



Office of Purchasing  
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198  
(410) 313-6724, fax (410) 313-6789

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COPIER & PRINT SERVICES PAPER

BID #053.21.B2

INVITATION TO BID

To All Interested Bidders:

Re: NOTICE TO BIDDERS  
Bid #053.21.B2, Copier & Print Services Paper

The Howard County Public Schools System requests your bid for Copier and Print Services Paper.

Bid documents may be obtained on June 4, 2021 at the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, MD 21042 or online at <https://purchasing.hcpss.org/business-opportunities>.

The Purchasing Office contact for this bid is CeCe Clement, [cclement@hcpss.org](mailto:cclement@hcpss.org), (410) 313-6724.

Bids shall be submitted, in a sealed envelope, clearly marked with "**BID**" and the bid's name and number, to the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, MD 21042 no later than **10:00 a.m. on Friday, June 18, 2021**. Late bids will not be accepted. It is the bidder's responsibility to insure that bids are delivered to the Purchasing Office prior to the scheduled opening time.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.

Please return the attached **NO BID REPLY FORM** if your firm does not bid this project. This form may be emailed to [cclement@hcpss.org](mailto:cclement@hcpss.org).

*CeCe Clement*

CeCe Clement, CPPO, CPPB  
Purchasing Manager

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, Maryland 21042

**NO BID REPLY FORM**

Sealed Bid for:     **Copier & Print Services Paper**    

Bid Number:     **053.21.B2**    

Bidder: \_\_\_\_\_

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below. This form may be emailed to [cclément@hcpss.org](mailto:cclément@hcpss.org).

Unfortunately, we must offer a "No Bid" at this time because:

- \_\_\_\_\_ 1. We do not wish to participate in the bid process.
- \_\_\_\_\_ 2. We do not wish to bid under the terms and conditions of the Request for Sealed  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 3. We do not feel we can be competitive.
- \_\_\_\_\_ 4. We cannot submit a bid because of the marketing or franchising policies of the
- \_\_\_\_\_ 5. We do not wish to sell to The Howard County Public School System. Our  
\_\_\_\_\_
- \_\_\_\_\_ 6. We do not sell the item(s)/service(s) requested in the specific specifications.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 8. We wish to remain on the Bidders' List.
- \_\_\_\_\_ 9. We wish to be removed from the Bidders' List for the above stated commodity.

June 4, 2021  
Issue Date

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM**  
10910 Clarksville Pike  
Ellicott City, Maryland 21042

**SEALED BID FOR:** Copier & Print Services Paper

**BID NUMBER:** 053.21.B2

**PRE-BID DATE:** N/A

**PRE-BID TIME:** N/A

**PRE-BID LOCATION:** N/A

**BID OPENING DATE:** June 18, 2021

**BID OPENING TIME:** 10:00 AM

**BUYER:** CeCe Clement, phone: 410-313-6724, fax: 410-313-6789

email: [cclément@hcpss.org](mailto:cclément@hcpss.org)

**SPECIAL NOTICE**

<b>Bid Bond Due:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>Supply Bond Due:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>Performance Bond Due</b> (for projects over \$25,000):	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>Payment Bond Due</b> (for projects over \$25,000):	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>Samples Required:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>Material Safety Data Sheets:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

