



# DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632  
662-429-5271 • fax 662-429-4198 • Website: [www.desotocountyschools.org](http://www.desotocountyschools.org)

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## **BID NOTICE**

To: Prospective Bidder

From: Grant Roberts  
DeSoto County Schools  
5 E. South Street  
Hernando, MS 38632  
662-449-7291

Issue Date: June 8, 2023

### **Notice of Bid/Reverse Auction**

#### **Unpriced Bid Proposals**

Date: June 28, 2023  
Time: 9:00 am, CST  
Location: DeSoto County Schools  
Central Services  
5 East South Street  
Hernando, MS 38632

#### **Bid Opening/Reverse Auction**

Date: July 6, 2023  
Time: 9:00 am, CST  
Location: DeSoto County Schools  
Central Services  
5 East South Street  
Hernando, MS 38632

### **Bid Items**

Bid Number: #203-PAPER-DCS24  
Description: Copy Paper

### **Procurement Schedule:**

Public Notice to Newspaper	June 5, 2023
Advertisement Publication Dates	June 8 and June 15, 2023
Release of Bid	June 8, 2023
Deadline for Questions/Clarifications	June 22, 2023 at Noon CST
Unpriced Bid Proposals	June 29, 2023 at 9:00am CST
Reverse Auction for Approved Bidders	July 6, 2023 at 9:00 am CST
Anticipated Board Approval	July 19, 2023



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## Instructions and Terms for Reverse Auction Event

Unpriced Proposals will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or electronically at [www.centralbidding.com](http://www.centralbidding.com), at the date and time specified on the BID NOTICE. Neither dating of the Unpriced Proposal Form, nor placing it in the mail by this date will meet legal requirements. All Unpriced Proposals must be received at the Board of Education or electronically at [www.centralbidding.com](http://www.centralbidding.com) on or before the date and time specified in the Procurement Schedule. The DeSoto County School Board of Education reserves the right to reject any and/or all Unpriced Proposals received and to waive any and all informalities.

1. If submitting a paper Unpriced Proposal, it shall be typed. Any changes made must be initialed. Changes shall not be allowed after the Unpriced Proposals are opened. The DeSoto County School District (hereafter, the District) shall not be responsible for any errors or omissions. Unpriced Proposals may be hand delivered, mailed, or submitted electronically. Paper Unpriced Proposals must be submitted in a sealed 8" x 10" or larger envelope. Please label the envelope or shipping package as follows or the bid may be rejected:  
**Attn: Grant Roberts**  
**Copy Paper Unpriced Proposal**  
**#203-PAPER-DCS24**  
**June 29, 2023 9:00 am CST**  
**Name of company or person submitting bid**
2. Any Unpriced Proposal received after the opening date or time shall be refused and marked "Late Unpriced Proposal" and returned to the bidder unopened. For this purpose, the official time for the Unpriced Proposal opening shall be based upon the time as indicated by the Purchasing Department. It is solely the responsibility of the bidder to ensure Unpriced Proposals are received prior to the opening date and time.
3. Unpriced Proposals may be modified or withdrawn by written notice from the bidder, if received by the Purchasing Department prior to the date and time set forth in the BID NOTICE. In order to modify an Unpriced Proposal, the bidder must submit a new Unpriced Proposal with the words "Modified Unpriced Proposal" shown in the lower left corner of the sealed envelope or shipping package. The original Unpriced Proposal remains the property of the District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an Unpriced Proposal, all documents shall remain the property of the District.
4. The District shall issue a written addendum if substantial changes, which impact the technical submission of proposals, are required. A copy of the addenda will be given to all vendors that are known to have requested bid documents. In the event of a conflict with the original contract documents and the addenda, the addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
5. All items contained in this Unpriced Proposal are to be per specifications unless otherwise specified.
6. All bids shall be submitted exclusive of all taxes. Documentation of tax exemption will be furnished when necessary.
7. Both paper Unpriced Proposals and electronic Unpriced Proposals shall be submitted on the supplied Unpriced Proposal Form. Electronic Unpriced Proposals shall be submitted online at [www.centralbidding.com](http://www.centralbidding.com). Should the bidder's response not be submitted on the supplied Unpriced Proposal Form, the District reserves the right to reject the bid.

