

CAROLE JONES,  
CHIEF PURCHASING  
AGENT

COUNTY OF HENRY, VIRGINIA  
PURCHASING DEPARTMENT  
<http://www.henrycountyvva.gov/>

INVITATION  
FOR BIDS  
#16-04183-2978

**APRIL 5, 2016**

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SEALED BIDS, SUBJECT TO THE SPECIFICATIONS AND CONDITIONS CONTAINED HEREIN AND ATTACHED HERETO, WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, **3:00 P.M.**, LOCAL PREVAILING TIME, **APRIL 18, 2016**, AND THEN PUBLICLY OPENED AND READ IN ROOM 210 (BID ROOM) OF THE SAME OFFICE, **FOR FURNISHING AND DELIVERY OF DUAL PURPOSE XEROGRAPHIC COPIER PAPER TO HENRY COUNTY SCHOOL DIVISION.**

IF UNABLE TO BID, PLEASE SIGN AND RETURN THIS FORM, ADVISING REASON FOR NOT SUBMITTING A BID. OTHERWISE, YOUR NAME SHALL BE REMOVED FROM OUR BIDDERS LIST AFTER THREE (3) NON-RESPONSES.

**BIDDERS SHALL COMPLETE THIS FORM WITHOUT DETACHING FROM REST OF BID AND RETURN BID IN ITS ENTIRETY. BIDDERS MUST SIGN COLLUSION STATEMENT OR BID MAY BE REJECTED.**

ANY BID RECEIVED LATE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED. **IF THE COUNTY CLOSES ITS OFFICES DUE TO INCLEMENT WEATHER OR FOR OTHER REASONS, SCHEDULED BID OPENINGS WILL BE EXTENDED TO THE FIRST OPEN BUSINESS DAY AT THE SAME TIME, UNLESS AN ADDENDUM IS ISSUED THAT STATES OTHERWISE.**

NOTHING HEREIN IS INTENDED TO EXCLUDE ANY RESPONSIBLE FIRM OR IN ANY WAY RESTRAIN OR RESTRICT COMPETITION. ON THE CONTRARY, ALL RESPONSIBLE FIRMS, LOCAL, FAITH-BASED, MINORITY-OWNED AND FEMALE-OWNED ARE ENCOURAGED TO SUBMIT A BID. THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS, TO WAIVE INFORMALITIES, AND ALSO, TO PLACE THE ORDER WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER WHERE IT APPEARS IT WILL BE TO THE BEST INTEREST OF THE COUNTY.

**BID #16-04183-2978**

ALL QUOTED PRICES SHALL REMAIN FIRM FOR A PERIOD OF SIXTY (60) DAYS FROM DATE OF BID OPENING. **UNIT PRICE/VENDOR WORK WRITE-UP SHALL PREVAIL IN CASE OF VENDOR ERROR. IF YOU HAVE ANY QUESTIONS, PLEASE CALL DAWN LAWSON AT 276-634-4710.**

**RETURN BIDS TO CAROLE JONES, CHIEF PURCHASING AGENT, HENRY COUNTY ADMINISTRATION BUILDING; PO BOX 7 (for postal) or 3300 KINGS MOUNTAIN RD (for Ups or FedEx): COLLINSVILLE, VIRGINIA 24078-0007.**

**EACH BIDDER SHALL SUBMIT HIS BID IN A SEALED ENVELOPE AND MARK OUTSIDE OF ENVELOPE WITH COMPANY NAME, SUBJECT, BID #16-04183-2978 AND CLOSING DATE OF BID. THE COUNTY SHALL NOT ACCEPT ANY MONETARY MODIFICATIONS TO THE BID, WHICH ARE WRITTEN ON THE OUTSIDE OF BID ENVELOPE. FACSIMILE AND/OR ELECTRONIC BIDS/PROPOSALS WILL NOT BE ACCEPTED.**

