DATE: March 22, 2010

TO: All Bidders

FROM: Lonita Broome Collier
Director of Purchasing

RE: Invitation for Bid No. 019-10 Dual Purpose Paper

CLOSING DATE: Tuesday, April 27, 2010

The Clayton County Board of Education is soliciting competitive sealed bids from qualified vendors for the purchase of the above referenced commodity.

Responders are instructed to read carefully the Invitation, Conditions, Preliminary Contract Terms, and Conditions/Terms Specific to this Invitation for Bid (IFB) and attachments. All prices shall be submitted on the enclosed bid schedule.

Bids shall be hand delivered or mailed and must be received no later than 2:00 p.m. (as per the Purchasing Department time clock) on Tuesday, April 27, 2010. IFB’s received after this time will not be considered.

Responses to this solicitation must be in a sealed envelope clearly addressed as follows:
Clayton County Public Schools
Attention: Lonita B. Collier, Purchasing Department
IFB No. 019-10, Dual Purpose Paper
218 Stockbridge Road, Jonesboro, Georgia 30236

The Clayton County Board of Education will not be responsible for bids that are opened or misplaced due to improper marking. For identification purposes, the vendor’s name and complete address must be clearly printed or typed on the outside of the envelope. FAXED RESPONSES SHALL NOT BE ACCEPTED.

All questions should be directed in writing to the Purchasing Department at purchasing@clayton.k12.ga.us with IFB 019-10 Dual Purpose Paper in the subject line. Only questions received prior to 4:30 p.m., Friday, April 2, 2010 (per the Purchasing Department time clock) will be considered. Answers to all vendor inquiries will be made via an addendum on our website.

We appreciate your time in the preparation of your bid and for your interest in doing business with the Clayton County Board of Education.

VISIT US AT OUR WEBSITE www.clayton.k12.ga.us/departments/purchasing/bidindex.asp
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FOR

INVITATION FOR BID NO. 019-10

DUAL PURPOSE PAPER

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BID CONDITIONS

SECTION I – PREPARATION AND SUBMISSION OF BIDS

1. INTRODUCTION

To be entitled for consideration, sealed bids shall be submitted in accordance with the following instructions and must be received in the Office of the Director of Purchasing of the Clayton County Public Schools, 157 Smith Street, Jonesboro, Georgia 30236, not later than the date and time (determined by the time stamp in the CCPS Purchasing Department) set forth in the “Invitation for Bid”, at which time and place the bids will be publicly opened and read.

Clayton County Public Schools shall not be responsible for bids received after the date and time specified for couriers that deliver bids to locations other than the office of Purchasing Department. Bids received after the date time specified shall not be considered.

2. OWNER

The Owner for whom work will be executed is:

Clayton County Public Schools, Georgia, hereinafter “CCPS” or “District”.

3. PREPARATION OF BIDS

a. All bids shall be printed in ink or type written. No erasures permitted. Errors shall be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the bid shall initial corrections in ink.

b. Vendors are instructed to read carefully all terms, conditions and specifications as set forth in the Invitation for Bid. Bid forms must be completed in their entirety.

c. By submitting a bid the vendor warrants that any goods supplied CCPS meet or exceed specification set forth in this solicitation except as may be otherwise noted in vendor’s exception.

d. The bidder shall sign the bid in the appropriate spaces.

e. Bids shall be signed by an authorized officer of the company. Said signature shall constitute binding agreement to all Conditions, Contract Terms, and Conditions/Terms specific to this bid.

f. If bidding on other than the make, model, brand or number as requested in the solicitation and offered as an equal, complete technical information, specifications, manufacturer’s name and catalog reference shall be clearly stated on the bid or on an attached letter. Any deviation between brand offered and brand specified shall also be clearly indicated. A complete list of deviations and a descriptive catalog cut shall be attached to the bid.
BID CONDITIONS

SECTION I – PREPARATION AND SUBMISSION OF BIDS

g. The Director of Purchasing along with the assistance of the owner representative will be the sole judge in making determination as to the quality. Prices shall be stated in units specified in the Solicitation.

h. All supplies, materials, and equipment provided to CCPS shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer’s identification labels or marks have been removed, obliterated, or changed in any way. A vendor delivering any such equipment to CCPS shall be deemed to have breached the contract, and appropriate action shall be taken by the CCPS Purchasing Director.

i. Telephone or fax bids in lieu of this form shall not be accepted.

4. BRAND NAME OR TRADE NAME/MARK INSTRUCTIONS

(a) Brand names and numbers when provided in solicitations are for reference to establish a quality standard. Any reference to a brand name shall not be construed as restricting to that manufacturer (unless “no substitutes” is indicated in the solicitation). Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement. Unless the bidder clearly indicates in his bid that the item offered is a product of another name or manufacturer, the bid shall be considered as offering the item exactly as referenced in the Invitation for Bid.

