

August 11, 2025

INVITATION TO BID

Bid number 26-001

Sealed bids will be received by the Choctaw County Board of Education, 107 Tom Orr Drive, Butler, Alabama 36904 at the Office of the Superintendent for duplicating needs and continuous feed paper. The decision as to the awarding of the bid will be based on a study of the prices and other factors which might be important in determining the most advantageous bid in accordance with applicable law. **Bids will be opened** in the Office of the Superintendent of Education **at 10:00 a.m. on Thursday, September 4, 2025** and shall be read aloud and considered. Dealers should mark the outside of the envelope “**BID ON DUPLICATING PAPER**”.

The Board reserves the right to reject any and/or all bids, to waive formalities, and to award the contract to the most advantageous bidder. Unit price must be a firm bid covering **October 1, 2025 through September 30, 2026**. Each vendor shall be responsible for the delivery of duplicating supplies to the schools listed below:

Choctaw County Elementary School
201 Tom Orr Drive
Butler, AL 36904

Southern Choctaw High School
10941 Highway 17
Gilbertown, AL 36908

Choctaw County High School
277 Tom Orr Drive
Butler, AL 36904

Choctaw County Board of Education
107 Tom Orr Drive
Butler, AL 36904

Southern Choctaw Elementary School
10935 Highway 17
Gilbertown, AL 36908

Choctaw County Transportation Department
698 E. Pushmataha St.
Butler, AL 36908

The specifications were intended as guidelines and are not intended to exclude any manufacturer whose quality is equal to or superior to those attached specifications.

Jacqui James, Superintendent

ALABAMA IMMIGRATION LAW COMPLIANCE:

E-Verify Memorandum of Understanding

Alabama laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The vendor's E-Verify Memorandum of Understanding must be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. ***An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify.*** The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

SPECIFICATIONS OF DUPLICATING PAPER

1. Paper must consist of 100% virgin chemical pulp 50% post-consumer fiber.
2. Each ream must be packaged on a 500 sheet basis.
3. Paper must be ream wrapped with two ply laminated wrapper and labeled according to size, substance, manufacturer and grade.
4. Each carton must be packed on a 10 ream basis and carton labeled the same as each ream.
5. Grain direction must be the same as the longest dimension of ream.
6. Finish of paper must be appropriate for duplicating process for which paper will be used.
7. Cutting tolerance from sheet to sheet must be + 1/32 inch or less on both dimensions.
8. Paper must be comparable to IPCO Stock #13013 or better.
9. Substance weight 20# paper.
10. Delivery must be made to each location on the purchase order.

APPROXIMATE QUANTITY USED PER YEAR

450 cartons of ten

500 sheet reams per carton

<u>Description</u>	<u>Unit Price Per Case</u>	<u>Description</u>	<u>Unit Price Per Case</u>
8 ½ x 11 Slick Finish Duplicator Paper	_____	8 ½ x 14 Slick Finish Duplicator Paper	_____

BRAND OF PAPER: _____

WEIGHT OF PAPER: _____

FIRM DATE OF DELIVERY: _____

COMPANY NAME: _____

REPRESENTATIVE: _____

TELEPHONE: _____