**WITHDRAWAL OF BID DUE TO ERROR**

A BIDDER FOR A PUBLIC CONSTRUCTION CONTRACT, OTHER THAN A CONTRACT FOR CONSTRUCTION OR MAINTENANCE OF PUBLIC HIGHWAYS, MAY WITHDRAW HIS BID FROM CONSIDERATION IF THE BID PRICE WAS SUBSTANTIALLY LOWER THAN THE OTHER BIDS DUE SOLELY TO A MISTAKE THEREIN, PROVIDED THE BID WAS SUBMITTED IN GOOD FAITH, AND THE MISTAKE WAS A CLERICAL MISTAKE AS OPPOSED TO A JUDGMENT MISTAKE, AND WAS ACTUALLY DUE TO AN UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION OF A QUANTITY OF WORK, LABOR OR MATERIAL MADE DIRECTLY IN THE COMPILATION OF A BID, WHICH UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION CAN BE CLEARLY SHOWN BY OBJECTIVE EVIDENCE DRAWN FROM INSPECTION OF ORIGINAL WORK PAPERS, DOCUMENTS AND MATERIALS USED IN THE PREPARATION OF THE BID SOUGHT TO BE WITHDRAWN. THE BIDDER SHALL GIVE NOTICE IN WRITING OF HIS CLAIM OF RIGHT TO WITHDRAW HIS BID WITHIN TWO (2) BUSINESS DAYS AFTER THE CONCLUSION OF THE BID OPENING PROCEDURE, AND SHALL SUBMIT ORIGINAL WORK PAPERS WITH SUCH NOTICE.

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IN COMPLIANCE WITH INVITATION FOR **BIDS #16-04183-2978**, AND SUBJECT TO ALL CONDITIONS THEREOF, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE QUOTED FOR EACH ITEM AND DELIVERED AS SPECIFIED.

MY SIGNATURE CERTIFIES THAT THE ACCOMPANYING BID IS NOT THE RESULT OF OR AFFECTED BY, ANY ACT OF COLLUSION WITH ANOTHER PERSON OR COMPANY ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE, OR ANY ACT OF FRAUD PUNISHABLE UNDER TITLE 18.2, CHAPTER 12, ARTICLE 1.1 of THE CODE OF VIRGINIA, 1950, AS AMENDED. FURTHERMORE, I UNDERSTAND THAT FRAUDULENT AND COLLUSIVE BIDDING IS A CRIME UNDER THE VIRGINIA GOVERNMENTAL FRAUDS ACT, THE VIRGINIA GOVERNMENT BID RIGGING ACT, THE VIRGINIA ANTITRUST ACT AND FEDERAL LAW AND CAN RESULT IN FINES, PRISON SENTENCES AND CIVIL DAMAGE AWARDS.

I AGREE TO ABIDE BY ALL CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE OR PRINT) \_\_\_\_\_

OFFICIAL TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

BIDDERS SHALL REFERENCE THE CONTRACTOR LICENSE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA 1950, AS AMENDED AND PROVIDE THE APPROPRIATE VIRGINIA CONTRACTOR NO., IF APPLICABLE BELOW.

LICENSED CLASS A VA CONTRACTOR NO. \_\_\_\_\_

LICENSED CLASS B VA CONTRACTOR NO. \_\_\_\_\_

LICENSED CLASS C VA CONTRACTOR NO. \_\_\_\_\_

**IMPORTANT - READ CAREFULLY BEFORE SUBMITTING BID  
COUNTY OF HENRY, VIRGINIA PURCHASING DEPARTMENT  
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

**1. SUBMISSION AND RECEIPT OF BIDS:**

- (a) BIDS, TO RECEIVE CONSIDERATION, MUST BE RECEIVED PRIOR TO THE SPECIFIED TIME AND DATE OF OPENING AS DESIGNATED IN THE INVITATION.
- (b) UNLESS OTHERWISE SPECIFIED, BIDDERS MUST USE THE BID FORM FURNISHED BY THE COUNTY. FAILURE TO DO SO MAY CAUSE BID TO BE REJECTED. REMOVAL OF ANY PART OF THE BID FORM MAY INVALIDATE THE BID.
- (c) ALL BIDS SHALL BE EITHER TYPEWRITEN OR FILLED IN WITH INK IN ORDER TO BE CONSIDERED. ALSO, ALL BIDS MUST BE SIGNED IN INK IN ORDER TO BE CONSIDERED. BIDS FILLED IN WITH PENCIL WILL BE REJECTED.
- (d) BIDS CONCERNING SEPARATE BID INVITATIONS, MUST NOT BE COMBINED ON THE SAME FORM OR PLACED IN THE SAME ENVELOPE. BIDS SUBMITTED IN VIOLATION OF THIS PROVISION MAY NOT BE CONSIDERED.