(b) If the bidder proposes to furnish another product, the brand/trade name, if any, of the product to be furnished shall be inserted in the space provided in the Invitation for Bid, or such product shall be otherwise clearly identified in the bid. The evaluation of bids and the determination as to equality of the product offered shall be the responsibility of the County and will be based on information furnished by the bidder or identified in the bias as well as other information reasonably available to the Purchasing Department. CAUTION TO BIDDERS: The Purchasing Department is not responsible for locating or securing any information which is not identified in the bid. Accordingly, to insure that sufficient information is available, the bidder must furnish as a part of the bid all descriptive material (example – technical specifications, brochures, cuts, illustrations, drawings, or other information) necessary for the Purchasing Department to (i) determine whether the product offered meets the requirements of the Invitation for Bid and (ii) establish exactly what the bidder proposes to furnish and what the County would be binding itself to purchase by making an award.

(c) Modifications proposed after bid opening to make a product conform to a brand name product referenced in the Invitation for Bid shall not be considered.
SECTION I – PREPARATION AND SUBMISSION OF BIDS

5. SUBMITTING A “NO BID”

If not submitting a bid at this time, the bidder’s checklist is to be returned marked “no bid”.

6. TAXES

CCPS is exempt from all state sales tax and federal excise tax. These taxes shall be included in pricing.

7. CHARGES AND EXTRAS

Bids are to be firm net prices, F.O.B. destination to include all charges for delivery, unloading, placing in our buildings as directed by the authorities in the buildings, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds and any other cost.

8. SOLICITATION QUESTIONS

If a contractor contemplates bidding and is in doubt as to the meaning of any part of these documents, an interpretation may be requested. This shall be submitted in writing to the Purchasing Department at purchasing@clayton.k12.ga.us and must be received not later Friday, April 2, 2010 by the office of the Director of Purchasing, 157 Smith Street, Jonesboro, Georgia, 30236.

9. ADDENDA

Addenda issued in writing during the time of solicitation shall be incorporated in the subsequent contract. No oral interpretations shall be made to vendors as to meaning of solicitation documents. Requests for such interpretation shall be made in writing to the Purchasing Department at purchasing@clayton.k12.ga.us and must be received no later than Friday, April 2, 2010. Failure to request an interpretation shall not relieve the bidder from obligation to perform work in accordance with the contract as interpreted by Clayton County Public Schools. Addenda posted to the Purchasing Department Web Site during the time of solicitation shall be addressed in the bid as appropriate, and each addendum incorporated in the subsequent contract. If solicitation documents were obtained via the CCPS website, continue to browse the website for any addenda up until the date and time bid is due.

10. VENDOR’S TERMS AND CONDITIONS

CCPS shall not be bound by any terms and/or conditions included in any bidder’s packaging, service catalog, brochure, technical data sheet or other documents which attempt to impose any conditions at variance with or in addition to the terms and conditions contained in this solicitation, CCPS purchase order, and any addendum(s) related to this solicitation/contract.
SECTION I – PREPARATION AND SUBMISSION OF BIDS

11. REVISION OR WITHDRAWAL OF A BID

A bidder may modify or withdraw its bid by written request, provided that the request is received by the Director of Purchasing prior to the bid due date and time at the address to which bids are to be submitted. Following withdrawal of its bid, the Bidder may submit a new bid, providing the bid is received prior to the bid due date. After bid opening, the CCPS Director of Purchasing will permit withdrawal only when the best interest of CCPS would be served. Generally withdrawal will only be allowed in cases where there has been an honest mistake made in preparing the bid not resulting from negligence and the mistake is clearly ascertainable. If withdrawal is allowed, CCPS reserves the right to disqualify the withdrawing bidder from bidding on CCPS solicitations for up to one year.

12. COMPLETENESS OF BID

All bidders are cautioned to furnish all required information and details required by this Invitation for Bid. Failure to comply may result in the bid being rejected due to incompleteness.

13. PROTEST

Written protests relative to the specifications or the solicitation document shall be filed no later than three (3) working days prior to bid opening. Other written protest shall be filed not later than three (3) working days after bid opening, or if the written protest is based on subsequent action of the CCPS, not later than three (3) working days after the aggrieved person knows or should have knowledge, of the facts giving rise to the protest. Written protests are considered filed when received by the Director of Purchasing. Protests which are not filed in a timely manner, as set forth above will not be considered.

14. PURCHASING POLICY

The CCPS Purchasing Policy, Purchasing Procedures and Regulations are incorporated in this solicitation (and, therefore, any contract awarded as the result of this solicitation) by reference. By acceptance of this solicitation a bidder, potential bidder, or contractor agrees to be bound by the CCPS Purchasing Policy and Purchasing Regulations in any issue or action related to this solicitation or subsequent contract resulting from this solicitation.
SECTION II – CONTRACT AWARD

1. BIDDERS’ QUALIFICATIONS

Bidders may be required by the Owner, before Contract Award, to document that they are “responsible” bidders to the complete satisfaction of the Owner. They may thus be required to show that they have the necessary facilities, technical ability and financial resources to execute the work in a satisfactory manner and within the time specified; that they have had experience in work of a similar nature; and that they have past history and references which will verify their qualifications for executing the work. CCPS shall the absolute right to determine contractor responsibility and responsiveness to this solicitation.

