

Invitation to Bid

2019050 8-2-CO

Office Supplies

6 X P Q H U & R X Q W \ 6 K H U L I I . V 2 I I L F H

Responses to an Invitation to Bid will be received by the Purchasing Supervisor ,  
Sumner County Board of Education, 1500 Airport Road , Gallatin, TN 37066 for  
20190508-2-CO Office Supplies Until May 8, 2019 @9:15 a.m. Local Time . Bid  
responses will be opened at that time , taken under advisem ent and evaluated .  
All proposals are su bject to the Board of Education .V F R Q G L W L R Q V D C  
specifications which are available from Chris Harrison , Purch asing Supervisor  
(615) 451 -6560 . All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org) . and  
[www.sumnertn.org](http://www.sumnertn.org)

Question regarding bid specification

Contact : Natasha Latham [nlatham@sumnersheriff.com](mailto:nlatham@sumnersheriff.com)

Phone : 615 -442 -1831

# **PROPOSAL REQUEST**

**20190508-2-CO**

**Office Supplies**

**Sumner County Sheriff's Office**

**2019-2020**

**July 1,2019-June 30,2020**



## **SUMNER COUNTY BOARD OF EDUCATION SUMNER COUNTY, TENNESSEE**

### **Purchasing Staff Contact:**

**Chris Harrison**  
**Purchasing Supervisor**  
**(615) 451-6560**  
**[chris.harrison@sumnerschools.org](mailto:chris.harrison@sumnerschools.org)**

**Janice Wright**  
**Purchasing Coordinator**  
**(615) 451-6569**  
**[janice.wright@sumnerschools.org](mailto:janice.wright@sumnerschools.org)**



3. In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and School System's approval of conformance with specifications. The Sumner County Fin2 792 t and



July 1, 2019 - June 30, 2020  
Sumner County Sheriff's Office Bid Specifications



\_\_\_\_\_ Paper

July 1, 2019 - June 30, 2020  
 Sumner County Sheriff's Office Bid Specifications

_____	Staples			20 boxes of 5000 each standard staples
_____	copy stamp	blue		blue copy stamp pre-inked message
_____	Received stamp	red		red copy stamp pre-inked message
_____	stamp			Two-Color Pre-inked Shutter Message Stamp, SCANNED, 1/2" X 1-5/8" impression red/blue ink
_____	Storage bags	Ziploc		1 Quart Double-Zipper Storage Bags Commercial 500 CT
_____	Rubberbands			assorted size rubberbands
_____	Hole Punch	black		2 hole, 3 hole standard punch
_____	Prong Fastener Bases			2 3/4" center-to-center, 2" capacity 100 per box
_____	Sticky Notes	yellow		3x3 self stick pads, 2x3, 1 1/2 x2 size
_____	Sheet Protectors	clear		Heavy weight presentation sheet protectors, 100 pack
_____	Labels	Avery	white	Ink-jet shipping labels with True Block, 2" x 4" 250/pk
_____	Labels	Avery	white	Extra-Large White Permanent File Folder Labels with True Block
_____	Ring Binder indexes	yellow		3 hole punched, big tab insertable storage dividers, clear tabs on side
_____	Ring Binder indexes	yellow		3 hole punched, insertable tab dividers, 8 multi-color tabs on side
_____	CD/DVD SLEEVES	white		100 PER BOX
_____	CD Pages	Avery R		Acid-Free pack of 5
_____	dry erase markers	Expo		4-6 per box
_____	Paper Fastener Bases	Silver		2 inch bases
_____	Adding Machine Tape	white		
_____	Adding Machine Tape	white		Thermal Paper Rolls 2 1/4" x 80' , 10 rolls
_____	Tops			Carbonless, duplicate numbered #46816
_____	Log Book	BOORUM & PEASE		ruled 66-150R 66-300R
_____	Keyboard Cleaner			Electronics Duster 7 oz. Spray Can 6/Pack
_____	Scissors			standard desk scissors
_____	Printer Cartridges CANON			IR-ADV4025
_____	Printer Cartridges CANON			PRO 1 KIT
_____	HP			CC532A CC531A CC533A CC530A
_____	HP			305A
_____	HP			CE411A CE412A CE413A CE410A
_____	HP			HP 78A
_____	HP			HP 932 HP 933
_____	HP	HPM4555		CE90X
_____	HP			HP Q6472A
_____	HP			HP Q6471A