**Company  
Name:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

## GENERAL PROVISIONS

1. THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM (HCPSS) IS A PUBLIC SCHOOL SYSTEM IN THE STATE OF MARYLAND.
  - FEDERAL TAX ID: 52-6000968
  - MARYLAND SALES TAX: 30001219
  - FEDERAL EXCISE TAX: 52-73-0257K
2. ALL SHIPMENTS MUST BE PREPAID. SHIP BY TRUCK OR PARCEL POST ONLY. IF PRICES DO NOT INCLUDE DELIVERY CHARGES, PLEASE PREPAY AND ADD TO INVOICE.
3. INVOICE IN TRIPLICATE TO THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM, ACCOUNTING SERVICES, 10910 ROUTE 108, ELLICOTT CITY, MARYLAND 21042-6198.
4. DELIVERY HOURS SHALL BE BETWEEN 8:30 A.M. TO 3:30 P.M. EXCEPT SATURDAY, SUNDAY AND HOLIDAYS.
5. THIS ORDER MAY BE CANCELLED WITHOUT PENALTY TO THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM IF DELIVERY IS NOT MADE WITHIN 60 DAYS.
6. ASSIGNMENTS AND SUBCONTRACTS THE CONTRACTOR MAY NOT ASSIGN OR TRANSFER THIS CONTRACT, ANY INTEREST HEREIN OR ANY CLAIM HEREUNDER. EXCEPT AS EXPRESSLY AUTHORIZED IN WRITING BY HCPSS.
7. DOCUMENTS, MATERIALS AND DATA: ALL DOCUMENTS, MATERIALS OR DATA DEVELOPED AS A RESULT OF THIS CONTRACT SHALL BE HCPSS'S PROPERTY. HCPSS HAS THE RIGHT TO USE AND REPRODUCE ANY DOCUMENTS, MATERIALS, AND DATA.
8. INDEMNIFICATION THE CONTRACTOR SHALL INDEMNIFY, SAVE HARMLESS, AND DEFEND THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM AND ALL OF ITS REPRESENTATIVES FROM ANY AND ALL SUITS, ACTIONS, DAMAGES, AND CLAIMS OF ANY CHARACTER BROUGHT ON ACCOUNT OF ANY INJURY OR DAMAGES SUSTAINED BY ANY PERSON OR PROPERTY IN CONSEQUENCE OF ANY PRODUCT, MATERIAL, EQUIPMENT, AND/OR WORK PERFORMED UNDER THIS CONTRACT, EITHER BY THE CONTRACTOR AND/OR SUBCONTRACTOR, THEIR AGENTS, EMPLOYEES OR REPRESENTATIVES.
9. INDEPENDENT CONTRACTOR: THE CONTRACTOR IS AN INDEPENDENT CONTRACTOR. THE CONTRACTOR AND THE CONTRACTOR'S EMPLOYEES OR AGENTS ARE NOT AGENTS OF HCPSS.
10. NONDISCRIMINATION IN EMPLOYMENT: ARTICLE 49B OF THE ANNOTATED CODE OF MARYLAND PROHIBITS EMPLOYMENT DISCRIMINATION ON THE BASIS OF AGE, SEX, COLOR, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAP, NATIONAL ORIGIN, RACE, OR RELIGION.
11. ORDER OF PREFERENCE: IN THE EVENT OF AN INCONSISTENCY AMONG PROVISIONS OF THIS INVITATION FOR BID, THE INCONSISTENCY SHALL BE RESOLVED BY GIVING PREFERENCE IN THE FOLLOWING ORDER:

GENERAL PROVISIONS  
TERMS AND CONDITIONS  
THE SPECIFICATIONS  
DRAWINGS OR OTHER ADDENDA

12. COMPLIANCE: THIS SOLICITATION IS ISSUED IN COMPLIANCE WITH SECTION 5-112 OF THE ANNODATED CODE OF MARYLAND
13. COMMERCIAL WARRANTY: THE CONTRACTOR AGREES THAT THE SUPPLIES OR SERVICES FURNISHED UNDER THE CONTRACT SHALL BE COVERED BY THE MOST FAVORABLE COMMERCIAL WARRANTIES THE CONTRACTOR GIVES TO ANY CUSTOMER FOR SUCH SUPPLIES OR SERVICES AND THAT THE RIGHT AND REMEDIES PROVIDED HEREIN ARE IN ADDITION TO AND DO NOT LIMIT ANY RIGHTS AFFORDED TO THE BOARD OF EDUCATION BY ANY OTHER CLAUSES OF THE CONTRACT.

## THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

### INSTRUCTION TO BIDDERS

#### A. Bid Preparation

1. One (1) complete set of Invitation for Bid, consisting of: (1) General Provisions; (2) Terms and Conditions; (3) the Specifications; (4) any plans or drawings made part of the Invitation for Bid; (5) any addenda, shall be provided to each prospective bidder. The original Bid Price Sheet/Form of Proposal must be returned: (1) with all questions answered; (2) without alteration; (3) with the BID SIGNATURE SHEET or No Bid Reply form properly signed; (4) sealed and enclosed in the envelope provided; (5) to the Purchasing Office, The Howard County Public School System, 10910 Route 108, Ellicott City, Maryland 21042, either mailed or hand carried before the time and date stated for return of bid. Telephone, facsimile, and/or telegraphic bids will not be accepted. It is the bidder's responsibility to ensure that his bid is delivered to the proper place prior to the scheduled opening time.
2. The remaining documents consisting of all pages of the Invitation for Bid, the General Provisions, Terms and Conditions, any plans, drawings or extraneous matter, are to be retained by the bidder and will form part of the contract resulting from the Invitation for Bid.
3. It is the bidder's responsibility to examine and understand all parts of the Invitation for Bid including all parts of the bidding documents, any addenda, drawings, or reference matter.
4. Any clarification or explanation desired by the bidder, regarding the meaning or interpretation of the Invitation for Bid, or any part thereof, must be made in writing to the Purchasing Office of The Howard County Public School System, 10910 Route 108, Ellicott City, Maryland 21042, allowing sufficient time for a reply to reach all prospective bidders for the time and date scheduled for the return of the bid.

