



School District #29 of Cleveland County, Oklahoma d/b/a Norman Public Schools

Invitation to Bid # 2026002

District Print / Copy Paper



Return Proposal to this email address:
CameronC@normanps.org

NPS Purchasing Department
131 South Flood
Norman, OK 73069

Date of Issuance: 9-2-25

| | |
|--------------------------------------|--|
| Bidder Name: | Bid Number: 2026002 |
| Bidder Address: | Bid Name: District Print / Copy Paper |
| Bidder Phone & Facsimile: | Bid Due Date: September 16th, 2025 |
| Bidder Email Address: | Bid Due Time: 11:00 am CST |

Vendor hereby agrees to comply with all conditions of this Invitation to Bid and ensuing proposal. Bidder guarantees that the product offered will meet or exceed specifications identified in this proposal.

Independent School District #29 of Cleveland County, OK d/b/a Norman Public Schools conducts all bids in accordance with NPS Board of Education approved policy. Contracts for one item/service, or multiples of that item/service in excess of \$50,000 shall be awarded based on the results of a sealed bid. In the event that a construction/improvement project exceeds \$50,000, regulations of the Competitive Bid Act of 1974 will be enforced.

Non-Collusion Affidavit

State of _____

County of _____

_____, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Signature of Representative: _____

Subscribed and sworn to before me this _____ day of _____ 20__.

My Commission expires: _____

Notary Public



Terms & Conditions

1. All contracts and agreements are with Independent School District #29 (ISD-29) of Cleveland County, Oklahoma d/b/a Norman Public Schools (hereinafter "NPS" or "the District").
2. Proposals must be submitted in accordance with the terms and conditions contained in this Invitation to Bid/Request for Proposal/Request for Quote (hereinafter "ITB/RFP/RFQ").
3. All ITB/RFP/RFQ/RFQ's submitted are subject to the District's purchasing policies and procedures and the terms and conditions listed herein, which are made a part of this ITB/RFP/RFQ by reference. This ITB/RFP/RFQ, any purchase order or contract, and all related payments will be governed by the laws of the State of Oklahoma and the District's purchasing policies and procedures.
4. Inquiries for information regarding procurement procedures, proposal submission requirements, or other fiscal/administrative concerns shall be directed to the Independent School District #29 of Cleveland County, OK d/b/a Norman Public Schools (hereinafter "NPS") Director of Purchasing in writing via facsimile or email. These guidelines for communication have been established to ensure a fair and equitable evaluation process for all respondents.
5. **Preparation of Invitation to Bid/Request for Proposal/Request for Quote (hereinafter "bid"):**
 - a. It is the bidder's responsibility to examine the bid to include, but not limited to:
 - b. General Terms and Conditions, Specifications, Amendments, Attachments, Meetings, etc.
 - c. Bidder shall return, sign, and notarize (if applicable) all required forms listed on the cover page.
 - d. Bid shall be typewritten or written in ink. Pencil bids will not be accepted. Erasures or changes shall be initialed by the authorized individual signing this bid.
6. **Bid Submission**

Bid shall be placed in a sealed envelope bearing the proposal number, date & time of bid opening, and bidder's company name and address. Facsimile and telephone bids are unacceptable. Bids received after the stated bid opening date and time shall not be accepted and shall be returned unopened to the vendor. NPS is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or any other means of delivery. All bids shall be delivered to the NPS Purchasing Department, 131 S. Flood Avenue, Norman, OK 73069.

By submitting this bid, vendor acknowledges and approves the terms and conditions established by the District in this bid. These terms and conditions may not be altered by the vendor, either by the terms of the bid or by any acknowledgement or attachment.
7. **Amendments**

Bidder shall acknowledge receipt of amendment(s) to bids by signing and returning the amendment(s). Amendment acknowledgement(s) may be submitted with the bid reply or may be forwarded separately via mail or facsimile. The amendment(s) shall be received on or before the bid due date and time.
8. **Preparation Costs**

NPS will not be liable for any costs associated with the preparation of materials for offeror's bid submission.
9. **Right to Reject or Accept**

NPS reserves the right to reject any or all bids, accept the bid deemed most advantageous to the school district, and to waive any technicalities. The district is under no obligation to accept any bid.
10. **Solicitation Results**

