



City of **PHENIX CITY** *Alabama*

FINANCE DEPARTMENT
601 - 12TH STREET
PHENIX CITY, ALABAMA 36867
(334) 448-2730 - FAX (334) 448-2731

EDDIE N. LOWE
MAYOR

JOHNNY BARFIELD
COUNCIL MEMBER AT LARGE

JIM CANNON
COUNCIL MEMBER DISTRICT 1

GAIL N. HEAD
COUNCIL MEMBER DISTRICT 2

ARTHUR L. DAY, JR.
COUNCIL MEMBER DISTRICT 3

WALLACE HUNTER
CITY MANAGER

STEPHEN C. SMITH
DIRECTOR OF FINANCE

CHARLOTTE SIERRA
CITY CLERK

Bid: F17-01 Copy Paper
Bid Close On: October 20, 2016
Time: 10:00 AM EST

To Whom It May Concern:


Notice is hereby given that the City of Phenix City, Alabama will receive sealed bids for Copy Paper-White until the above date and time and publicly open immediately in the City Council at City Hall, 1111 Broad Street, Phenix City, Alabama. The City of Phenix City estimate of usage for 8.5" X 11" copy paper is 320 to 350 cases per year. Smaller amounts for 8.5" X 14" copy paper and 11" X 17" copy paper.

The City of Phenix City is requesting bids for copy paper designated by the City of Phenix City. The following specifications shall apply:

1. All bids must be submitted on the attached bid form with compliance with each specification indicated and sealed in an envelope with the words "Copy Paper-White Bid" clearly marked on the outside of the envelope. Bids should be mailed or hand-delivered to the City of Phenix City Finance Department, Attn: Purchasing Agent, 201 12th Street, 2nd Floor, Phenix City, AL 36867. Bids received after the above close time will not be considered.
2. The award will be to the lowest responsible bidder meeting specifications. The City of Phenix City reserves the right to reject any or all bids to award bids for individual items. Quality, conformity to specifications, past services and experience of bidders will be considered.
3. Bidders must be able to deliver materials within two (2) business days of order. A minimum of two (2) cases will be ordered each time.
4. The terms of this contract period shall be for one (1) year, with the option to renew for one (1) additional twelve-month period, if agreeable to both parties.
5. Any exceptions and/or substitutions of the specifications and/or items of items should be listed in a detailed description on a separate sheet attached to this bid.

6. Bids must be submitted on this form printed in ink or typed, signed in ink, and notarized.
7. No errors shall be corrected after the bids are opened. In the event of a discrepancy unit prices shall govern.

Any questions concerning these specifications should be directed to Stephen Smith, Director of Finance at 334-448-2730.

Signed:  _____, this 3 day of October, 2016.

COPY PAPER BID

WHITE PAPER ONLY

Copy Paper Size	Recycle Paper	Acid-Free Paper	Brightness %	Sheets Per Ream	# Reams Per Case	Paper Weight	Cost Per Case
8.5" X 11" Standard Paper 20# Weight							
8.5" X 14" Standard Paper 20# Weight							
11" X 17" Standard Paper 20# Weight							
8.5" X 11" Mid-Grade Paper 22-24# Weight							
8.5" X 14" Mid-Grade Paper 22-24# Weight							
11" X 17" Mid-Grade Paper 22-24# Weight							
8.5" X 11" Heavy-Grade Paper 28-32# Weight							
8.5" X 14" Heavy-Grade Paper 28-32# Weight							
11" X 17" Heavy-Grade Paper 28-32# Weight							

We hereby agree to provide the above named items for the bid amounts entered and that all of the above specifications will be met:

(Bid must be notarized)

Company Name: _____

Sworn to and Subscribed Before Me

Address _____

This is _____ day of _____, 20____

City _____ State _____ Zip _____

_____ Telephone _____ Fax _____

I hereby certify that I have not been in agreements or collusion with any other prospective bidder(s) that would affect the amount bid for the above items.

Signature of Authorized Representative: _____

Title _____