

**Winfried Feneberg, CAGS**  
Superintendent

**Michael A. Bessette, CAGS**  
Assistant Superintendent



**Lawrence LeBoeuf, BS**  
Business Administrator

**Lawrence Elliott, MEd**  
Director of Student Support Services

## **Request for Copier Paper Bids**

Bid Due 5/2/24 by 2 pm (via email)

April 11, 2024

The Kearsarge Regional School District is seeking bid pricing for 20 lb. white copier paper, color and miscellaneous sizes. The requirements are listed on the attached excel list (Appendix I) for the 2024-2025 school year.

Please return the list with your bid prices next to each ream quantity. Pricing shall include all charges for delivery, packing, etc. Unless you state otherwise, the prices you quote will be deemed to include delivery to inside the destination location, including any and all freight and packing charges. Also, specify if the district can order cases on an "as needed" basis.

Any quantities identified are based upon prior purchases. The School District is not committing to purchasing the listed quantities but reserves the right to purchase larger or small quantities with no change in the quoted prices.

You must guarantee that the copier paper will be free of all defects and that replacement will be made at your own expense. You must also guarantee a full refund on any items returned by the School District within thirty (30) days of receipt.

The bid must be emailed back in the excel format. The prices must be effective for six (6) months as the School District will not start ordering until after July 1, 2024.

The School District's obligation to pay you is contingent upon the availability of appropriated funds in any fiscal period for which payments are due. If the Kearsarge Regional School Board determines that insufficient funds have been appropriated, it will notify you immediately and the agreement will terminate without penalty or expense to the School District on the last day of the fiscal period for which appropriations were received or made.

The School District may terminate the agreement without cause by providing you thirty (30) days written notice. Your sole remedy if the School District terminates this agreement is payment for supplies delivered prior to the date of termination.

The contract awarded as a result of this RFP shall consist of this RFP and your response.

The Kearsarge Regional School District reserves the right to accept or reject any and all bids received or any parts thereof for any reason whatsoever, to waive any informalities in any bid or in any provision in the request for bids, to negotiate with any or all bidders, to require a modification of the RFP at any time, and to select the bidder who the School District, in its sole discretion, determines is in the best interests of the School District even though the bidder may not submit the lowest bid or proposal, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the School District be responsible for the cost of preparing any bid or proposal.

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Please complete and email the attached excel list and Appendix I and Appendix II to us by **Thursday May 2, 2024 at 2:00 p.m.** at the latest and mail it to us by the deadline time and date if you choose as well. If you are not interested in bidding, please send us a quick email telling us so. Should you have any questions, please do not hesitate to contact us via email or phone at 603-526-9167 or 603-526-9177. Email: [mgebo@kearsarge.org](mailto:mgebo@kearsarge.org) or Larry LeBoeuf ([lleboeuf@kearsarge.org](mailto:lleboeuf@kearsarge.org)).

All proposals are governmental records subject to disclosure under the Right-to-Know Law.

Sincerely,

Larry LeBoeuf  
Business Administrator

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## **APPENDIX I**

### **COPIER PAPER PER REAM LIST**

(SEE ATTACHED LIST)

**Winfried Feneberg, CAGS**  
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## **APPENDIX II**

### **CRIMINAL BACKGROUND CHECKS**

The Bidder shall conduct criminal record checks on employees that will have direct contact with students and maintain employment records of these activities as required by state and federal regulations. The Bidder shall require all such employees to authorize such a background check, provide all necessary information, and be responsible for all fees incurred. Prior to rendering services, the Bidder will provide the results of the background checks.

### **SEXUAL HARASSMENT CLAUSE**

Each Bidder must certify that it has complied with the requirement of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C., Section 2000e, et seq., and Title IX. The terms of that law, as applicable, are hereby incorporated into this Contract. The School Board states that it is in compliance with said law and has a written policy GBAA.

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Signature

### **CERTIFICATE OF COMPLIANCE WITH DRUG-FREE WORKPLACE ACT**

The undersigned Bidder or Agent, does hereby certify as mandated by P.L. 101-226 that he/she/it shall provide a drug-free workplace for all employees engaged in the performance of work under the Contract by complying with the requirements of P.L. 101-226 and further certifies that he/she/it is not ineligible for award of this Contract by reason of debarment for a violation P.L. 101-226. In addition there will be no smoking by students and/or instructors in or near the vehicles used.

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Signature