

**BLACKFOOT SCHOOL DISTRICT NO. 55 CALL FOR BIDS  
2024-2025 PAPER**

The Board of Trustees of Blackfoot School District No. 55, Bingham County, Idaho, will accept, on behalf of the Bingham County Consortium, a sealed bid on bond general purpose copy and colored paper for the 2024-2025 school year.

Specifications and bid requirements for the above items may be secured from the Business Office, Blackfoot School District #55, 270 East Bridge Street, Blackfoot, Idaho 83221.

Bids for each item will be accepted at the Business Office until 12:00 p.m. prevailing local time on Monday, June 10, 2024.

The board of trustees reserves the right to reject any and all bids, or to accept the one deemed best for the school district and consortium.

BY ORDER OF THE BOARD OF TRUSTEES OF BLACKFOOT SCHOOL DISTRICT  
NO. 55, BINGHAM COUNTY, STATE OF IDAHO.

By: Teresa Rowe Business Manager  
Blackfoot School District No. 55

Publish: May 17 and June 24, 2023

BLACKFOOT SCHOOL DISTRICT NO. 55  
270 East Bridge Street, Blackfoot, Idaho 83221 Phone (208)  
785-8800

**PAPER BID INSTRUCTIONS 2024-2025**

The Board of Trustees of Blackfoot School District No. 55 and the Bingham County Consortium hereby requests firm prices for furnishing white copy, colored copy paper, neons, and card stock for the 2024-2025 school year.

Questions should be addressed to the attention of Teresa Rowe, Blackfoot School District #55, 270 East Bridge Street, Blackfoot Idaho 83221, phone (208) 785-8800.

**Sealed bids** should be addressed to the attention of Teresa Rowe, Blackfoot School District No. 55, 270 East Bridge Street, Blackfoot, Idaho 83221. All sealed bids need to be clearly marked "**Paper Bid Proposal**" on the outside of the envelope at the time of submittal in order to be considered; **faxed bids will not be accepted.**

Bids will be received at the above address until 12:00 p.m. prevailing local time (MST) on **Monday, June 10, 2024**. At that time all bids will be publicly opened and read. Bids received after this time will be returned unopened to the sender.

Bid prices submitted are FOB Blackfoot, Idaho. **Payment for paper purchase will be made with commercial visa credit card. Please include any card processing fees in the bid.** If drop shipments can be made at other locations in Bingham County, please provide the rate and quantity limitations that may be applicable. We are seeking prices based on a firm delivery date July 2023. **All deliveries require, at a minimum, three-day advance notification prior to any acceptance.**

An order will be issued, as soon as practical, after the bid opening and approval from the board. It is the intent to seek this acceptance at the tentatively scheduled June 27, 2024, Blackfoot School District No. 55 board meeting.

Orders may be placed on the line item basis. **All bid proposals are to be submitted on the attached forms clearly stating all discounts and payment terms.**

Bidders are requested to attach an addendum to the bid form in order to clarify any constraints or specific conditions, such as minimum increments for shipping, which are applicable to their bid. **Without such formal notice, it shall be interpreted that neither such constraints nor limitations exist.**

**A sample of each paper type being bid is to accompany the proposal.** Awarding of a contract may not be considered without samples as to assure a quality and usable product. A swatch must also be provided on colored paper indicating colors available. This availability of colors will be used to determine final order quantities on this particular item.

The board of trustees and the consortium reserves the right to select the bid or bids deemed best for the school districts. Price may not be the only criterion for selection. Idaho State laws will be followed in the bidding and purchasing process.

**BLACKFOOT SCHOOL DISTRICT NO. 55 / BINGHAM COUNTY CONSORTIUM**

**BLACKFOOT SCHOOL DISTRICT #55**  
**PAPER SUPPLY BID FORM 2023-2024**  
(Delivery July 2023)

1. **2500 Cases**, “8 ½ by 11”, white, 20#, No. 4 sulfite bond, general purpose copy paper to run in high speed copy machines. (500 sheets per ream, 10 reams per carton.)

Brand Name \_\_\_\_\_ Price per Case \_\_\_\_\_

2. **2 Cases**, “8 ½ by 14”, white, 20#, No. 4 sulfite bond, general purpose copy paper to run in high speed copy machines. (500 sheets per ream, 10 reams per carton.)

Brand Name \_\_\_\_\_ Price per Case \_\_\_\_\_

3. **4 Cases**, “11 by 17”, white, 20#, No. 4 sulfite bond, general purpose copy paper to run in high speed copy machines. (500 sheets per ream, 5 reams per carton.)

Brand Name \_\_\_\_\_ Price per Case \_\_\_\_\_

4. **150 Cases**, “8 ½ by 11”, 20# various colors, 20# - 30# neons, colored bond, general purpose copy paper to run in high speed copy machines.

**Regular Colors 100 Cases, 20#**

Brand Name \_\_\_\_\_ Price per Case \_\_\_\_\_ Reams per Case \_\_\_\_\_

**Neon Colors 50 Cases, 20# - 35#**

Brand Name \_\_\_\_\_ Price per Case \_\_\_\_\_ Reams per Case \_\_\_\_\_

5. **20 Reams**, “8 ½” by 11” various colors, 65# card stock, general purpose paper to run in high speed copy machine.

Brand Name \_\_\_\_\_ Price per Ream \_\_\_\_\_  
Sheets Per Ream \_\_\_\_\_ Reams per Carton \_\_\_\_\_

**SPECIAL NOTE: All quantities referenced are good faith estimates at this time. The district and consortium reserves the right to increase or decrease these quantities as stated in the bid instructions.**

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Payment/Discount Terms** \_\_\_\_\_

**Authorized Representative** \_\_\_\_\_

(Please Print)

**Authorized Representative Signature** \_\_\_\_\_

**Date** \_\_\_\_\_