#### B. Due Date and Time

Bid responses must be submitted to the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, Maryland 21042, no later than the **time and date specified on the bid cover sheet**. Bids will be publicly opened.

#### C. Withdrawal of Bids

1. Bids may be withdrawn by written, facsimile, or telegraphed notice if given prior to the time and date specified for the return of bid. Telephone calls for these purposes are not acceptable.

2. No bid shall be withdrawn after the scheduled closing time for opening bids.

D. Errors in Bids

1. Failure of the bidder to thoroughly understand all aspects of the Invitation for Bid before submitting his bid will not act as an excuse to permit withdrawal of his bid nor secure relief or plea of error.
2. Neither law nor regulation makes allowance for errors of omission on the part of the bidders.

E. Taxes

The Howard County Public School System is tax exempt, and the price quoted shall not include federal excise taxes, state or local taxes, or use taxes. Exemption certificates will be cited or provided upon request (if applicable).

F. Trade Discounts

All prices offered must be the lowest net price after trade discounts have been considered. Bids offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the bid.

G. Time Discounts

Prompt payment discounts are solicited and will be treated as follows:

1. Discounts offered which allow a minimum of twenty (20) days to qualify will be deducted from prices offered in the bid for the purpose of determining the lowest price offered.
2. Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but **will be taken if payment is made within the discount period.**
3. In computing prompt payment discounts the date of delivery of the supplies or completion of services or receipt of correct invoices in the offices specified will be considered and the later date prevail.

H. Multiple Prices

Regardless of the availability of several items that perform the same function as the item(s) described in the solicitation, the bidder must decide which item to offer and submit one price only.

I. Brand Name or Equal

1. Where a particular manufacturer's brands or models are referenced, it is to be interpreted as being descriptive and not restrictive. Bids will be

considered on models or brands or products of manufacturers other than those cited if accompanied by catalogs, test reports, brochures, or other descriptive literature and supporting data, sufficient in detail to permit evaluation of the item offered without further reference. It is the responsibility of the bidder to provide the foregoing with the bid or prior to the time and date set forth for return of the bid.

2. When only one manufacturer or model is referenced, the absence of anything to the contrary will be interpreted as a bid on the exact item specified.
3. Where several manufacturers of models are referenced as being equally acceptable and the bidder does not indicate what particular model or brand he is bidding on, the Purchasing Office shall have the right to select the brand or model referenced.

J. Bid Acceptance

Unless otherwise stated by the bidder in his bid, prices offered will be considered to allow sixty (60) days for acceptance.

K. Bidder's Qualifications

Bidders may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or regularly engaged in performing the services on which they are bidding, and in both cases maintain a regularly established place of business. An authorized representative of The Howard County Public School System may visit any prospective contractor's place of business to determine his ability, capacity, reliability, financial stability, and other factors necessary to perform the contract.

L. Signature to Bid

The section titled "BID SIGNATURE SHEET" shall be completed to provide all the information requested and signed by the person or persons legally authorized to sign contracts.

M. Contract Award

1. Contract award will be made by the Board of Education to the lowest responsible bidder who conforms to the specifications with consideration given to quantities involved, time required for delivery, purpose for which required, competency and responsibility of the bidder, the ability of the bidder to perform satisfactory service, and the plan for utilization of minority contractors.
2. In the event of tie bids where all factors are equal, award shall be made to the Howard County bidder, the out of county bidder but incorporated in Maryland, and the bidder not incorporated in the state of Maryland, in that order of preference. If bidders within one of these geographical designations are equal as to all factors of consideration, the award shall be made by the toss of a coin.

3. The Board of Education of Howard County reserves the right to reject any or all bids, in whole or in part to make partial awards, to waive any irregularity, to increase or decrease quantities where quantities are shown and may reject any bid which indicates any omission, contains alteration of form or additions, or imposes conditions or offers alternate items and may make any award which is deemed in the best interest of The Howard County Public School System.

