)/Model(s): Roselle, APC 72-8, Pacon 2622.	_____ rm.
		_____ Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	
1000483 (29)	265 reams	PAPER, NEWSPRINT - 10-1/2" x 8". 5/8" guideline rule LW, broken line between. 500 sheets per ream. (For third grade level.) Approved Brand(s)/Model(s): APC ARN 1024, Roselle, Pacon 2648.	_____ rm.
		_____ Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	

Please state company name and authorized signature _____

MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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1000484 (30)	200 reams	PAPER, NEWSPRINT - 10-1/2" x 8". Ruled 1/2" both sides with alternate 1/4" broken guideline LW. 500 sheets per ream. (Fourth grade level.) Approved Brand(s)/Model(s): APC 73-8, Roselle, Pacon 2623.	_____ rm.
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

COMPOSITE AWARD ITEMS 1000211 (31) THROUGH 1000213 (33).

PAPER, NEWSPRINT - Unruled paper, natural color.
 Shall easily receive pencil, crayon and other dry
 media application. Smooth finish 30/32 lb. paper.
 500 sheets per ream.
 Approved Brand(s)/Model(s): Roselle, Pacon 3407/3409/3411,
 Riverside 3159/60/61, APC 309/312/318.

1000211 (31)	875 reams	9" x 12" . (Packed 10 per carton).	_____ rm.
1000212 (32)	325 reams	12" x 18" . (Packed 5 per carton).	_____ rm.
1000213 (33)	220 reams	18" x 24" . (Packed 4 per carton).	_____ rm.

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

1000210 (34)	125 reams	PAPER, NEWSPRINT, COLORED - 12" x 18". Unruled assortment of five pastel colors evenly mixed throughout. The paper shall easily receive pencil, crayon and other dry media applications. 32 lb. paper. 500 sheets per ream. Approved Brand(s)/Model(s): Roselle, Pacon 3525.	_____ rm.
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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1000479 (35)	85 reams	PAPER, NEWSPRINT, READINESS - 8" x 10-1/2". Ruled 2" LW both sides. Smooth finish, 32 lb. paper. 500 sheets per ream. (Kindergarten; Early First.) Approved Brand(s)/Model(s): APC ARN1001.	rm.
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_____ Delivery ___ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

1000480 (36)	185 reams	PAPER, NEWSPRINT, READINESS - 8" x 10-1/2". Ruled 2" LW both sides with broken lines at 1" between. Smooth finish, 32 lb. paper. 500 sheets per ream. (Kindergarten; Early First.) Approved Brand(s)/Model(s): APC ARN 1048.	rm.
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_____ Delivery ___ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

1000475 (37)	315 reams	PAPER, NEWSPRINT, STORY BOOK RULE - 12" X 18" upper half of sheet is blank for drawing, 7/8" writing space, 7/16" dotted midline, 7/16" skip spaces (4), printed both sides. 500 sheets per ream. Approved Brand(s)/Model(s): Pacon 2657, APC #76, Roselle.	rm.
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_____ Delivery ___ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

1000494 (38)	280 packages	TAGBOARD, MANILA - 12" x 18", 150 lb. basis weight. 100 sheets per package Approved Brand(s)/Model(s): APC 1512MP, Pacon 5114, Boston Paper, Roselle, Riverside 150# Tagboard.	pkg.
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_____ Delivery ___ Days ARO
 Brand Name, Model Number, Etc.

MINIMUM RE-ORDER QUANTITY _____

MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000495 (39)	1075 packages	TAGBOARD, WHITE - 12" x 18", 150 lb. basis weight. 100 sheets per package Approved Brand(s)/Model(s): APC 1512WP, Pacon 5214, Boston Paper, Roselle.	_____ pkg.
		_____ Delivery ____ Days ARO Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	
1000496 (40)	70 packages	TAGBOARD, MANILA - 24" x 36", 150 lb. basis weight. 100 sheets per package Approved Brand(s)/Model(s): APC 1524MP, Pacon 5126, Boston Paper, Roselle.	_____ pkg.
		_____ Delivery ____ Days ARO Brand Name, Model Number, Etc.	
		MINIMUM RE-ORDER QUANTITY _____	

NOTE: Sign the "Bidder's Acknowledgement" section on Page 1 of our "Invitation to Bid". Return the original of the Invitation to Bid and retain a photocopy for your files.