

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF - CHATHAM  
ITB #23-02 SOLICITATION FORM 12  
BID SUBMITTAL FORM**

Bidder shall submit its bid pricing on this form based on the estimated quantities or the hypothetical purchasing scenario provided. These estimated quantities or hypothetical scenarios are for the purpose of comparing and evaluating bids only. The District is not obligated or limited to purchase the estimated quantities, and it may purchase as many of the goods and/or services listed below as it chooses. Because the District is awarding this bid on a “total bid” basis, then Bidder shall be careful to multiply the unit prices by the estimated quantity to create an extended price per item and then add up the extended price for each item to be provided to create a total bid.

**Copy Paper – District Wide (Semi-Annual Contract)**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE PER REAM</b>	<b>ESTIMATED NUMBER OF REAMS</b>	<b>EXTENDED PRICE (price X estimated number of reams)</b>
1	XEROGRAPHIC DUAL-PURPOSE PAPER Xerox Business 4200 or equal (Made in the U.S.A.)  Brand _____ <b>DELIVERED TO DISTRICT MAINTENANCE &amp; OPERATIONS DEPT. BY TRUCKLOAD</b>		21,000 Reams Semi- Annually (6 months)	
2	XEROGRAPHIC DUAL-PURPOSE PAPER Xerox Business 4200 or equal (Made in the U.S.A.)  Brand _____ <b>DELIVERED TO DISTRICT PRINT SHOP BY PALLET</b>		17,000 Reams Semi- Annually (6 months)	
3	DIGITAL 3-HP 20# White, 92 brightness, case/5,000 sheets (Made in the U.S.A.)  Brand _____ <b>DELIVERED TO DISTRICT PRINT SHOP BY PALLET</b>		25,000 Reams Semi- Annually (6 months)	
4	XEROGRAPHIC DUAL-PURPOSE PAPER Xerox Business 4200 or equal (Made in the U.S.A.)  Brand _____ <b>INSIDE DELIVERY TO ANY DISTRICT SITE MINIMUM ORDER OF 5 CARTONS</b>		50 Reams Per Order  <b>*As Needed</b> Semi- Annually (6 months)	
<b>Total Bid (Sum of Extended Price for All Paper Types)</b>				

**\*\* SAMPLE PAPER (ONE CASE OF EACH TYPE REQUESTED) MUST BE SUBMITTED BY BID SUBMISSION DATE TO THE PURCHASING DEPARTMENT, 208 BULL STREET, ROOM 213, SAVANNAH, GA 31401.**

(Revised Solicitation Form 12 – Continued on Next Page)

- Item 1. Delivery can be made within \_\_\_\_\_ days after receipt of an authorized purchase order.
- Item 2. Delivery can be made within \_\_\_\_\_ days after receipt of an authorized purchase order.
- Item 3. Delivery can be made within \_\_\_\_\_ days after receipt of an authorized purchase order.
- Item 4. Delivery can be made within \_\_\_\_\_ days after receipt of an authorized purchase order.

Payment Terms: Net 40

**In submitting this bid, I agree to the following:**

- 1. To hold my bid valid for a period of ninety (90) days.
- 2. To enter into and execute a contract, if awarded on the basis of this bid.
- 3. To hold my prices firm for the duration of the initial term of the contract.

Delivery time after receipt of purchase order \_\_\_\_\_ days.

Firm Submitting Bid: \_\_\_\_\_

Individual Submitting Bid: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

EMAIL Address: \_\_\_\_\_