

June 19, 2018

INVITATION TO BID

A copy of the bid list for instructional supplies that will be needed by Murfreesboro City Schools for the 2018-2019 school year is enclosed. Your price quotation on any and all items would be appreciated; however, **EACH ITEM** listed will be considered separately when awarding bids. Please observe the following requirements for bidding.

1. Bids should be sent to the Administrative Offices of Murfreesboro City Schools, located at 2552 S. Church Street, Murfreesboro, TN 37127. Bids should be submitted before **11:00 am., June 29, 2018**. All bids received by the required time will be opened at **11:00 am, June 29, 2018**. Bidders are welcome to attend. No decision on the bid will be made at that time. Bidders will be notified in writing of the successful bid.
2. Bids must be submitted in a sealed envelope, and the words **"2018-2019 Instructional Supplies Bid"** on the envelope. No bids will be accepted after the date and time listed above.
3. Faxed bids will **not** be accepted. Bidders accept sole responsibility to verify bid has been received.
4. Bidders may bid on any or all items as specified. Pictures, catalogs, detailed specifications and color charts where applicable should be enclosed with the bid.
5. Brand names **MUST** be specified. Inferior brands will not be considered.
6. Purchase Orders will be mailed to successful vendors July 2, 2018.
7. **All supplies must be shipped/delivered in one shipment** to the various locations (all in Murfreesboro). **BIDS MUST INCLUDE DELIVERY COST.**
8. Bidders may include a price list for items that would be available for purchase throughout the school year by any one of our locations. The list is non-binding and would **not** be considered in the evaluation of this bid.
9. The Murfreesboro City School Board reserves the right to accept any bid or to reject all bids.
10. Small, minority or women's enterprises are encouraged to bid.

Sincerely,



Gary B. Anderson
Director of Finance and Administrative Services

Murfreesboro City Schools does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in the provision of services, in programs or activities, or employment opportunities and benefits.

Black Fox Elementary - Bradley Academy - Cason Lane Academy - The Discovery School at Bellwood - Erma Siegel Elementary
Hobgood Elementary - John Pittard Elementary - Mitchell-Neilson School - Northfield Elementary
Overall Creek Elementary - Reeves-Rogers Elementary - Scales Elementary

Company Bidding: _____
Address: _____

Contact Person: _____
Phone Number: _____
Fax Number: _____

MURFREESBORO CITY SCHOOLS
INSTRUCTIONAL SUPPLY ORDER
BID SPECIFICATIONS 2018-19

1. Duplicating/plain paper for copiers, 20 lb, white packed 10 ream/case or 11X17, 5 reams/case.
Case lots only. Specify Brand _____

_____ 2432 _____ case 8 ½ X 11	_____ unit price
_____ 15 _____ case 8 ½ X 14	_____ unit price
_____ 4 _____ case 11 X 17	_____ unit price
_____ 3 _____ case 8 ½ X 11 pre-punched	_____ unit price

Total Cost #1 _____

2. Duplicating/color paper for copiers, 8 ½ X 11, 20 lb or 24 lb, 500 sheets/ream (price by ream)
*Brighthouse and Astrobright
Specify Brand: _____

	Ream	Unit Price
Light Blue	_____ 23 _____	_____
*Hot Blue	_____ 9 _____	_____
Light Green	_____ 15 _____	_____
*Festive Green	_____ 4 _____	_____
*Lime Green	_____ 25 _____	_____
Ivory	_____ 1 _____	_____
Buff	_____ 0 _____	_____
Salmon	_____ 1 _____	_____
Pink	_____ 24 _____	_____
*Hot Pink	_____ 3 _____	_____
*Cherry Pink	_____ 3 _____	_____
Yellow	_____ 19 _____	_____
Hot Yellow (daffodil)	_____ 30 _____	_____
Peach	_____ 1 _____	_____
Gray	_____ 6 _____	_____
Violet	_____ 19 _____	_____
*Holiday Red	_____ 10 _____	_____
*Bright Orange	_____ 27 _____	_____

Total Cost #2 _____

3. Laminating film, Laminex;price per roll

Specify Brand: _____

1" Core			
12 X 500 clear	50	_____	unit price
25 X 500 matte	20	_____	unit price
18 X 500 clear		_____	unit price
25 X 500 clear	182	_____	unit price
27 X 500 clear	20	_____	unit price

2" Core			
12 X 500 clear		_____	unit price

Total Cost #3 _____

4. Art craft roll paper, 36 X 1000, 50 lb. Weight (good quality, bright colors)

Specify Brand: _____ ***Attach example**

	Rolls	Unit Price		Rolls	Unit Price
Brown	3	_____	Green	4	_____
Bright Blue	3	_____	Bright Red	4	_____
Sky Blue	13	_____	Orange	3	_____
Navy	11	_____	Pink	1	_____
Yellow	17	_____	Purple	4	_____
Black	16	_____	White	19	_____
			Light Pink	_____	_____
			Tan	_____	_____