The Purchasing Department, upon evaluation of solicitation results, and unless all responses are rejected, will issue a Purchase Order if the amount is less than \$50,000.00. If the amount is greater than \$50,000.00, the Director of Purchasing will recommend the award to the Board of Education for approval at a public Board of Education meeting. If approved, the Purchasing Department will subsequently issue the Purchase Order. The Purchasing Department does not routinely notify unsuccessful vendors or mail bid tabulations. Bid results are available upon request.
11. **All or None**

Contracts resulting from this bid may be awarded on an "All or None" basis, or by individual item or grouped items, whichever is deemed to be in the best interest of NPS. Contract awards will be made to the lowest and the best bidder. Contract award decisions are further subject to any additional terms and conditions contained in this bid.
12. **Tie Bids**

In the instance where one or more vendors shall offer materials, supplies, services, or other equipment at an identical "total price," preference shall be given to such vendors in the following order:

 - A. Local
 - B. State
 - C. State Contract Vendors
 - D. Others

In those instances where two or more vendors who are judged to belong in the same classification shall submit identical quotations for the same item, it shall be the administrative responsibility of the Director of Purchasing Services to select that vendor who shall be awarded the purchase contract based upon consideration of each vendor's past performance such as meeting delivery deadlines, product warranties, and meeting specifications. If the past performance of the vendors is equal, then the selection shall be by means of a chance drawing conducted by the Director of Purchasing Services and witnessed by those vendors affected provided they express a desire to be present.
13. **Delivery**

Unless otherwise specified, all items ordered for delivery shall be shipped FOB Destination and delivered to the Independent School District #29 of Cleveland County, OK d/b/a Norman Public Schools Warehouse located at 4100 North Flood, Norman, OK 73069



Terms & Conditions

14. Employees of business having contract with school conviction of sex offense or felony:

A. No person or business having a contract with a school or school district to perform work on a full-time or part-time basis that would otherwise be performed by school district employees shall allow any employee to work on school premises if such employee is convicted in this state, the United States, or another state of any felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the criminal offense.

B. Every person or business performing services not subject to subsection A of this section on the property of a school or school district shall be required to sign a statement declaring that no employee working on school premises under the authority of such business is currently registered under the provisions of the Oklahoma Sex Offenders Registration Act and that the business is not in violation of the provisions of this section. Compliance with this statute shall be required of the person or private business, and there shall be no obligation placed upon a school district to ascertain the truthfulness of the affidavit.

15. Warranty

The Vendor warrants to NPS that all goods and services furnished hereunder will conform in all respects to the terms of this bid, including any drawings, specifications or standards incorporated herein, and/or defects in materials, workmanship and free from such defects in design. In addition, Vendor warrants the goods and services are suitable for and will perform in accordance with the purposes for which they were intended.

16. NPS Vendor Listing

A vendor may be included on the bid list by faxing, mailing, or emailing a completed and signed Vendor Qualification form or Contractor Qualification form. The vendor shall attach the completed commodity list and send to the Director of Purchasing. Vendors having no bid activity within a twelve-month period shall be removed from the list and may only be re-entered by following the appropriate procedures listed above. If a vendor wishes to refrain from a particular bid, the vendor shall return the front page of the packet with the words "No Bid" in order to remain on the active bidders list. A vendor may be removed from the bid list for unsatisfactory performance.

17. Taxes

The Norman Public School District is exempt from Federal and State taxes. A tax exemption certificate will be provided by the Purchasing Department upon request by the vendor.

18. If awarded the contract, the bidder hereby agrees to furnish all materials and labor for the total completion of stated project not to exceed the cost guaranteed by this bid. Furthermore, the project shall be completed in the manner and time specified in the bid/proposal packet.

19. Insurance

A. If any work must be performed on the campus of NPS by the vendor, the vendor shall provide comprehensive broad form liability insurance in at least the amount of \$1,000,000 combined bodily injury and property damage for any and all liability, loss, costs, damage, or expense arising out of the terms and performance of this agreement caused by its operations, its agents, or employees. Workers' Compensation Insurance as prescribed by the laws of the State of Oklahoma must also be carried.