8. If the District's Superintendents Office is closed for any reason, including but not limited to inclement weather, an emergency situation or any other act of nature, for which closure prevents the opening of bids at the originally advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the District's Superintendents Office shall be open for business at the previously advertised time. The new date and time of bid opening, as determined in accordance with this paragraph, shall not be advertised. Any vendors that have been invited to participate in the reverse auction will be notified of such changes. DeSoto County Schools shall not be held responsible if invited vendor fails to comply or misses reverse auction due to no fault of the District.
9. If any Bidder contemplating submitting an Unpriced Proposal under this bid is in doubt as to the meaning of the requirements of the bid or the bid process, the Bidder must submit a written request for clarification by the date and time designated in the Procurement Schedule by email to [dcspurchasing@dcsms.org](mailto:dcspurchasing@dcsms.org). The District will respond to all inquiries and render an official interpretation of the question in writing via addendum/clarification and will be sent to all bidders requesting bid information. The Bidder shall certify its acknowledgement of the addendum/clarification by noting in space provided on the Vendor Information & Agreement Form and returning it with their Unpriced Proposal.

#### **Qualification of Bidders:**

Unpriced Proposals will be evaluated by staff of the District. All bidders submitting acceptable required paperwork and alternate specifications (if applicable) will be invited to participate in the electronic reverse auction. The District reserves the right to extend the auction date, if necessary, to complete the pre-qualification process.

#### **New Vendors:**

A New Vendor Packet can be provided for any bidder that has not previously worked with DeSoto County Schools. This bid packet includes a Vendor Registration Form and a Conflict-of-Interest Disclosure Form. The bidder shall complete the packet and submit along with any other required documents due with the Unpriced Proposal.

#### **Method of Bidding:**

Bids from approved vendors will be accepted during an electronic reverse auction bid event that has a starting date and time of July 6, 2023, at 9:00 am, CST. Bids will only be accepted in an Electronic Process hosted by Central Bidding and the approved vendor must complete the free registration at: <https://www.centraauctionhouse.com/registration.php> to participate in this Electronic Reverse Auction Bid Process. For any questions relating to the electronic submittals and/or bidding process, please call Central Bidding at 225-810-4814.

#### **Accounting Practices:**

The DeSoto County School District requires that Purchase Orders be issued before any items are ordered or delivered. The DeSoto County School District shall not be responsible for any products delivered without an approved Purchase Order and/or without a signed acknowledgement of receipt by a District employee at time of delivery. The awarded bidder shall provide accurate, legible, and timely documentation, such as invoices, credits, and statements as requested by the District. The awarded bidder agrees to receiving payment within 45 days from date of receipt of a properly submitted invoice, or within 45 days after inspection and approval of the goods and/or services by DeSoto County Schools, whichever is later. In the event of a bona fide dispute, the awarded bidder agrees that DeSoto County Schools shall pay only the amount not in dispute, as per Miss. Code Ann. 31-7-305.

#### **Budgetary/Funding Constraints:**

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

**Governing Law:**

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi. The venue for the resolution of any dispute shall be DeSoto County, Mississippi. The bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost associated with any legal action initiated by the bidder.

**W-9 Form:**

The DeSoto County School District requires the attached W-9 Form to be completed and included in your bid submission.

**Insurance Requirements:**

The awarded bidder will be required to present the District with a certificate of coverage documenting liability insurance coverage of \$1,000,000 and workers' compensation insurance coverage of \$500,000 per occurrence and listing the District as the certificate holder for each policy. This certificate must be presented to the District prior to approval of the awarded bidder by the DeSoto County Board of Education. The policy must remain in effect during the entire term of the bid.



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## SPECIFICATIONS

### Copy Paper

Bid #203-PAPER-DCS24

#### Copy Paper must meet the following specifications:

- White
- 20#
- 8 ½ "x 11"
- 500 Sheets/Ream, 10 Reams/Case
- No Imported Paper – **Must** be USA Manufactured.
- No Recycled Paper
- Copy paper must be delivered to **individual** school locations. A list of each school and the address is attached.
- DeSoto County Schools reserves the right to order half of each location's order in July of 2023 and the remaining half in January of 2024 at the original bid price. Vendor must also be prepared to deliver the full quantity of copy paper ordered per location if each separate location chooses to order their full amount at one time. A list of each school and the number of cases of copy paper needed for that location is attached.
- **Amount: 9,820 Total Cases**

SIGNATURE	DATE
PRINTED NAME	TITLE



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## Unpriced Bid Proposal Form

Copy Paper  
Bid #203-PAPER-DCS24

QUANTITY  
9,820 CASES

Brand of Copy Paper: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
Signature Printed Name

Title: \_\_\_\_\_ Date: \_\_\_\_\_



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## Vendor Information & Agreement Form

### **Copy Paper Unpriced Proposal**

June 29, 2023 9:00 am CST

**Bid #203-PAPER-DCS24**

I/We propose to furnish and deliver the items on the Unpriced Proposal Form according to your specifications.