July 1, 2019 - June 30, 2020  
 Sumner County Sheriff's Office Bid Specifications

_____	HP		HP Q6473A				
_____	HP		HP Q6470A				
_____	HP		HP 61	HP 61 COLOR			
_____	HP		HP 63	HP 63 COLOR			
_____	HP		HP 63XL				
_____	HP		HP 131A				
_____	HP		CF210A	CF211A	CF212A	CF213A	
_____	HP		HP 940				
_____	HP		HP 88				
_____	HP		HP 90X				
_____	HP		HP 902XL	HP 902 COLOR			
_____	HP		HP Q5942A				
_____	HP		Q4770A	Q472A	Q471A	Q473A	
_____	HP		HP 901XL	HP 901	TRI COLOR		
_____	HP		HP CP205	CC530A	CC531A	CC533A	CC532
_____	LEXMARK		X658	X656DE	X656		
_____	LEXMARK		T650H11A	X644X11A			
_____				X654Z11A			
_____	LEXMARK		521H				
_____	DELL		2335DN	NX994			
_____	Binders	black	3 "	with clear cover for labeling, 12 in case			
_____	Binders	black	2 "	with clear cover for labeling, 12 in case			
_____	Binders	black	1 1/2 "	with clear cover for labeling, 12 in case			
_____	Binders	white	3"	with clear cover for labeling, 12 in case			
_____	Envelopes	white	white	window envelopes			
_____	Envelopes	white	business	plain envelopes #10			
_____	Clasp Envelopes		9x12	clasp envelopes			
_____	Clasp Envelopes		6x9	clasp envelopes			
_____	Clasp Envelopes		10 x13	clasp envelopes			
_____	Clasp Envelopes		10 x18	clasp envelopes			
_____	CDR	MEMOREX	50	PACK			
_____		SONY	50	PACK			
_____		MAXELL	50	PACK			
_____	CDRW	MEMOREX	50	PACK			
_____		SONY	50	PACK			

July 1, 2019 - June 30, 2020  
Sumner County Sheriff's Office Bid Specifications

_____		MAXELL	50 PACK	
	DVDR	MEMOREX	16X 4.7GB 120 MIN.	50 PACK
		SONY	16X 4.7GB 120 MIN.	50 PACK
_____		MAXELL	16X 4.7GB 120 MIN.	50 PACK

STAMPER REPLACEMENT INK ROLLER				
INK	INK ROLLER	RED	2000 PLUS ES D11092 INK ROLLER	
REPLACEMENT		BLUE/RED	T5440 DATER REPLACEMENT INK PAD 1 1/8 X2	
SHREDDER				POWERSHREAD 16 SHEET SHREDDER

\_\_\_\_\_ DESK CHAIR MAT FOR CARPET

Sumner County

Purchasing Office  
1500 Airport Road  
Gallatin, TN 37066

COMPANY NAME

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ADDRESS

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TELEPHONE

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EMAIL

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AUTHORIZED COMPANY  
REPRESENTATIVE

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The Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Government is governed by the Omnibus









or type in

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

Exempt payee code (if any)

Note: For a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name in the name field.

Name of the entity or individual (print or type) \_\_\_\_\_

Address (street, P.O. box, or rural route) \_\_\_\_\_

City or town, state, and ZIP+4<sup>®</sup> \_\_\_\_\_

County \_\_\_\_\_

Country \_\_\_\_\_

Telephone number (include area code) \_\_\_\_\_

Business fax number (include area code) \_\_\_\_\_

Home fax number (include area code) \_\_\_\_\_

Mobile phone number (include area code) \_\_\_\_\_

Business e-mail address \_\_\_\_\_

Home e-mail address \_\_\_\_\_

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Do not apply. For mortgage

retirement arrangement (IRA), a

interest is paid, acquisition or abandonment

generally, payments other than

individual

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