**SCOPE OF WORK**

**RFP # ??????**

**Project Description:**

 **This project is for 8.5”x11” Copy Paper by the Truckload. See below for specs, quantities, and delivery address.**

**Specifications:**

* **The Copy Paper requested is: 8.5” x 11” Letter Sized Paper, 20#, White, 92 Brightness.**
* **Delivered by the Truckload to one address.**

**Delivery:**

* **Delivery of Copy Paper will be to one location: Tahlequah, OK**
* **Delivery Address: 950 Main Parkway, Tahlequah, OK 74464**

**Bid Details:**

* **Bids will be required to be consistent with the basic specifications above (8.5”x11” 20#, White)**
* **In your bid, please list your Case Quantity per Truckload and Price Per Truckload. A Spreadsheet is under the “Documents” tab in the bid to submit these items.**
* **There is also a Line Item for Freight Charges. Please list Freight Charges per Truckload on this space.**
* **Please include Lead Time of the Copy Paper from PO to Delivery. There is a space included on the Pricing Spreadsheet for this as well.**
* **This Bid will cover a Total of (2) Truckloads of Copy Paper, 1 Truckload at a Time.**
	+ **Typically, we will receive 1 truckload of paper every 6 months. But usage could vary.**
* **Expectation of awarded vendor is to notify us of any pricing changes that arise, as well as a friendly reminder of any lead time changes.**
* **Any other incentives that are available, for example, rebates, quick pay discount, etc... please state them in the bid.**
* **All questions must be in Writing, by email, and the Bid received by the Due Date and Time, No Exceptions.**

**OTHER INFORMATION:**

1. Quote shall remain firm 30 days. All prices and bid materials are confidential. Pricing on current or previous bids or projects will not be discussed.
2. All questions must be submitted in written form.
3. Bids not received by the DUE DATE will be subject to rejection.
4. CNE reserves the right to issue one award, multiple awards, or reject all bids. All quotes are subject to negotiation prior to award. Awards may be issued without discussion of quote received, and quotes should initially be submitted on the most favorable terms from a price and technical standpoint.
5. Any award resulting from this RFP will be subject to CNE Terms and Conditions (copy available upon request)
6. Any items noted which are not bid should be indicated “NO BID”.
7. Any item(s) with exceptions, substitutions, exclusions, additions, or qualifications must be noted and clearly indicated on bid form.