I/We further agree not to request permission to withdraw our bid after the bids have been opened.

This bid consists of the (A) Bid Notice, (B) Bid Instructions and Terms, (C) the Required Specifications, and (D) the Unpriced Proposal Form.

I/We, the undersigned, do hereby understand, acknowledge, and accept the instructions under which this Unpriced Proposal was requested by the DeSoto County School District.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Representative Name (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Federal Tax I.D. Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

If applicable, please acknowledge acceptance of addenda/clarification(s) issued by checking below:

Addendum 1\_\_\_\_ Addendum 2\_\_\_\_ Addendum 3\_\_\_\_ Addendum 4\_\_\_\_

### **Return with your Unpriced Proposal paperwork due June 29, 2023, by 9am, CST**

- Completed Vendor Information & Agreement Form
- Completed Unpriced Bid Proposal Form
- Insurance Accord Form
- Signed Specification form
- Completed W-9
- Completed New Vendor Packet (Vendor Registration Form & Conflict-of Interest Disclosure Form), if applicable

## DESOTO COUNTY SCHOOLS COPY PAPER 2023-2024

Cases		
#	SITE	DISTRICT #
1	DISTRICT OFFICE	280
2	TRANSPORTATION	0
3	CHILD NUTRITION	0
8	CHICKASAW ELEMENTARY	120
10	CENTER HILL ELEMENTARY	320
12	HERNANDO ELEMENTARY	240
14	HERNANDO HIGH	300
15	HERNANDO HILLS ELEMENTARY	200
16	OAK GROVE CENTRAL	200
18	HERNANDO MIDDLE	400
20	HORN LAKE ELEMENTARY	120
22	HORN LAKE HIGH	280
24	HORN LAKE MIDDLE	400
26	WALLS ELEMENTARY	160
28	HORN LAKE INTERMEDIATE	200
30	OLIVE BRANCH ELEMENTARY	160
32	OLIVE BRANCH HIGH	200
34	OLIVE BRANCH MIDDLE	200
36	SHADOW OAKS ELEMENTARY	120
38	OLIVE BRANCH INTERMEDIATE	100
40	SOUTHAVEN ELEMENTARY	220
42	SOUTHAVEN HIGH	380
44	HOPE SULLIVAN ELEMENTARY	140
46	GREENBROOK ELEMENTARY	140
47	SOUTHAVEN INTERMEDIATE	460
48	SOUTHAVEN MIDDLE	0
50	DESOTO CENTRAL ELEMENTARY	120
51	DESOTO CENTRAL PRIMARY	220
52	DESOTO CENTRAL HIGH	340
54	DESOTO CENTRAL MIDDLE	300
56	PLEASANT HILL ELEMENTARY	440
60	LEWISBURG ELEMENTARY	220
61	LEWISBURG PRIMARY	260
62	LEWISBURG HIGH	260
64	LEWISBURG MIDDLE	500
67	LEWISBURG INTERMEDIATE	240
70	OVERPARK ELEMENTARY	280
72	CENTER HILL HIGH	300
74	CENTER HILL MIDDLE	220
80	LAKE CORMORANT ELEMENTARY	220
82	LAKE CORMORANT HIGH	180
84	LAKE CORMORANT MIDDLE	220
90	CAREER TECH WEST	40
91	CAREER TECH EAST	40
92	DCAC	80
	<b>TOTALS</b>	<b>9820</b>





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## **School/Locations with loading docks:**

District Office  
Child Nutrition  
Hernando Middle School  
Hernando Hills Elementary  
Lake Cormorant Elementary  
Lake Cormorant Middle School  
Lake Cormorant High School  
Horn Lake Intermediate School  
Horn Lake High School  
Southaven Intermediate School  
Southaven High School  
DeSoto Central Elementary  
DeSoto Central Primary School  
DeSoto Central Middle School  
DeSoto Central High School  
Pleasant Hill Elementary  
Center Hill Elementary  
Center Hill Middle School  
Center Hill High School  
Lewisburg Elementary  
Lewisburg Primary School  
Lewisburg Intermediate School  
Lewisburg Middle School  
Lewisburg High School  
Olive Branch High School  
Overpark Elementary