2. PURCHASE ORDER

The purchase order prepared and mailed by the Clayton County Public Schools, or otherwise furnished, to the successful bidder within the time for acceptance specified, results in a binding contract (which includes the solicitation, bid, addendum(s), and contract award letter) without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

3. SAMPLES

Samples when required shall be furnished free of expense to CCPS according to solicitation instructions or within 10 days of date of request. Samples shall be tagged with bidders name and bid number. Samples not used or not destroyed in testing will be returned to the bidder upon request and at the bidder’s expense after contract award. Cost of inspection or testing of samples, which prove not to meet specifications, shall be paid by the vendor.

4. TIE BIDS

In the purchase of supplies or service by the CCPS, prices and quality being equal, the tie will be resolve by typing the name of bidders on a piece of paper and placing the paper in a box. A representative from the purchasing department along with a witness will pull the name from the box in a public forum and award will be based on the first name pulled.

5. REJECTION OF A BID

a. Failure to observe these instructions and conditions will constitute grounds for rejection of a bid or removal from the list of bidders.

b. Bids will be rejected if:

1.) The acceptance period is limited to less than required by the solicitation (normally 90 days).

2.) The bidder fails to submit requested samples within the time specified by CCPS.
SECTION II – CONTRACT AWARD

3.) The bid contains a minimum order/ship quantity or dollar value (unless called for in the solicitation).

4.) The bid contains a prepayment and/or progress payment requirement (unless called for in the solicitation).

5.) The bid fails to include all appropriate elements of all addenda issues to the solicitation.

6.) The bid contains terms and conditions which are in conflict with the solicitation or CCPS regulations, or that other may be constructed as qualifying the bid.

7.) The bid does not meet the terms and conditions of this solicitation or imposes terms and conditions not acceptable to CCPS.

6. DISCOUNTS

Award will be made on the basis of the net price or all items net price. When submitting bids or quotations, all discounts (any discounts, cash discounts, quantity discounts, combination of item discounts, all item discounts or any other form or combination of item discounts), shall be calculated by the bidder and reduced to a net unit price or, when requested, to an item net price. Discounts offered in any other form or time limit will not be considered in making the award.

7. AWARD

a. The award of the contract shall be made to the lowest, responsive and responsible bidder complying with all applicable requirements.

b. Unless the solicitation give notice of an all-or-none award, CCPS may accept any item or group of items of any bid, whichever is in the best interest of CCPS.

c. Bidders agree that their bids are subject to acceptance at any time within 90 days after opening, unless otherwise stipulated in the solicitation.

d. CCPS may accept or reject any or all bids, parts of bids, may waive informalities, technicalities and irregularities. The judgment of CCPS on such matters shall be final.

e. The solicitation (including all addenda), bid, contract notification letter or establishing purchase order, attachments (either attached there or by reference), shall constitute the entire binding contract on the terms set forth and is to be interpreted, construed and given effect in all respects according to the laws of the State of Georgia. If any language of the bid or any of the vendor’s attachments, appendices, addenda, or other documents submitted in response to the solicitation (including addenda) differ, the language of the solicitation (including addenda) shall govern and control for all purposes, unless consented to and agreed to by CCPS in writing.
f. All correspondence, including Notices of Awards and Purchase Orders will be sent to the address appearing on the vendor’s bid.
SECTION III – POST AWARD

1. **CONTRACT ASSIGNMENT**

   No portion of the operation or of any negotiated and executed contract and/or purchase order(s) for the contract may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of the Clayton County Public School System.

2. **COST OF INSPECTION OR TESTING**

   Cost of inspection or testing of products or materials delivered under an awarded contract which does not meet specifications shall be paid by the vendor.

3. **PAYMENT**

   The contractor shall invoice CCPS on a monthly basis. If payment is to be made by line item, when a single line item has been satisfactorily delivered complete payment will be made within thirty (30) days from either the date of delivery or the receipt of satisfactory invoice in triplicate, whichever occurs last. All invoices shall show contract number, work performed and period of work. The Clayton County Board of Education reserves the right to modify these terms should extenuating circumstances prevail.

4. **TERMINATION FOR DEFAULT**

   In the event any property or service to be furnished by the contractor under a contract or purchase order should for any reason not conform to the requirements for this solicitation, the CCPS may reject the property or service and terminate the contract for default. With specific instructions by the Director of Purchasing, the Contractor shall immediately remove the rejected property and replace with such property or services conforming to the requirements of this solicitation without expense to the CCPS.

   If the contract is terminated for default, CCPS may procure such property or services from other sources and shall have the absolute right to deduct from any monies due to the Contractor or that may thereafter become due to the Contractor, the difference between the contract price and the actual cost of the property or service to be replaced or substituted. If monies due to the Contractor are not sufficient to satisfy the debt, the Contractor shall pay any monies due to CCPS within thirty (30) days of written notice. Price paid by the CCPS in such event shall be the prevailing market price at the time the substitute purchase is made.

   Failure by a contractor to perform on delivery of goods or services as specified may also result in the removal of the contractor from doing business with CCPS for a period of up to one year.
SECTION III – POST AWARD

5. TERMINTION FOR JUST CAUSE

CCPS reserves the right to terminate for just cause a contract awarded through this solicitation.