B. Vendor shall provide a certificate or certificates of insurance showing that the prescribed policies are in force and effect and naming NPS as an additional insured. Each certificate shall provide that the insurance company shall not change or cancel any insurance until NPS has been notified in writing at least thirty (30) days before the date of change or cancellation.

C. The vendor will hold NPS harmless, and will assume all responsibility for personal injury and property damage occurring in connection with the project.

20. Competitive Bidding Act of 1974 (Applies to section 20.1 and 20.2 only)

In the event that a construction/improvement project exceeds \$100,000, regulations of the Competitive Bid Act of 1974 will be enforced. It is the responsibility of the Contractor and all the Sub-contractors and suppliers to familiarize themselves with this law and to comply fully with all of its provisions.

20.1 Bond

A. Each Bidder shall submit with proposal a Bidder's Bond if required in the RFP General Information Item 2. Such bond will be payable to the Independent School District #29 of Cleveland County, OK d/b/a Norman Public Schools, 131 South Flood, Norman Oklahoma, in an amount of not less than 5% of the base proposal. There shall be forfeited to the Owner the cost of republication of notice to bidders, all actual expenses incurred by reason of Bidder's default, and the difference between the low bid of the defaulting bidder and the amount of the bid of the bidder to whom the contract is subsequently awarded, but not to exceed the amount of the Bid Bond, in the event that the apparently successful Bidder fails to execute the Contract or fails to provide the required Bonds and Insurance to the Owner.

B. Performance Bonds, Statutory Payment Bonds and Defect Bonds will be required for all Work done under this Contract, and the cost of said Bonds will be included in the Contractor's Proposal. Bonds shall meet the requirements of the Public Competitive Bidding Act of 1974 of the State of Oklahoma, as amended.

C. Within a period of thirty calendar days after the opening of bids, a contract shall be executed between the Owner and the successful bidder and all required bonds and insurance shall be provided within that period.

20.2 Liquidated Damages

The Owner will suffer financial loss if the project is not substantially complete within the time limitation set forth above. The Contractor and his Surety will be liable for and shall pay to the Owner the sum of Two Hundred and Fifty Dollars (\$250) as fixed, agreed and liquidated damages for each calendar day beyond such time limitation that the Work under this Contract is not substantially complete and beneficial occupancy begins. The liquidated damages shall apply to each project site separately.



**General Information
Invitation to Bid # 2026002
District Print / Copy Paper**

1. Inquiries

All inquiries concerning this bid shall be received no later than **11:00 am CT on 9/9/25**. Inquiries must be sent in writing to the Purchasing Director. Contact of any type with any other Norman Public School employee besides the Purchasing Director regarding this (or any) bid is strictly prohibited and punishable by immediate suspension of this bid and possibly future bids. Send questions via email to:

**Cameron Cox, Director of Purchasing
Norman Public Schools, Independent District I-29
Email: cameronc@normanps.org**

2. Required Forms – Failure to provide the forms checked below shall result in disqualification of bid.

- Signed and Notarized Non Collusion Affidavit
- Signed Pricing Page
- IRS W9 Form – Completed and Signed
- Signed Letter certifying vendor is not on the Government Debarment and Suspension (Excluded Parties List)
- Signed Declaration of Sex Offender Affidavit
- Signed and Notarized Business Relationships Affidavit
- References – Three (3) Business References (Contact, Address, Phone, Fax, Email if available)
- Copy of licenses and/or letter from manufacturer showing vendor as authorized dealer/installer/service provider
- Certificate of Insurance
- Signed and Notarized Contract Affidavit
- Bidders Bond (cashier check, certified check, or surety bond) **ONLY when box is checked, a bid bond must accompany sealed bid regardless of the amount of the bid.**

3. Required forms due when contract is awarded:

- Performance Bond
- Statutory Bond
- Defect Bond

4. Amendments to ITB

In the event it should be necessary to revise any portion of this ITB, an amendment will be issued following the inquiry deadline date and time.

5. Warranty

Vendors must provide a full copy of the written warranty with a sealed bid.

6. Removal of Trash/Debris

The vendor shall be responsible for obtaining a dumpster and the removal of any trash or debris associated with the job assignment.