N. Opening Procedures

1. Sealed bids will be opened at the Department of Education at the designated time and place. The Purchasing Officer for The Howard County Public School System shall designate the time and place on the bid forms for the opening of bids, and shall open the sealed bids and publicly read them aloud.
2. During the period of evaluation, no bidder shall contact any member or employee of The Howard County Public School System concerning award. Such action may result in the bidder's offer being removed from evaluation and rendered nonresponsive.

O. Samples

1. When requested, samples shall be delivered to the Howard County Department of Education prior to the scheduled bid opening. Samples are not required when none are requested. Samples shall be properly labeled to indicate name of bidder, date of bid opening, bid number, and item number. In the event the Purchasing Office requests a sample after the bid opening, the sample shall be delivered within ten (10) days of request for award consideration. Delivery of samples shall be to: The Howard County Public School System, 10910 Clarksville Pike, Ellicott City, Maryland 21042.
2. In the event a sample is consumed or destroyed in the evaluation process, The Howard County Public School System shall be held harmless and not liable for any cost of sample(s).
3. Samples must be picked up within ten (10) days after contract award, after which samples will be considered abandoned and will become the property of the Board of Education.
3. Samples from the successful bidder may be held during the contract performance period as a standard of quality and will be available for return upon contract completion.

P. Ethics Regulations

The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these Ethics Regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation

of these individuals with entities doing business with The Howard County Public School System. For a copy of the regulations, please contact the Purchasing Office, Howard County Department of Education (410) 313-6722.

COPIER & PRINT SERVICES PAPER  
Bid #053.21.B2  
TERMS AND CONDITIONS

I. INTENT

It is the intent of these Terms and Conditions, General Provisions of Bid Proposal, and Technical Specifications to define need and to cover the furnishing and delivery of paper to The Howard County Public School System.

II. BASIS OF AWARD

A. The bid will be awarded to the low responsive and responsible bidder(s) meeting specifications based on each item. The Howard County Public School System retains the right to award item-by-item, group-by-group, in full, or to make no award at all.

The Howard County Department of Education shall be the sole authority as to whether items meet specifications or are approved equals.

B. Bids will be evaluated based on:

1. Price
2. Past vendor performance
3. Quality
4. Brand/Manufacturer offered
5. Any other means deemed to be in the best interest of The Howard County Public School System.

C. Bids are to be executed on the forms provided and returned in the envelope provided. Telephone, telegraphic, and/or facsimile bids will be considered non-responsive and will not be accepted.

III. DELIVERY

A. Dock delivery is to be made to the following location:

Howard County Department of Education Warehouse  
9645 Gerwig Lane  
Columbia, MD 21046

Delivery shall be made between the hours of 8:00 a.m. to 2:00 p.m., Monday through Friday, excluding school holidays. **Orders shall be placed in increments of 3-4 truckloads at a time on or after August 1, 2021, with the last order placed no later than March 31, 2022.**

Deliveries must be made by either a tractor trailer capable of unloading at a loading dock, or a truck with a hydraulic lift gate. **Trucks must be equipped with a pallet jack to ensure ability to unload the truck.**

B. **Palletized delivery and 48 hours advance notice is required.** Delivery dates and times should be coordinated with Kern Porter, Warehouse Manager, (410) 313-7627.

IV. DOCUMENTATION

A delivery ticket shall accompany all deliveries. The delivery ticket must include the school system's purchase order number. Any delivery that does not identify the applicable system purchase order will be rejected. The contractor shall obtain a signature from a Board of Education

employee on the delivery receipt for all items delivered. The supplier will be required to furnish proof of delivery in case of dispute.

V. PRICING

- A. Pricing is to include dock delivery as identified in Paragraph III.
- B. Indicate if any prompt payment discounts will be provided if invoices are paid within 20 days.

VI. PAYMENT

Partial payments can be made on deliveries, as product is received and accepted. Payment can be made within twenty (20) days of product acceptance.

VII. SAMPLES

- A. The Howard County Department of Education reserves the right to request samples, at no charge, after the bid opening if further evaluation is required. Samples of copier paper, index, cover and text stock shall consist of one ream of paper containing unopened, mill-wrapped paper. NCR samples shall consist of one complete ream of 4-part reverse paper.
- B. All samples are to be clearly marked with the name of the company submitting the product. Should samples be requested, the bidder shall have a maximum of three working days to provide the requested sample(s) to the following location:

HCPSS Print Services  
Attn: Jarrod Thompson  
9645 Gerwig Lane  
Columbia, MD 21046

- C. The Howard County Public School System shall be the sole authority as to whether items meet specifications or are approved equal, and further reserves the right to reject any or all proposals or waive any informality that may appear in its best interest.