**2. DELIVERY POINT:**

ALL ITEMS SHALL BE DELIVERED F.O.B. DESTINATION, AND DELIVERY COSTS AND CHARGES INCLUDED IN THE BID PRICE.

**3. BRAND NAMES:**

UNLESS OTHERWISE PROVIDED IN THE INVITATION FOR BID, THE NAME OF A CERTAIN BRAND, MAKE OR MANUFACTURER DOES NOT RESTRICT BIDDERS TO THE SPECIFIC BRAND, MAKE OR MANUFACTURER NAMED; IT CONVEYS THE GENERAL STYLE, TYPE, CHARACTER, AND QUALITY OF THE ARTICLE DESIRED, AND ANY ARTICLE WHICH THE COUNTY IN ITS SOLE DISCRETION DETERMINES TO BE THE EQUAL OF THAT SPECIFIED, CONSIDERING QUALITY, WORKMANSHIP, ECONOMY OF OPERATION, AND SUITABILITY FOR THE PURPOSE INTENDED, SHALL BE ACCEPTED.

**4. QUALITY:**

ALL MATERIALS USED FOR THE MANUFACTURE OR CONSTRUCTION OF ANY SUPPLIES, MATERIALS, OR EQUIPMENT COVERED BY THIS BID SHALL BE NEW. THE ITEMS BID MUST BE NEW, THE LATEST MODEL, THE BEST QUALITY, AND THE HIGHEST GRADE WORKMANSHIP.

**5. § 2.2-4311: EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED; REQUIRED CONTRACT PROVISIONS. SEE VA CODE FOR DETAIL INFORMATION.**

**GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

**6. BASIS FOR REJECTIONS AND AWARD:**

THE COUNTY OF HENRY RESERVES THE RIGHT TO ACCEPT OR REJECT ALL BIDS OR PARTS OF BIDS, TO WAIVE INFORMALITIES AND TECHNICALITIES, AND TO REQUEST REBIDS. THE COUNTY ALSO RESERVES THE RIGHT TO AWARD THE CONTRACT ON SUCH MATERIAL THE COUNTY DEEMS WILL BEST SERVE ITS INTEREST. THE AWARD WILL BE MADE AND POSTED BY THE COUNTY TO THE LOWEST RESPONSIBLE BIDDER WITH THE LOWEST RESPONSIVE BID WHICH IS IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THE BID AND IS IN CONFORMANCE WITH THE CODE OF THE COUNTY OF HENRY AND THE CODE OF VIRGINIA.

**7. INTERPRETATION OF BID AND ADDENDUM:**

IF ANY PARTY CONTEMPLATING THE SUBMISSION OF A BID ON THIS INVITATION IS IN DOUBT AS THE TRUE MEANING OF ANY PART OF THE BID, HE SHOULD CONTACT **DAWN LAWSON AT 276-634-4710.** ANY RESULTING CHANGE TO THE BID INVITATION DOCUMENT WILL BE MADE ONLY BY WRITTEN ADDENDUM DULY ISSUED TO EACH PARTY RECEIVING A BID INVITATION. THE COUNTY WILL NOT BE RESPONSIBLE FOR ANY CHANGES EXCEPT AS NOTED THROUGH A WRITTEN ADDENDUM OR SO STATED BY CHIEF PURCHASING AGENT FOR HENRY COUNTY. ALL ADDENDUMS MUST BE SIGNED AND RETURNED WITH YOUR BID AND ANY ADDENDUM THAT AFFECTS PRICE, QUALITY, QUANTITY OR DELIVERY SCHEDULE, THAT IS NOT RETURNED, WILL BE REJECTED.