7. Evaluation Criteria-district may evaluate criteria in any order, and may add criteria to achieve best value.

- **Price**
- **Quality of Paper and Packaging**
- **Proximity to Source**
- **References (MUST ACCOMPANY BID)**
- **Delivery Schedule**



Scope of Work & Specifications
Invitation to Bid # 2026002
District Print / Copy Paper

Norman Public Schools is looking to purchase 2 truckloads of white copy paper. The paper must be of high quality based on accepted industry standards. NPS expects to submit an official Purchase Order for 2 truckloads as soon as possible after the bid due date for immediate delivery. The paper will be used in Toshiba multifunction printers and Xerox Large production printers. You may bid multiple different brands and types of paper as long as they meet the specifications below.

In the past, a truckload is 21 pallets containing 40 boxes per pallet and 10 reams per box.

Specifications

- White, 8.5 X 11, 92 brightness, 20 lb. or 24/60 lb. (specify weight in pricing description)
- Digital Safe specification
- Cannot be recycled paper
- Cannot be made out of bamboo
- Must be able to withstand the high heat of Xerox large production printers.
- Ream packaging must be coated in order to resist changes to heat and humidity affecting the paper.
- Paper must be good quality that produces the least amount of dust when sent through a multi-function printer.
- All products used must be non-toxic and safe for use in a school and public environment under all conditions.
- Paper must be able to last and perform up to a year after being in a dry storage area.

Delivery Information

- The delivery location, the warehouse, has a loading dock. It can not accept large trailers. Instead, we will have the delivery trailer park near the loading dock and will offload the paper by our fork lift.
- We have a fork lift and a pallet jack for moving of the pallets of paper.
- We do not expect the delivery driver to help unload the paper. NPS employees will unload the pallets of paper.



**Pricing Page
 Invitation to Bid # 2026002
 District Print / Copy Paper**

| | |
|---|--|
| <hr/> Signature of Authorized Agent | <hr/> Printed Name of Authorized Agent |
|---|--|

Failure to sign this form will disqualify bid.

All Paper will be priced based on the order of 2 truckloads. You may duplicate this page to submit more items. Please specify weight in Description.

| Description / Brand | | Vendor Stock # | Sheets per Case | Price per Case |
|---------------------|-------------------|-----------------|-----------------|------------------------|
| | | | | \$ |
| Cases per Pallet | Pallets per Truck | Price per Truck | | Price per 2 Truckloads |
| | | \$ | | \$ |

| Description / Brand | | Vendor Stock # | Sheets per Case | Price per Case |
|---------------------|-------------------|-----------------|-----------------|------------------------|
| | | | | \$ |
| Cases per Pallet | Pallets per Truck | Price per Truck | | Price per 2 Truckloads |
| | | \$ | | \$ |

| Description / Brand | | Vendor Stock # | Sheets per Case | Price per Case |
|---------------------|-------------------|-----------------|-----------------|------------------------|
| | | | | \$ |
| Cases per Pallet | Pallets per Truck | Price per Truck | | Price per 2 Truckloads |
| | | \$ | | \$ |

| Description / Brand | | Vendor Stock # | Sheets per Case | Price per Case |
|---------------------|-------------------|-----------------|-----------------|------------------------|
| | | | | \$ |
| Cases per Pallet | Pallets per Truck | Price per Truck | | Price per 2 Truckloads |
| | | \$ | | \$ |

Shipping / Delivery Fees (FOB Destination)

\$ _____

(This affidavit shall accompany the bid)

Business Relationships Affidavit

State of _____

County of _____

_____, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, Affiant should so state.)

Signature of Representative: _____

Subscribed and sworn to before this _____ day of _____.

Notary Public

My commission expires

(This affidavit shall accompany the bid)

Contract Affidavit

State of _____

COUNTY OF _____

_____, of
lawful age, being first duly sworn, on oath, says that (s)he is the agent authorized by dealer to submit the attached contract to the Board of Education, Norman, Oklahoma. Affiant further states that dealer has not paid, given, nor donated, or agreed to pay, give, or donate to any officer or employee of the Board of Education, Norman, Oklahoma, any money or other thing of value, either directly or indirectly in the procuring of the contract.

Signature

Subscribed and sworn before me this day:

Notary Public

My commission expires _____