6. COMPLIANCE WITH APPLICABLE STATE, FEDERAL AND LOCAL LAW

The Contractor shall at his own expense, obtain all necessary permits, give all notices, pay all license fees and taxes; comply with all applicable Local, State and Federal laws, ordinances, rules and regulations. The Contractor shall maintain the licenses required in a current status after award and throughout the course of the contract.

The contractor shall agree that in the performance of the contract, they will comply with all local agreements which they have made with any association union or other entity with respect to wages, salaries and working conditions, so as not to cause inconvenience, picketing or work stoppage.
SECTION IV – OTHER

1. NONDISCRIMINATION

The contractor, by the submission of a bid or the acceptance of an order or contract, does agree to provide the goods and services covered under the bid or contract and not to discriminate in any way against any person or persons or refuse employment of any person or persons on account of race, color, religion, age, disability, national origin, sex or any other legally protected status.

2. CCPS DISCRIMINATION

Clayton County Public School System does not discriminate on the basis of race, color, religion, sex, natural origin, age disability, marital status, sexual orientation, or any legally protected status in any of its employment practices, education programs, services or activities.

3. MINORITY AND FEMALE BUSINESS ENTERPRISES

It is the intent of CCPS to assure that Minority Business Enterprises (MBE) and Female Business Enterprises (FBE) have an equal opportunity to participate in CCPS purchasing requirements. The successful vendor is encouraged to use local vendors whenever possible in the execution of this contract.

4. LOCAL BUSINESS PARTICIPATION

It is the intent of the Clayton County Public School System to assure that local businesses have an opportunity to participate in Clayton County Public School purchasing requirements. The successful vendor is encouraged to use local vendors whenever possible in the execution of this contract.

5. DRUG-FREE WORKPLACE

By submission of a bid, the bidder certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor’s employees during the performance of the contract. The bidder also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug-free workplace requirements. False certification or violation by failing to carry our requirements of O.C.G.A. §50-24-3 may cause suspension, termination of contract, or debarment of such bidder.
SECTION IV – OTHER

6. CERTIFICATION OF NONCOLLUSION

By submitting a bid the bidder certifies: “that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive bidding is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.”

7. INDEMNIFICATION

It is expressly understood that the Clayton County Board of Education shall not be liable to any vendor and that said vendor will hold harmless Clayton County Board of Education, its officers, employees and agents from any loss, damage, expense or liability arising out of or in connection with this solicitation.

8. AUTHORIZED OFFICIAL

It is agreed that all conditions of the bid shall be abided and that the person signing this bid is authorized to sign the bid for the bidder.

9. SOLICITATION TERMINATION

In any event in which this solicitations is terminated or canceled, in whole or in part, or all bids are rejected, there shall be no liability on the part of CCPS for any costs incurred by bidders or potential bidders in relation to the solicitation.

10. RIGHTS AND REMEDIES

The rights and remedies of CCPS provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

11. GEORGIA LAW

The laws of the State of Georgia shall govern the contract between Clayton County Public Schools and the vendor. In the event of litigation, the exclusive venue and place of jurisdiction shall be Clayton County, Georgia.
1. **CONTRACT TYPE**

   The contract type contemplated for this requirement is a Requirements Contract.

2. **CONTRACT TIME FRAME**

   The performance period for contract is one year, subject to paragraph 3, Options below.

3. **OPTIONS**

   In addition to the base period of one year, there are two (2) one-year options to be exercised at the sole discretion of CCPS at the same terms and conditions of the base year.

4. **AUTHORIZED PRICE INCREASE AFTER AWARD OF CONTRACT**

   In the event the awarded contractor receives an increase by the manufacturer for the product(s) bid, the following pricing mechanisms shall apply:

   - Only one (1) price change per item in the base year if the above conditions exist.
   - Price changes will be allowed only if the contractor provides to CCPS a letter from the manufacturer on the manufacturer’s letterhead with an authorized signature and date, stating that the awarded commodity has increased due to unforeseen circumstances. The letter shall also state the current manufacturer’s price along with the manufacturer’s increased price. The manufacturer shall certify that the price increase is “across the board” for all customers. This is the only cost increase CCPS will accept during the course of this contract. **Note: The increase that will be allowed is the total dollar increase in the manufacturer’s price. No additional profit or administrative cost will be allowed.**

   **Example:** Contractor’s prices to CCPS is $12.00 on item #1, i.e., the manufacturer’s price is $10.00 + $2.00 profit = $12.00

   If the price increase on the manufacturer’s product is 10% than the 10% increase is applied to the manufacturer’s price only, $10.00 x 10% = $1.00. CCPS will pay only $1.00 more per item, nor $1.20 per item ($12.00 x 10% = $1.20). I.E., CCSP would pay $12.00 each for item #1 versus $13.20 each for item #1.

   Price change from the manufacturer shall go into effect thirty (30) days after written notification is received by the Purchasing Department.

5. **CATEGORIES OF AWARD**

   Award will be made on an “All or None” basis. However, CCPS reserve the right to award in the best interest of CCPS.
6. REQUIREMENTS CONTRACT CLAUSE

This is a Requirements Contract for Dual Purpose Paper. The quantities specified in the schedule are estimates only. There are no guarantees as to the amount CCPS will purchase over the time period stated, and therefore, no liability for non-purchase. More or less of the estimated quantity may be purchased.