**8. RIGHT TO NEGOTIATION:**

IF A BID FROM THE LOWEST RESPONSIBLE BIDDER EXCEEDS THE FUNDS AVAILABLE FOR SERVICES AND/OR MATERIALS REQUESTED, THE COUNTY OF HENRY RESERVES THE RIGHT TO NEGOTIATE. SUCH NEGOTIATIONS WITH THE LOWEST RESPONSIBLE BIDDER MAY INVOLVE DISCUSSION OF REDUCTION OF QUALITY, QUANTITY OR OTHER COST SAVING MECHANISMS.

**9. REGISTERED SEX OFFENDER:**

THE CONTRACTOR SHALL NOT SEND ANY EMPLOYEE OR AGENT WHO IS A REGISTERED SEX OFFENDER TO ANY SCHOOL BUILDING OR SCHOOL PROPERTY. QUARTERLY, THE CONTRACTOR SHALL CHECK THE REGISTRY TO DETERMINE IF THE EMPLOYEE IS REGISTERED.

**10. PIGGY BACK CLAUSE:** ACCORDING TO THE STATE OF VA PUBLIC PROCUREMENT ACT ANY OTHER STATE, LOCAL OR GOVERNMENT AGENCY MAY USE THIS BID AS A BASIS FOR PROCURING SUCH ITEMS.

**11. ADDITIONAL PRODUCTS/SERVICES:** THE COUNTY/PSA RESERVES THE RIGHT TO BUY/HIRE FOR ADDITIONAL PRODUCTS/SERVICES OF SIMILARITY FROM AWARDED VENDOR OF THIS CONTRACT WITHOUT GOING THROUGH THE BIDDING PROCESS FOR ONE (1) CALENDAR YEAR FROM THE DATE OF THE NOTICE OF AWARD FROM THIS CONTRACT, UNLESS STATED OTHERWISE WITHIN THIS BID.

**12. BONDS:**

**A. BID BOND- (BID GUARANTEE):**

THIS PROJECT **SHALL NOT** REQUIRE A BID BOND TO ACCOMPANY THE BID.

WHEN SUBMITTING A BID BOND TO THE COUNTY/PSA, THE VENDOR SHALL DO SO BY SUBMITTING A BOND UNDERWRITTEN BY A SURETY COMPANY WHICH IS LEGALLY AUTHORIZED TO DO BUSINESS IN VIRGINIA **OR** A CASHIERS/CERTIFIED CHECK. BOTH TYPES OF BID GUARANTEES SHALL BE WORTH 5% OF THE VENDORS OVERALL BID.

**B. PERFORMANCE BOND AND PAYMENT BOND:**

AFTER AWARD OF CONTRACT, FOR ALL PROJECTS VALUED AT \$100,000 OR MORE, VENDOR SHALL EXECUTE AND SUBMIT BOTH A PERFORMANCE BOND AND A PAYMENT BOND PRIOR TO START OF WORK. EACH BOND SHALL BE CONDITIONED UPON FULL AND COMPLETE PERFORMANCE OF THE CONTRACT, UNDERWRITTEN BY A SURETY COMPANY WHICH IS LEGALLY AUTHORIZED TO DO BUSINESS IN VIRGINIA AND IN THE AMOUNT OF 100% OF THE CONTRACT.

**13. LIQUATED DAMAGES:**

LIQUATED DAMAGES SHALL APPLY TO THIS BID.

**14. ILLEGAL ALIENS:**

VENDOR PROMISES THEY WILL NOT HIRE ILLEGAL ALIENS. BY SIGNING THIS BID DOCUMENT THE VENDOR CONFIRMS THIS PROMISE.