Total Cost #4 _____

5. Poster Board (22" X 28"), smooth surface (6 ply only-4 ply will not be considered)

Specify Brand: _____

Unit Price _____

Red	_____	Royal Blue	_____	White	614
Bright Red	_____	Dark Blue	_____	Pink	_____
Bright Yellow	4	Blue (azure)	_____	Magenta	_____
Orange	_____	Dark Brown	_____	Bright Green	_____
Black	4	Med Brown	_____	Light Green	_____

Total Cost #5 _____

6. Construction Paper, 80 lb, VIVID colors (i.e. Tru-Ray), 50 sheets pkg.

Specify Brand: _____ *Attach Example

Cost _____ ea 9 X 12

COLOR

Cost _____ ea 12 X 18

30	Chartruese (yellow/green)	_____
180	Light Green	_____
_____	Dark Green	10
169	Holiday Green	20
_____	Festive Green	_____
6	Bright Lime	_____
10	Light Yellow	_____
247	Yellow	20
4	Pumpkin	_____
209	Orange	24
_____	Gold	10
207	Holiday Red	_____
_____	Red (not scarlet or festive)	_____
_____	Scarlet	_____
_____	Festive Red	_____
6	Shocking Pink	10
196	Pink	10
7	Magenta	_____
15	Lilac	10
33	Purple	25
32	Sky Blue	_____
8	Royal Blue	_____
202	Blue	_____
2	Atomic Blue	_____
16	Turquoise	_____
293	Premium White	39
20	Salmon	_____
187	Warm Brown	_____
34	Tan	15
2	Dark Brown	_____
_____	Burgundy	_____
2	Gray	_____
212	Black	31

Total cost #6 _____

7. **Printer cartridges-NEW-NO REFILLED OR REFURBISHED CARTRIDGES**

A large bulk of printer cartridges will *not* be purchases at the beginning of our school year. Instead, it will be each school's responsibility to purchase the cartridges on an "as needed" basis throughout the school year. A list of our schools is attached.

Lexmark T64X:
High Yield _____ unit price

Lexmark MS510
LEX50F1H00 _____ unit price

Lexmark T65X:
High Yield _____ unit price

Lexmark T630
LEX12A7462 _____ unit price

Lexmark MS410
High Yield _____ unit price

Lexmark MS415dn
High Yield 50F1H00 _____ unit price

Lexmark MS617dn
High Yield 51B1H00 _____ unit price

Lexmark W820
High Yield 12B0090 _____ unit price

HP2420
High Yield _____ unit price

Lexmark C792:
High Yield
Black: _____ unit price
Magenta _____ unit price
Cyan _____ unit price
Yellow _____ unit price

Lexmark CS710dn:
High Yield
Black 701HK _____ unit price
Magenta 701HM _____ unit price
Cyan 701C _____ unit price
Yellow 701Y _____ unit price

MURFREESBORO CITY SCHOOLS

Locations

Cason Lane Academy
1330 Cason Lane
Murfreesboro, TN 37130

Bradley Academy
511 Mercury Blvd.
Murfreesboro, TN 37130

MCS Maintenance Department
710 New Salem Highway
Murfreesboro, TN 37127

Erma Siegel Elementary
135 West Thompson Lane
Murfreesboro, TN 37129

Hobgood Elementary
307 South Baird Lane
Murfreesboro, TN 37130

Murfreesboro City Schools
Administrative Offices
2552 S. Church Street
Murfreesboro, TN 37127

Discovery School at Bellwood
1165 Middle Tennessee Blvd.
Murfreesboro, TN 37130

Scales Elementary
2340 St. Andrews Drive
Murfreesboro, TN 37128

Reeves-Rogers Elementary
1807 Greenland Drive
Murfreesboro, TN 37130

Black Fox Elementary
1753 South Rutherford Blvd.
Murfreesboro, TN 37130

Mitchell-Nielson Elementary
711 West Clark Blvd
Murfreesboro, TN 37129

Mitchell-Nielson Primary
1303 Jones Blvd
Murfreesboro, TN 37129

Northfield Elementary
550 W. Northfield Blvd
Murfreesboro, TN 37129

John Pittard Elementary
745 DeJarnett Lane
Murfreesboro, TN 37130

Overall Creek Elementary
429 Otter Trail
Murfreesboro, TN 37128

Little Sprouts Daycare
C/O Mitchell-Nielson Primary
1303 Jones Blvd
Murfreesboro TN 37129

I understand the instructional supplies requested in this bid are essential to the operation of a school system, and that delivery of supplies after the above referenced delivery dates **WILL** adversely affect any business my company could do in the future with the Murfreesboro City Schools.

Signature

Date

Company

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