Delivery or performance shall be made only as authorized by Purchase Orders issued by CCPS Purchasing Department. The contractor shall furnish to CCPS all items specified in the schedule of the order issued by CCPS.

7. MANUFACTURER’S SPECIFICATIONS

Bidders shall provide the manufacturer’s specification sheet with their bid for evaluation. Failure to do so shall render the vendor’s bid non-responsive

8. RECEIPT OF ADDENDUM CLAUSE

Addenda issued to solicitations will be available at the CCPS Purchasing Department or on the department web site located at www.clayton.k12.ga.us/departments/purchasing/bidindex.asp. CCPS Purchasing Department shall not bear responsibility for receipt of addenda by mail. If vendors do not acknowledge receipt of all addenda the bid may be determined to be non-responsive.

9. INVOICING

A. Invoices shall be mailed to the following address:

   Clayton County Board of Education  
   Maintenance Department  
   Attn: Tammy Dawkins  
   218 Stockbridge Road  
   Jonesboro, Georgia 30236

B. Purchases by the Clayton County Public School System are not subject to state or federal taxes. Tax Exemption Certificates will be provided upon request.

10. DELIVERY

Option #1 - Centralized  
Delivery shall be made to CCPS warehouse located at 218 Stockbridge Road, Jonesboro, Georgia 30236 only as authorized by Purchase Orders issued by Clayton County Public Schools.

Option #2 - Decentralized  
Delivery shall be made to all CCPS facilities (approximately 70 facilities) on as needed basis.
11. **CONTRACT AWARD**

The lowest, responsive, responsible bidder will be notified by award letter. The award letter **does not** serve as notice to proceed or authorize delivery of the services/commodities. The purpose of the award letter is to advise the vendor that the contract has been awarded to their company. The award letter **is not** a guarantee that services/commodities will be ordered. A purchase order will be issued to authorize the purchase of the services/commodities. Delivery/release of services/commodities is not authorized until the issuance of a purchase order.

12. **SUBMITTALS**

Bidders/Offerors are responsible for submitting bids/offers/submittals so as to reach the CCPS Purchasing office by the time and date specified in the solicitation regardless of the method of delivery (i.e. commercial carrier or U.S. Postal Service). If using a commercial delivery service, the bidder/offeree is responsible for informing the commercial delivery service of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Clayton County Public Schools shall not be responsible for the premature opening of a bid/proposal not properly addressed and identified, and/or delivered to the incorrect destination.

13. **TECHNICAL SUPPORT PLAN**

Vendor shall provide technical support plan on a separate page appropriately labeled “Technical Support Plan” and shall address actions that will be taken if there are problems with the paper. Vendor shall describe notification process: by identifying point of contact by name, address and phone number; commitment to a reasonable timeframe to correct the problem. Failure on part of the vendor to provide information that is satisfactory to CCPS may result in the vendor’s bid being declared non-responsive.

14. **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

All vendors/contractors providing services/commodities and/or making deliveries to any CCPS facility shall be in compliance with O.C.G.A.§ 13-10-91 and Georgia Department of Labor Rule 300-10-1.02 which are conditions for contract award. Failure to complete, sign, notarize and return the Immigration and Security Form (Appendix I) with your bid/proposal shall result in your bid being declared non-responsive.

15. **OWNER’S REPRESENTATIVE**

The owner’s representative for this contract is Kenny White, Coordinating Supervisor of Maintenance or his designee.
SCOPE OF WORK

CCPS seeks a vendor(s) to provide and deliver quality Dual Purpose Paper that will be used throughout the District. The quantities set forth in the bid schedule are estimates only.

SPECIFICATIONS – OPTION #1 CENTRALIZED DELIVERY

1. All paper shall be delivered in bulk to one centralized location.

2. Vendor shall provide a technical support plan to address occurrences that may arise as a result of faulty paper, i.e. dust from paper causes problems with copiers, problem encountered with run through of paper.

3. Paper shall be wrapped in poly laminated moisture proof ream wrap to protect product during storage and shipment.

4. Paper shall be covered or shrink-wrapped on non-returnable pallets to protect cartons from dirt and moisture during shipment and storage (delivery to warehouse).

SPECIFICATIONS – OPTION #2 DECENTRALIZED DELIVERY

1. All paper shall be delivered to all CCPS facilities (approximately 70 facilities) on an as needed basis.

2. Vendor shall provide a technical support plan to address occurrences that may arise as a result of faulty paper, i.e. dust from paper causes problems with copiers, problem encountered with run through of paper.

