



**PHENIX CITY**

*Alabama*

**FINANCE DEPARTMENT**

601 12th Street | Phenix City, AL 36867 | Ph: 334-448-2730 | Fx: 334-448-2731 | phenixcityal.us

**DR. R. GRIFF GORDY**  
Councilmember At Large

**STEVE BAILEY**  
Councilmember District 1

**EDDIE N. LOWE**  
Mayor

**VICKEY CARTER JOHNSON**  
Councilmember District 2

**ARTHUR L. DAY, JR.**  
Councilmember District 3

WALLACE B. HUNTER, City Manager

MELONY LEE, City Clerk

LABRITA KING COPELAND, Interim Finance Director

**To Whom It May Concern:**

Notice is hereby given that the City of Phenix City, Alabama will receive sealed bids for F19-01: WHITE COPY PAPER until **9:30 AM Eastern Time** in the Finance Department of the City of Phenix City, 601 12<sup>th</sup> Street, 2<sup>nd</sup> Floor, Phenix City, AL 36867. The official bid opening will be at **10:00 AM Eastern Time on November 26, 2018** in the City Council Chambers at City Hall, 1111 Broad Street, Phenix City, AL 36867. The estimated usage by the City for 8.5" x 11" copy paper is 320-350 cases per year, with smaller amounts for 8.5" x 14" copy paper and 11" x 17" copy paper. The following specifications shall apply:

1. All bids must be submitted on the attached bid form, in compliance with each specification indicated, and sealed in an envelope with the words "**F19-01: WHITE COPY PAPER**" 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 12<sup>th</sup> Street, 2<sup>nd</sup> Floor, Phenix City, AL 36867. Bids received after the close of bid 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 or to award bids for individual items. Quality, conformity to specifications, past service, and experience of bidders will be considered.
3. Bidders must be able to deliver materials within two (2) business days of order.
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 should be listed in a detailed description on a separate sheet attached to this bid.



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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 Brittany Jordan, Purchasing Agent, at 334-448-2735 or [bjordan@phenixcityal.us](mailto:bjordan@phenixcityal.us).

Signed:  this 2nd day of November, 2018.



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Item No.	Item - White Copy Paper	Recycled	Acid-Free	Brightness %	Sheets per Ream	# Reams per Case	Paper Weight	Cost Per Case
1	8.5" X 11" Standard Paper 20# Weight							
2	8.5" X 14" Standard Paper 20# Weight							
3	11" X 17" Standard Paper 20# Weight							
4	8.5" X 11" Mid-Grade Paper 22-24# Weight							
5	8.5" X 14" Mid-Grade Paper 22-24# Weight							
6	11" X 17" Mid-Grade Paper 22-24# Weight							
7	8.5" X 11" Heavy-Grade Paper 28-32# Weight							
8	8.5" X 14" Heavy-Grade Paper 28-32# Weight							
9	11" X 17" Heavy-Grade Paper 28-32# Weight							



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

Company Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City:

\_\_\_\_\_

(Bid must be notarized)

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

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

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

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

Title: \_\_\_\_\_