## **School/Locations without loading docks:**

Transportation Department  
Chickasaw Elementary  
Hernando Elementary  
Hernando High School  
Oak Grove Elementary  
Horn Lake Middle School  
Walls Elementary  
Olive Branch Elementary  
Olive Branch Middle School  
Shadow Oaks Elementary  
Olive Branch Intermediate School  
Southaven Elementary  
Hope Sullivan Elementary  
Greenbrook Elementary  
Southaven Middle School  
Career Tech West  
Career Tech East  
DeSoto County Alternative Center



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## **School Locations**

District Office – 5 E. South St., Hernando MS 38632  
Transportation Department – 2211 Central Pkwy, Southaven MS 38672  
Child Nutrition – 325 Kapik Dr, Hernando MS 38632  
Chickasaw Elementary – 6391 Chickasaw, Olive Branch MS 38654  
Center Hill Elementary – 13662 Center Hill Rd, Olive Branch MS 38654  
Hernando Elementary – 455 Riley St., Hernando MS 38632  
Hernando High School – 805 Dilworth Lane, Hernando MS 38632  
Hernando Hills Elementary – 570 McIngvale Rd, Hernando MS 38632  
Oak Grove Elementary – 893 Oak Grove Rd, Hernando MS 38632  
Hernando Middle School – 700 Dilworth Lane, Hernando MS 38632  
Horn Lake Elementary – 6341 Ridgewood Dr, Horn Lake MS 38637  
Horn Lake High School – 3360 Church Rd, Horn Lake MS 38637  
Horn Lake Middle School – 6125 Hurt Rd, Horn Lake MS 38637  
Walls Elementary – 6131 Delta View Rd, Walls MS 38680  
Horn Lake Intermediate School – 6585 Horn Lake Rd, Horn Lake MS 38637  
Olive Branch Elementary – 9549 Pigeon Roost, Olive Branch MS 38654  
Olive Branch High School – 9366 E. Sandidge Rd, Olive Branch MS 38654  
Olive Branch Middle School – 6530 Blocker St., Olive Branch MS 38654  
Shadow Oaks Elementary – 3780 Shadow Oaks Pkwy, Horn Lake MS 38637  
Olive Branch Intermediate School – 8631 E. Pigeon Roost, Olive Branch MS 38654  
Southaven Elementary – 8274 Claiborne Dr, Southaven MS 38671  
Southaven High School – 735 Rasco Rd. W., Southaven MS 38671  
Hope Sullivan Elementary – 7985 Southaven Circle W., Southaven MS 38671  
Greenbrook Elementary – 730 Rasco Rd E., Southaven MS 38671  
Southaven Intermediate School – 175 Rasco Rd, Southaven MS 38671  
Southaven Middle School – 899 Rasco Rd W., Southaven MS 38671  
DeSoto Central Elementary – 2411 Central Pkwy, Southaven MS 38672  
DeSoto Central Primary School – 3210 Getwell Rd, Southaven MS 38672  
DeSoto Central High School – 2911 Central Pkwy, Southaven MS 38672  
DeSoto Central Middle School – 2611 Central Pkwy, Southaven MS 38672  
Pleasant Hill Elementary – 7686 Pleasant Hill Rd, Olive Branch MS 38654  
Lewisburg Elementary – 1717 Craft Rd, Olive Branch MS 38654  
Lewisburg Primary School – 1707 Craft Rd, Olive Branch MS 38654  
Lewisburg Middle School – 2605 Hwy 305 South, Hernando MS 38632  
Lewisburg High School – 1755 Craft Rd, Olive Branch MS 38654  
Lewisburg Intermediate School – 1711 Craft Rd, Olive Branch MS 38654  
Overpark Elementary – 8530 Forest Hill Irene, Olive Branch MS 38654  
Center Hill High School – 13250 Kirk Rd, Olive Branch MS 38654  
Center Hill Middle School – 8756 Forest Hill Irene, Olive Branch MS 38654  
Lake Cormorant Elementary – 3285 Wilson Mill Rd W., Lake Cormorant MS 38641  
Lake Cormorant High School – 10201 Star Landing Rd, Lake Cormorant MS 38641  
Lake Cormorant Middle Schools – 3203 Wilson Mill Rd, Lake Cormorant MS 38641  
Career Tech West – 1005 Kuykendall Lane, Horn Lake MS 38637  
Career Tech East – 8890 Deerfield Dr, Olive Branch MS 38654  
DCAC/Magnolia – 6870 E. Center, Horn Lake MS 38637