3. Paper shall be wrapped in poly laminated moisture proof ream wrap to protect product during storage and shipment.

SEE BID SCHEDULE
BID SCHEDULE
### CATEGORY A: DUAL PURPOSE PAPER

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT OF ISSUE</th>
<th>EST QTY</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
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</tr>
</tbody>
</table>

**GRAND TOTAL FOR CATEGORY A:** $________________
### CATEGORY B: ROLL PAPER

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT OF ISSUE</th>
<th>EST QTY</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
</table>
| 6.       | **Paper, roll, 36” x 1000’**  
40lb., 1000 feet per roll, White  
CCPS Stock # 26-03-0001  
Mfg./Brand/Model # bidding ____________ | RL | 350 | $__________ | $__________ |
| 7.       | **Paper, roll, 36” x 1000’**  
40lb., 1000 feet per roll, Black  
CCPS Stock # 26-03-0002  
Mfg./Brand/Model # bidding ____________ | RL | 200 | $__________ | $__________ |
| 8.       | **Paper, roll, 36” x 1000’**  
40lb., 1000 feet per roll, Bright Yellow  
CCPS Stock # 26-03-0003  
Mfg./Brand/Model # bidding ____________ | RL | 150 | $__________ | $__________ |
| 9.       | **Paper, roll, 36” x 1000’**  
40lb., 1000 feet per roll, Holiday Red  
CCPS Stock # 26-03-0004  
Mfg./Brand/Model # bidding ____________ | RL | 150 | $__________ | $__________ |
| 10.      | **Paper, roll, 36” x 1000’**  
40lb., 1000 feet per roll, Holiday Green  
CCPS Stock # 26-03-0005  
Mfg./Brand/Model # bidding ____________ | RL | 350 | $__________ | $__________ |
| 11.      | **Paper, roll, 36” x 1000’**  
40lb., 1000 feet per roll, Light Blue  
CCPS Stock # 26-03-0006  
Mfg./Brand/Model # bidding ____________ | RL | 350 | $__________ | $__________ |
| 12.      | **Paper, roll, 36” x 1000’**  
40lb., 1000 feet per roll, Dark Blue  
CCPS Stock # 26-03-0007  
Mfg./Brand/Model # bidding ____________ | RL | 200 | $__________ | $__________ |
## CATEGORY B: ROLL PAPER (continued)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT OF ISSUE</th>
<th>EST. QTY</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Paper, roll, 36” x 1000’ 40lb., 1000 feet per roll, Pink CCPS Stock # 26-03-0008 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>150</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>14.</td>
<td>Paper, roll, 36” x 1000’ 40lb., 1000 feet per roll, Orange CCPS Stock # 26-03-0009 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>200</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>15.</td>
<td>Paper, roll, 36” x 1000’ 40lb., 1000 feet per roll, Brown CCPS Stock # 26-03-0010 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>200</td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>

**GRAND TOTAL FOR CATEGORY B: $_______________**
### CATEGORY C: MISCELLANEOUS PAPER

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT OF ISSUE</th>
<th>EST. QTY</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td><strong>Paper, dual purpose, 8½” x 14”</strong>  &lt;br&gt;20lb., 10 reams/case, White  &lt;br&gt;CCPS Stock # 26-01-0008  &lt;br&gt;Mfg./Brand/Model # bidding __________________</td>
<td>CS</td>
<td>35</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>17.</td>
<td><strong>Paper, 8½” x 14”</strong>  &lt;br&gt;20lb., 10 reams/case, Pink  &lt;br&gt;CCPS Stock # 26-01-0013  &lt;br&gt;Mfg./Brand/Model # bidding __________________</td>
<td>CS</td>
<td>15</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>18.</td>
<td><strong>Paper, 8½” x 14”</strong>  &lt;br&gt;20lb., 10 reams/case, Green  &lt;br&gt;CCPS Stock # 26-01-0014  &lt;br&gt;Mfg./Brand/Model # bidding __________________</td>
<td>CS</td>
<td>15</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>19.</td>
<td><strong>Paper, 8½” x 14”</strong>  &lt;br&gt;20lb., 10 reams/case, Blue  &lt;br&gt;CCPS Stock # 26-01-0015  &lt;br&gt;Mfg./Brand/Model # bidding __________________</td>
<td>CS</td>
<td>15</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>20.</td>
<td><strong>Paper, 8½” x 14”</strong>  &lt;br&gt;20lb., 10 reams/case, Goldenrod  &lt;br&gt;CCPS Stock # 26-01-0016  &lt;br&gt;Mfg./Brand/Model # bidding __________________</td>
<td>CS</td>
<td>25</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>21.</td>
<td><strong>Paper, duplicator, 11” x 17”</strong>  &lt;br&gt;20lb., 10 reams/case, White  &lt;br&gt;CCPS Stock # 26-01-0017  &lt;br&gt;Mfg./Brand/Model # bidding __________________</td>
<td>CS</td>
<td>30</td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>

