

REQUEST FOR PROPOSAL
Paper Bid
Greeneville City Schools
May 28, 2019

The Greeneville City School District is accepting bids for approximately 870 cases of copy paper (of which approximately 20 cases are 3-hole punch, and approximately 50 cases are color paper). Specifications are as follows:

1. Prices quoted should include all shipping and handling fees.
2. Paper should be delivered on an as-needed basis. Customer wishes to engage in VMI (vendor managed inventory) solution and/or on-demand with ordering facilitated and managed via online ordering system with min/max/re-order point inventory balancing and automated procurement based upon customer provided inventory information.
3. Paper should be 20 lb. and 92 bright or better.
4. Individual schools/locations will be billed directly.

Any variance from the specifications should be noted. Bid specifications should be considered minimum standards. Bids must be guaranteed for the entire 2019 – 2020 school year.

All bids must be submitted in a sealed envelope and clearly marked "Paper Bids 19-20". Bids may be mailed to Beverly W. Miller, Assistant Director of Schools for Administration, Greeneville City Schools, P.O. Box 1420, Greeneville, TN 37744-1420, or submitted in person at the Central Office, 129 West Depot Street, Greeneville, TN 37743.

The Greeneville City Board of Education reserves the right to reject any or all bids and to waive formalities.

Bids must be returned by **June 11, 2019 at 2:00 p.m.**, at which time they will be opened.

If you have any questions regarding the bid specifications, please call Beverly Miller at (423) 787-8019 or email her at millerb@gcschools.net.