VIII. QUANTITIES

This bid is based on **ESTIMATED QUANTITIES**. It is understood that quantities are not guaranteed but are approximate only. The Board of Education reserves the right to increase or decrease quantities, as it deems necessary. In any case, the estimated amounts shown shall not be construed as minimum or maximum. The contract shall be for the actual quantities ordered by the Board of Education during the life of this contract.

IX. PACKAGING

- A. Cut size sheet must be packaged in moisture-proof wrappers containing 500 sheets each. Cases should contain 5000 sheets or ten reams.
- B. Cases shall be shipped on standard mill size pallets with cartons secured by banding, strapping, or plastic wrapping. A standard pallet is defined as 40 cartons for 8-1/2 x 11 cut sheet; 840 cases per truck.

X. CARTON LABELING

The successful bidder will be responsible for labeling or stenciling all cartons delivered with the following information:

- A. Quantity in each carton.
- B. Description of contents of each carton.

XI. FUNDING

The contractual obligation of the Board of Education under this contract is contingent upon the availability of appropriated funds from which payment for this contract can be made.

XII. CONTRACT ADMINISTRATOR

The buyer will be the contract administrator. Any questions prior to bid opening may be submitted in writing via e-mail to: [cclement@hcpss.org](mailto:cclement@hcpss.org)

XIII. OPTIONAL USE OF CONTRACT

The Howard County Public School System may extend the terms, conditions, and prices of this contract to the Howard County government, Howard County library, the Howard Community College, other State of Maryland public, private and parochial schools and to those jurisdictions who are members of the Baltimore Regional Cooperative Purchasing Committee (BRPC), a standing committee of the Baltimore Metropolitan Council (BMC). Each of the agencies will issue their own purchasing documents. The Howard County Public Schools System assumes no obligation on behalf of these agencies.

The Howard County Public School System will not be a party to any contract entered into by any agencies under this paragraph, and have no duties toward the agencies or the vendor.

XIV. ENVIRONMENTAL CONCERNS

One goal of all Public School Systems is to provide a clean, safe, and nurturing environment for all staff and students. Therefore, the use or presence of tobacco, alcohol, drugs, and weapons on school property is prohibited.

Any contractor or employee of a contractor found to be in violation of relevant codes, policies, laws, and/or ordinances of the State of Maryland and the Maryland State Department of Education, will compromise and may effect cancellation of the contract.

XV. ERRORS IN BIDS

Bidders or their authorized representatives are expected to inform themselves to the conditions, requirements and specifications before they submit bids; failure to do so will be at the bidder's own risk and bidder cannot secure relief from the plea of error. In case of error in extension of unit prices in the bid, the unit price shall govern.

XVI. RESOLUTION OF DISPUTES

Bid rejection for non-responsiveness and/or non-responsibility shall be made using the criteria guidelines as stated in the General Provisions of Bid Proposal, Terms and Conditions, and Technical Specifications.

After bid opening and bid review, but prior to bid award, if a bidder's entire bid is declared to be non-responsive and/or non-responsible, the bidder will be notified as to the reason(s) for rejection.

Protests shall be filed in writing to the Purchasing Office within two days after notification. Protests shall include the basis for the protest or appeal, complete in all respects, with relief sought, and whether the protester wishes to have a hearing with respect to the protest or appeal.

Protests shall be addressed to Howard County Department of Education, 10910 Clarksville Pike, Ellicott City, MD 21042, Attn: CeCe Clement, Buyer, labeled "Protest". The written protest shall include as a minimum the following:

- a) Name and address of the protester
- b) Appropriate identification of the bid
- c) Supporting exhibits, evidence, and/or documents to substantiate any claims.
- d) Suggested remedy(ies).

COPIER & PRINT SERVICES PAPER  
Bid #053.21.B2

TECHNICAL SPECIFICATIONS

**Multipurpose, Virgin**, White 8-1/2 x 11 20#, for copiers, 92 or better brightness. Shall be mill wrapped in moisture-proof packages. Resistant to curl and static. Mill wrapped in moisture-proof packages and packaged 500 sheets per ream, 10 reams per case. Specify mill brand.

