



DR. R. GRIFF GORDY
Mayor Pro Tem / 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, Finance Director

BID FORM

THIS IS AN INQUIRY - NOT AN ORDER

Date: June 22, 2022 **Bids Close On:** July 1, 2022 **Time:** 10:00 a.m. Eastern Standard Time

Bids to be delivered to: **Finance Department, City of Phenix City, Alabama, 601 12th Street, Second Floor, Phenix City, Alabama 36867**

Please quote us prices on the articles or services listed below. The right is reserved to accept or reject all or any part of your offer, and to accept the offer the City Council considers the most advantageous to the City. Any suggestions as to quantity to secure a better price are welcome.

Item No.	Quantity	Item	Unit Price	Total
		Please see attached documents		

BIDS MUST BE RETURNED IN A SEALED ENVELOPE TO THE ADDRESS ABOVE. MARKED: **F22-03: Copy Paper Bid**

IF YOU MAIL YOUR BID BY FED EX OR AIRBORNE, ETC., PLEASE WRITE ON THE ENVELOPE ALSO: **F22-03: Copy Paper Bid**
NO BIDS WILL BE ACCEPTED AFTER **10:00 a.m. EST**, ON THE BID OPENING DATE. PLEASE NOTE THAT THE TIME IS EASTERN (GEORGIA).
BIDS WILL BE OPENED IN THE MARTIN IDLE HOUR PARK COMMUNITY CENTER LOCATED AT 3743 MOON LAKE DRIVE, PHENIX CITY, ALABAMA.

FOR ADDITIONAL INFORMATION, CALL: _____

GENERAL CONDITIONS OF BIDDING - READ CAREFULLY

- Quote on alternates if unable to furnish items listed. State on face of bid exactly what you are furnishing. (Brand or Manufacturer's Name).
- Any catalog, or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade.
- Furnish specifications on all items bid.
- The City of Phenix City is exempt from all Federal Excise Taxes. DO NOT include tax in your bid price or invoice.
- PRICE MUST BE ITEMIZED. The City of Phenix City reserves the right to award item or total bid.
- ALL bids must be quoted f.o.b. Phenix City.
- In case of a discrepancy between the unit price and the extension, the unit price will be taken.
- Due to legal requirements of the City for processing payments, cash discounts should be quoted ten days after end of month, when possible.
- In the event no bid is to be submitted note same on invitation and return with the general provisions included herein. Also advise whether future invitations for type of supplies or services covered by the inquiry are desired.
- The successful bidder will be required to have all applicable state and city business licenses.
- This original request for proposal, along with any attachments, **MUST BE SUBMITTED IN DUPLICATE.**
- A 5% bid bond or cashier's check must be submitted with all bids.

The undersigned hereby offers to furnish and deliver the articles or services as specified above at the prices and terms there stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal.

Delivery can be made _____ Cash discount _____ % _____ Days

Name of Business _____

By: _____
Authorized Representative - Must sign by hand

Business Telephone: _____



DR. R. GRIFF GORDY
Mayor Pro Tem / 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, Finance Director

Bid: F22-03 Copy Paper

Bid Close on: July 1, 2022

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 Martin Idle Hour Park Community Center located at 3743 Moon Lake Drive, Phenix City, Alabama. The City of Phenix City estimate of usage for 8.5" x 11" white copy paper is 320 to 350 cases per year and limited 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. 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 "F22-03: 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, 601 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. Product numbers must be included in the proposal.
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 the Finance Department at (334) 448-2729 or to purchasing@phenixcityal.us.

City of Phenix City Finance Department

