DOOLY COUNTY SCHOOL SYSTEM
202 Cotton Street
Vienna, GA 31092

SPECIFICATION CONTACT
Carolyn Brooks
CTAE Director
carolyn.brooks@dooly.k12.ga.us

INVITATION FOR BID

Binding Machines

BIDS SHALL BE ACCEPTED UNTIL:

Tuesday, May 7, 2019, at 12 p.m. local time.

Instructions to Bidders: Bidder must be a vendor on file with the school system. If Bidder is not a vendor, a W-9 form must be filled out and included with the Bid documents. Faxed or e-mailed bids cannot be accepted. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate envelope plainly marked on the outside with the notation “Binding Machines BID ENCLOSED”. It is solely the responsibility of the Bidder to verify that their Bid is present at the time and place specified in this document.

Sealed Bids will be received until 12 pm, May 7, 2019 at the Dooly County Schools Central Office located at 202 Cotton Street, Vienna, GA 31092. No bid may be withdrawn after the closing time for receipt of bids for a period of sixty (60) days.

Please address USPS, FedEx, or UPS bids to:

Dooly County School System

202 Cotton Street
Vienna, GA 31092

Descriptive literature, brochures, catalogs, drawings, photos, references and other information that will be used to evaluate and award the bid may be submitted with the proposal and will become property of the Dooly County School System for the official records.

The Dooly County School System reserves the right to waive any and all technicalities and informalities in the proposal process, reject any or all bids, and make the award in the best interest of the school system. The Dooly County Schools provides equal opportunities for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap, or veteran status.
BID SUMMARY

Bid Price:___________________________
Warranty:___________________________

Brief Description:___________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

SUBMITTED BIDS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THIS INVITATION FOR BID AND SPECIFICATIONS.

_________________________________________                                      _____________________________
Company Name                                                                             Authorized Agent (Print)

_________________________________________                                      _____________________________
Address                                                                                 Signature

_________________________________________                                      _____________________________
City/State/Zip Code                                                                        Title

_________________________________________                                      _____________________________
Telephone #                                                                              Date             Tax ID #

_________________________________________                                      _____________________________
E-mail                                                                                  Fax #
BID SPECIFICATIONS

The Dooly County School District is requesting competitive proposals from vendors for the purchase of:

(2) Document Binding Machines that include the following:

- Dimensions: 43" L x 26" W x 21.5" H
- Manual Document Insert
- Punching Capacity 35(wire, coil, and comb) to 55 sheet (3 hole) punching capacity
- Stack capacity: Up to 1500 sheets of 20lb bond paper
- Shipping and handling
- Equipment Warranty

Bid specifications may be picked up at the Dooly County Board of Education, 202 Cotton Street, Vienna, GA 31092; on the district website http://www.dooly.k12.ga.us or by calling (229) 268-4761. Bids will only be accepted in a sealed envelope clearly marked, “CTAE BID Binding Machine ENCLOSED” and mailed OR delivered to the Dooly County Board of Educations, 202 Cotton Street, Vienna, GA by 12:00pm Tuesday, May 7, 2019. All bids will be publicly opened and read aloud at 1:45pm on Tuesday, May 7, 2019. Consideration will only be given to Vendors who abide by all the bid specifications. Questions concerning bids will only be accepted via email to carolyn.brooks@dooly.k12.ga.us. No additional bids will be accepted after May 7, 2019.