



**FINANCE DEPARTMENT**

GREGORY N. L'HEUREUX  
Finance Director

KRISTIE BRADBURY  
Deputy Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

**INVITATION TO BID**

**COPY PAPER**

Sealed bids for furnishing the City of South Portland, Maine with Paper as specified below and in the attached proposal will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine until **2:00 P.M., Tuesday, July 14, 2015** at which time they will be publicly opened and read aloud. Proposals received after above stated date and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked "Bid #02-16 for Copy Paper" and shall be addressed to the Purchasing Agent at the above address.

**Delivery to be made upon receipt of purchase order and shall be F.O.B., Central Receiving, 130 Wescott Road, South Portland, Maine. Central Receiving is equipped with a loading dock. The driver is required to unload the truck into our warehouse.**

Bidders must supply a sample ream of each type of **recycled** paper being offered with their bid.

The City is asking for alternate bids on item 1 and reserves the right to select that alternate it deems to be in its best interest to select.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg  
Purchasing Agent

**PROPOSAL**

The UNDERSIGNED hereby proposes to furnish Paper to the City of South Portland, Maine, F.O.B., Central Receiving, 130 Wescott Road, South Portland, Maine, with delivery to be made upon receipt of purchase order, in accordance with the attached Invitation to Bid, the following specifications, and at the following prices and delivery times:

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
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**EITHER**

1.	1,000 Cases	8 ½" x 11" -20 lb. Dual purpose White paper, 500 sheets per pkg., 10 pkgs. per case, long grain, #4 grade or better (for use in copiers, duplicators, laser printers, and ink jet printers)
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Price per case \$ \_\_\_\_\_

Brand & Grade \_\_\_\_\_

Delivery Time \_\_\_\_\_

**OR, AS AN ALTERNATE**

1.A	1,000 Cases	RECYCLED 8 ½" x 11" -20 lb. Dual purpose White paper, 500 sheets per pkg., 10 pkgs. per case, long grain, #4 grade or better (for use in copiers, duplicators, laser printers, and ink jet printers)
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\_\_\_\_\_ % Recycled

Price per case \$ \_\_\_\_\_

Brand & Grade \_\_\_\_\_

Delivery Time \_\_\_\_\_

\_\_\_\_\_ % Recycled

Price per case \$ \_\_\_\_\_

Brand & Grade \_\_\_\_\_

Delivery Time \_\_\_\_\_

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_  
Mailing  
Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

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

Email: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.