**GRAND TOTAL FOR CATEGORY C:** $__________
## OPTION #2 DECENTRALIZED DELIVERY

### CATEGORY A: DUAL PURPOSE PAPER

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT OF ISSUE</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Paper, dual purpose, 8½ x 11”</strong>&lt;br&gt;20lb., 10 mill, White,&lt;br&gt;10 reams/box, 500 sheets/ream&lt;br&gt;CCPS Stock # 26-01-0001&lt;br&gt;Mfg./Brand/Model # bidding ________________</td>
<td>CS</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Paper, dual purpose, 8½ x 11”</strong>&lt;br&gt;20lb., 10 mill, Pink,&lt;br&gt;10 reams/box, 500 sheets/ream&lt;br&gt;CCPS Stock # 26-01-0009&lt;br&gt;Mfg./Brand/Model # bidding ________________</td>
<td>CS</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Paper, dual purpose, 8½ x 11”</strong>&lt;br&gt;20lb., 10 mill, Green,&lt;br&gt;10 reams/box, 500 sheets/ream&lt;br&gt;CCPS Stock # 26-01-0010&lt;br&gt;Mfg./Brand/Model # bidding ________________</td>
<td>CS</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Paper, dual purpose, 8½ x 11”</strong>&lt;br&gt;20lb., 10 mill, Blue,&lt;br&gt;10 reams/box, 500 sheets/ream&lt;br&gt;CCPS Stock # 26-01-0011&lt;br&gt;Mfg./Brand/Model # bidding ________________</td>
<td>CS</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Paper, dual purpose, 8½ x 11”</strong>&lt;br&gt;20lb., 10 mill, Goldenrod,&lt;br&gt;10 reams/box, 500 sheets/ream&lt;br&gt;CCPS Stock # 26-01-0012&lt;br&gt;Mfg./Brand/Model # bidding ________________</td>
<td>CS</td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>

**GRAND TOTAL FOR CATEGORY A:** $_______________
### CATEGORY B: ROLL PAPER

<table>
<thead>
<tr>
<th>ITEM NO.</th>
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<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>Paper, roll, 36” x 1000’</strong> 40lb., 1000 feet per roll, White CCPS Stock # 26-03-0001 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Paper, roll, 36” x 1000’</strong> 40lb., 1000 feet per roll, Black CCPS Stock # 26-03-0002 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Paper, roll, 36” x 1000’</strong> 40lb., 1000 feet per roll, Bright Yellow CCPS Stock # 26-03-0003 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>9.</td>
<td><strong>Paper, roll, 36” x 1000’</strong> 40lb., 1000 feet per roll, Holiday Red CCPS Stock # 26-03-0004 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>10.</td>
<td><strong>Paper, roll, 36” x 1000’</strong> 40lb., 1000 feet per roll, Holiday Green CCPS Stock # 26-03-0005 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>11.</td>
<td><strong>Paper, roll, 36” x 1000’</strong> 40lb., 1000 feet per roll, Light Blue CCPS Stock # 26-03-0006 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>12.</td>
<td><strong>Paper, roll, 36” x 1000’</strong> 40lb., 1000 feet per roll, Dark Blue CCPS Stock # 26-03-0007 Mfg./Brand/Model # bidding __________________</td>
<td>RL</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>
### CATEGORY B: ROLL PAPER (continued)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
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<th>TOTAL COST</th>
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<tbody>
<tr>
<td>13.</td>
<td><strong>Paper, roll, 36” x 1000’</strong>&lt;br&gt;40lb., 1000 feet per roll, Pink&lt;br&gt;CCPS Stock # 26-03-0008&lt;br&gt;Mfg./Brand/Model # bidding _________________</td>
<td>RL</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>14.</td>
<td><strong>Paper, roll, 36” x 1000’</strong>&lt;br&gt;40lb., 1000 feet per roll, Orange&lt;br&gt;CCPS Stock # 26-03-0009&lt;br&gt;Mfg./Brand/Model # bidding _________________</td>
<td>RL</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>15.</td>
<td><strong>Paper, roll, 36” x 1000’</strong>&lt;br&gt;40lb., 1000 feet per roll, Brown&lt;br&gt;CCPS Stock # 26-03-0010&lt;br&gt;Mfg./Brand/Model # bidding _________________</td>
<td>RL</td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>

**GRAND TOTAL FOR CATEGORY B:** $_______________
<table>
<thead>
<tr>
<th>ITEM NO.</th>
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<th>UNIT COST</th>
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</tr>
</thead>
</table>
| 16.     | **Paper, dual purpose, 8½’’ x 14’’**  
20lb., 10 reams/case, White  
CCPS Stock # 26-01-0008  
Mfg./Brand/Model # bidding __________________ | CS | $_________ | $_________ |
| 17.     | **Paper, 8½’’ x 14’’**  
20lb., 10 reams/case, Pink  
CCPS Stock # 26-01-0013  
Mfg./Brand/Model # bidding __________________ | CS | $_________ | $_________ |
| 18.     | **Paper, 8½’’ x 14’’**  
20lb., 10 reams/case, Green  
CCPS Stock # 26-01-0014  
Mfg./Brand/Model # bidding __________________ | CS | $_________ | $_________ |
| 19.     | **Paper, 8½’’ x 14’’**  
20lb., 10 reams/case, Blue  
CCPS Stock # 26-01-0015  
Mfg./Brand/Model # bidding __________________ | CS | $_________ | $_________ |
| 20.     | **Paper, 8½’’ x 14’’**  
20lb., 10 reams/case, Goldenrod  
CCPS Stock # 26-01-0016  
Mfg./Brand/Model # bidding __________________ | CS | $_________ | $_________ |
| 21.     | **Paper, duplicator, 11’’ x 17’’**  
20lb., 10 reams/case, White  
CCPS Stock # 26-01-0017  
Mfg./Brand/Model # bidding __________________ | CS | $_________ | $_________ |