**15. PERMITS/LICENSES:**

VENDORS SHALL BE RESPONSIBLE FOR ACQUIRING ALL THE PROPER PERMITS/LICENSES REQUIRED BY LOCAL AND STATE AUTHORITIES IN CONJUNCTION WITH THIS BID. BID PRICES SHALL INCLUDE THESE FEES AND NO ADDITIONAL COST ARE TO BE ACCESSED TO THE COUNTY/PSA. BIDDER'S ATTENTION IS DIRECTED TO THE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA PERTAINING TO REGISTRATION OF CONTRACTORS.

**BID #16-04183-2978**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this **BID# 16-04183-2978 for FURNISHING AND DELIVERY OF DUAL PURPOSE XEROGRAPHIC COPIER PAPER TO HENRY COUNTY SCHOOL DIVISION.**

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Bidders Company Name** \_\_\_\_\_

**Bidders Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bidders Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

**\*Note- Add a separate sheet if you need additional space for subcontractors**

**FURNISHING THE HENRY COUNTY SCHOOLS WITH DUAL PURPOSE (XEROGRAPHIC COPIER/DUPLICATOR) PAPER**

A quantity of white, 8-1/2" X 11", 20 lb. basis paper, 10 reams per case (meeting specifications of state contract E194-72857 laser xerographic paper) is needed. Cost to include paper, transportation, handling, etc.

Bidder should include a sample quantity of one ream of each paper with the bid. Bids to be based on non-recycled paper. A bid bond and/or performance bond will not be required with this proposal. Bid price must be firm or valid for a period of at least 60 days from the date of bid opening. Delivery is desired within 30 calendar days after receipt of purchase order. Delivery time may be a factor in the awarding of the bid.

Successful vendor must provide notification to the Henry County Schools at least forty-eight (48) hours before anticipated delivery in order that arrangements can be made for unloading. Please call Mr. Elmer Martin, telephone number (276) 666-2404, to make the necessary arrangements. Failure to provide at least 48 hours notice before delivery may result in shipment being refused and vendor removed from bidder's list. Deliveries are to be made Monday through Friday, at Facilities Maintenance Department, 2285A Fairystone Park Hwy., Bassett, VA 24055.

Entire quantity of paper should be delivered during one day, in a maximum of five tractor trailer loads. Arrival time of the trucks (maximum of five) on the given day should be as close as possible to the following: 7:30 am; 9:00 am; 10:30 am; 1:00 pm; and 2:30 pm. If a vendor cannot comply with the expected time frame, please indicate what delivery can be provided: \_\_\_\_\_

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The Henry County Schools is authorized to deduct and retain out any monies that may be due or become due to the contractor under this contract, the sum of one hundred dollars (\$100.00) per day, not as a penalty but as liquidated damages for each and every day that the paper is not delivered beyond the time stipulated; due account shall be taken of any authorized adjustment to the completion schedule.

If there are any questions, contact Dawn Lawson, Chief Financial Officer, Henry County Schools, P. O. Box 8958, Collinsville, Virginia, 24078-8958. Telephone (276) 634-4710. Fax (276) 634-0181.

One or more Virginia public school systems, in addition to Henry County Schools, may be interested in participating in the bid. Those systems are Martinsville City Schools, Patrick County Schools, and Pittsylvania County Schools. The quantities of paper and delivery dates may be negotiated by each school system with the successful vendor, at the discretion of the school system and vendor. Any interested school system will contact the vendor directly.

**Dual purpose (xerographic copier/duplicator) paper, white, 8-1/2" X 11", 20 lb. basis, 10 reams per case.**

ITEM NO.	QUANTITY	TOTAL NUMBER OF CASES	UNIT PRICE
1.A	One truck load, approximately 800/880 cases	_____	\$ _____
1.B.	Two truck loads, approximately 1600/1760 cases	_____	\$ _____
1.C	Three truck loads, approximately 2400/2640 cases	_____	\$ _____
1.D	Four truck loads, approximately 3200/3520 cases	_____	\$ _____

Indicate the brand name of item quoted upon:

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Is a sample quantity of one ream of each paper included with the bid response? \_\_\_\_\_

Can vendor make complete delivery to Henry County Schools within 30 calendar days after receipt of purchase order?

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