

FORMAL BID FB21-025

FOR

COPY PAPER

Submission Deadline: SEPTEMBER 4, 2020

2:00 p.m. Central Time

Questions and/or requests for clarification of this FB should be submitted via email to the Purchasing Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu). Please reference the FB21-025 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the FB confirming receipt.



**BID SPECIFICATION SHEET FOR FB21-025**

COPY PAPER

**Scope of Work:**

Missouri Western State University (MWSU) is requesting pricing on copy paper beginning September 1, 2020 to December 31, 2020.

**Specifications:**

* White Bond paper, 20 lb., 8 ½ x 11”
* 92 Brightness
* Ream Wrapped
* Suitable for high speed copiers, laser printers, inkjet printers and plain paper for fax machines
* Labeled to brand and content
* Square cut
* 5,000 sheets per carton
* 320 cartons (8 skids, 40 each)
* September 1 – December 31, 2020
* To be delivered to Mail Room on West Campus between 8 a.m. and 4:00 p.m., Monday thru Friday (with the exception of campus closings), WITHIN 48 HOURS OF REQUEST OF DELIVERY - \*\*NO EXCEPTIONS\*\* If you are unable to meet these delivery specifications, please do not submit a bid as your organization will not be considered.
* MUST HAVE LIFT TRUCK, PALLET JACK AND DELIVER 2 SKIDS AT A TIME.

**Bid Submission Requirements:**

Sealed bids must be submitted no later than September 4, 2020 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 221

4525 Downs Drive

St. Joseph, MO 64507

**Electronic or faxed bids will not be accepted.** Missouri Western reserves the right to accept or reject any or all bids. Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Formal Bid Number **(FB21-025)** shall also be clearly marked on the outside of the envelope or package. Proposals may not be accepted if the FB number is not on the outside of the envelope.

MWSU reserves the right to award to the bidder whose bid complies with all mandatory specifications and requirements and is the lowest and best bid for supplies/services. Bid will be evaluated and awarded as a whole; to one vendor.

MWSU reserves the right to change quantities dependent upon our needs.

Return the pricing sheet (page 4) with your bid.

Shipping costs must be included in the pricing and not as a separate line item.

Include any addendum(s) with your initials and current signed and dated W-9.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)



**PRICING SHEET FOR FB21-025**

COPY PAPER

Brand of Paper that is being bid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost per Carton $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Charge $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Bid Quote**  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Total Cost of 320 Cartons)**

Cost of paper (if needed) in excess of the

320 cartons bid above. Cost per additional

skid (40 ctns). $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_