**GRAND TOTAL FOR CATEGORY C: $___________**
VENDOR INFORMATION FORM

Company Name: ___________________________________________________________

Address: __________________________________________________________________

City/State/Zip: __________________________________________________________________

Vendor Contact Person: ________________________________________________________

Telephone Number: (          ) _________________________

Fax Number: (          ) _________________________

Email Address: _____________________________________________________________

AUTHORIZATION

The undersigned assures that this bid is a firm offer. In compliance with the attached specifications, the undersigned offers and agrees, if this bid is accepted by the Clayton County Board of Education within twenty (20) days from the date of the bid opening, to furnish any or all of the items and services upon which prices are quoted, at the prices set opposite each item, delivered to the designated sites within the time specified in the bid. All other items in the Invitation for Bid must also prevail.

"I further certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards."

_____________________________________  ___________________________
Name and Title of Authorized Signer  Authorized Signature

(Please print or type)

_____________________________________
Date

This form must be returned with your bid
REFERENCES

Please provide as references, the names of at least three (3) local corporate clients you have served for at least two (2) years.

1. Company Name: ______________________________________________________
   Address: ____________________________________________________________
   Contact: ___________________________ Phone: _________________________

2. Company Name: ______________________________________________________
   Address: ____________________________________________________________
   Contact: ___________________________ Phone: _________________________

3. Company Name: ______________________________________________________
   Address: ____________________________________________________________
   Contact: ___________________________ Phone: _________________________

This form must be returned with your bid
COMPANY:____________________________________________________
ADDRESS:____________________________________________________

☐ We have acknowledged receipt of addendum(s) received

☐ No conditions, restrictions or qualifications have been placed by the company on this bid that would have the bid declared non-responsive.

☐ Prices listed on the bid schedule meet all specifications as specified.

☐ Prices listed on the bid schedule are F.O.B. Destination.

☐ Technical Support Plan is included with bid. Failure to include manufacturer’s specifications shall render the bid non-responsive (ineligible for award).

☐ We acknowledge that manufacturer’s specifications are included with bid. Failure to include manufacturer’s specifications shall render the bid non-responsive (ineligible for award).

TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST DATE

IF NOT BIDDING, PLEASE COMPLETE ABOVE, CHECK APPLICABLE BOX BELOW AND RETURN THIS PAGE ONLY: (Please indicate No Bid with Bid Number on outside of envelope.)

(A.)    ☐ NO BID - Unable to bid at this time. Would like to receive future bids.

(B.)    ☐ NO BID - Remove from Bidder's List.

READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE BID

RETURN WITH BID
APPENDIX
A. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90et.seq., Contractor must initial one of the sections below:

____ Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L 99-603 and the Georgia Security and Immigration Compliance Act by registering at [https://www.vis-dhs.com/EmployerRegistration](https://www.vis-dhs.com/EmployerRegistration) and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-01et.seq.

____ Contractor has 100-499 employees and Contractor warrants that no later than July 1, 2008 Contractor will register at [https://www.vis-dhs.com/EmployerRegistration](https://www.vis-dhs.com/EmployerRegistration) to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by Georgia Department of Labor set forth at Rule 300-10-1-01et.seq.

____ Contractor has 99 or fewer employees and Contractor warrants that no later than July 1, 2009 Contractor will register at [https://www.vis-dhs.com/EmployerRegistration](https://www.vis-dhs.com/EmployerRegistration) to verify information of all new Employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-01et.seq.

B. Contractor warrants that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under the Contract.

____________________________________   ________________________
Signature         Date

Firm Name: _____________________________________________________________
Street/Mailing Address: _____________________________________________________________
City, State, Zip Code: _____________________________________________________________
Telephone Number: _____________________________________________________________
Email Address: _____________________________________________________________
CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Clayton County Board of Education has registered with and is participating in a federal work authorization program or any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Clayton County Board of Education, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Clayton County Board of Education at the time the subcontractor(s) is retained to perform such service.

____________________________________________
EEV / Basic Pilot Program User Identification Number

____________________________________________   _________________
BY:  Authorized Officer or Agent        Date
(Contractor Name)

____________________________________________
Title of Authorized Officer or Agent of Contractor

____________________________________________
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF ______________________, 200____

___________________________________________
Notary Public
My Commission Expires: ___________________

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV / Basic Pilot Program” operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).3/23/2010
SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____________, which is under contract with the Clayton County Board of Education, and that the subcontractor has registered with and is participating in a federal work authorization program or any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

______________________________________________
EEV / Basic Pilot Program User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name) Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
______ DAY OF ______________________, 200_____

Notary Public
My Commission Expires: _______________________

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV / Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
ANTI-COLLUSION CERTIFICATION

The offeror certified that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The offeror understands collusive bidding is a violation of Federal Law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The offeror also understands that failure to sign this statement will make the proposals non-responsive and unqualified for award.

Printed Name and Title of Official Officer Authorized to sign on the company’s behalf:

_____________________________________________________________

Signature:______________________________________________________

Date:________________________________________________________

Name of Company:______________________________________________
______________________________________________________________