**Multipurpose, Recycled**, 20#, for copiers, Shall be resistant to curl and static. Mill wrapped in moisture-proof packages and packaged 500 sheets/ream, 10 reams per case. Specify Mill brand.

**INDEX:** No. 4 Index, 110 lb., Standard mill packaging of 250 sheets per package wrapped in moisture - proof paper.

**Carbonless:** Carbonless Chemical Transfer, Black image, pre-collated sets shall be in standard color sequence. Paper shall be curl free mill wrapped and square trimmed to within 1/64. Shall be packed 5000 sheets/1250 sets per case.

**Cover:** 67# Vellum Bristol, 8-1/2 x 11, White

COPIER PRINT SERVICES PAPER  
BID #053.21.B2

PROPOSAL

Item	Quantity	Unit	Size	Description	Unit Price	Total Price
<b><u>WHITE AND COLOR BOND</u></b>						
1.	12,600	Cs.	8-1/2" x 11"	White, Multipurpose, Virgin, 20# for copiers	\$ _____	\$ _____
				_____ Manufacturer/Brand		
2.	480	Cs.	8-1/2" x 11"	Blue, Multipurpose, Recycled, 20# for copiers	\$ _____	\$ _____
				_____ Manufacturer/Brand		
3.	400	Cs.	8-1/2" x 11"	Pink, Multipurpose, Recycled, 20# for copiers	\$ _____	\$ _____
				_____ Manufacturer/Brand		
4.	200	Cs.	8-1/2 x 11"	Tan/Buff, Multipurpose, Recycled, 20# for copiers	\$ _____	\$ _____
				_____ Manufacturer/Brand		
5.	400	Cs.	8-1/2 x 11"	Green, Multipurpose, Recycled, 20# for copiers	\$ _____	\$ _____
				_____ Manufacturer/Brand		
6.	440	Cs.	8-1/2 x 11"	Canary, Multipurpose, Recycled, 20# for copiers	\$ _____	\$ _____
				_____ Manufacturer/Brand		
7.	440	Cs.	8-1/2 x 11"	Goldenrod, Multipurpose, Recycled, 20# for copiers	\$ _____	\$ _____
				_____ Manufacturer/Brand		

Item	Quantity	Unit	Size	Description	Unit Price	Total Price
8.	120	Cs.	8-1/2 x 14"	White, Multipurpose, Recycled 20# for copiers	\$ _____	\$ _____
_____ Manufacturer/Brand						
9.	80	Cs.	17 x 11"	Spectrum White, Virgin, 92 or better brightness, 20# for high-speed copiers. Fascopy, Cascade, Spectratech or equal.	\$ _____	\$ _____
_____ Manufacturer/Brand						
10.	40	Cs.	8-1/2 x 11	Cover Paper, 67#, Vellum Bristol, White, Springhill, Hammermill or equal	\$ _____	\$ _____
_____ Manufacturer/Brand						

**INDEX**

11.	49	Cs.	8-1/2" x 11"	White, 110 lb.	\$ _____	\$ _____
_____ Manufacturer/Brand						

**CARBONLESS - HEAVYWEIGHT**

12.	40	Cs.	8-1/2" x 11"	2-Part Reverse & Straight Carbonless, 20# Chemical transfer for forms, pre-collated and in standard color sequence.	\$ _____	\$ _____
_____ Manufacturer/Brand						
13.	40	Cs.	8-1/2" x 11"	3-Part Reverse, 20# chemical transfer for forms, pre-collated in standard color sequence. Packaged 5010 sheets/1670 sets per case.	\$ _____	\$ _____
_____ Manufacturer/Brand						

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

BID CERTIFICATION SHEET

A. Bidder's Certification

1. I/we hereby propose to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment and is in all respects fair and without collusion or fraud.
2. I/we certify that this bid is made without having contacted any employee within The Howard County Public School System unless such contacts were previously authorized by the Purchasing Officer.
3. I/we certify that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.
4. I hereby certify that I am authorized to sign for the bidder.

B. Vendor/Contractor Disqualification - Bribery

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

COPIER AND PRINT SERVICE PAPER  
Bid 053.21.B2

BID SIGNATURE SHEET

TOTAL BID: \$ \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
Name & Title of Person Authorized to Sign Bids

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Contact for Inside Administration:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax No.

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned hereby acknowledges the receipt of the following addenda:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_