



## County Of Alpena Invitation To Bid Cases of Paper

The County of Alpena is seeking bids for 180 cases of paper.

Specifications:

1. Paper size 8.5" X 11"
2. 20lb White
3. 500 sheets per ream
4. 92 brightness

**Bids will be received until 10:30am, Wednesday, April 11<sup>th</sup>, 2018. Bid Name: "SEALED BID FOR CASES OF PAPER 04112018". Bid opening is set for Wednesday April 11th 2018, at 10:30 am in the commissioner's conference room.**

Please, send all bids to:

County of Alpena Commissioners  
SEALED BID FOR CASES OF PAPER  
04112018  
720 W. Chisholm St Suite #7  
Alpena, Michigan 49707 or  
Email [bids@alpenacounty.org](mailto:bids@alpenacounty.org) and  
reference "SEALED BID FOR CASES OF  
PAPER 04112018" in the subject line.  
**\*\*\*IF BIDS ARE EMAILED THEY "MUST"  
GO TO [BIDS@ALPENACOUNTY.ORG](mailto:bids@alpenacounty.org)  
ONLY OR THEY WILL NOT BE  
ACCEPTED\*\*\***

If you have any questions, you may call Eric Vanderver at (989) 354-9585 or email [evanderv@alpenacounty.org](mailto:evanderv@alpenacounty.org) (reference "SEALED BID FOR CASES OF PAPER 04112018 QUESTION" in the Subject)

## SECTION ONE: INSTRUCTIONS TO BIDDERS

- 1.1 The County of Alpena is accepting bids for the purchase of the item or items listed on page one.
- 1.2 Sealed bids shall be delivered or mailed or emailed to the mailing address on page one, not later than the closing date and time listed on page one. The envelope shall indicate the bid name, firm name of bidder and firm's address and the email shall have the referenced subject line indicated on page 1.
- 1.3 The County of Alpena reserves the right to reject any and all bids, and/or to award a contract only to a bidder who is equipped, competent and experienced in the class of work and whose bid is deemed to be most advantageous to the interests of the County of Alpena.
- 1.4 On a multiple item bid, the County of Alpena reserves the right to award bids on a per item basis. Vendors do not have to include all items in their bid

## SECTION TWO: SPECIFICATIONS

- 2.1 Time of delivery must be no later than two weeks from notification of award of the purchase. If delivery varies on different items the vendor should so state.
- 2.2 All cables and accessories to make the machine operational and to conform to the specifications must be included in the price.
- 2.3 Award will be made to the lowest responsible bidder after Information Services personnel have determined that the machines meet the minimum operations specifications.
- 2.4 The County of Alpena reserves the right to reject any or all bids or any part thereof, or to accept any bid or any part thereof, or to waive any information in any bid, deemed to be for the best interest of the County of Alpena.
- 2.5 Bidders may submit more than one bid for each item if alternatives are available, however the County of Alpena is under no obligation to accept or consider responses that do not match the specifications.
- 2.6 The County/City are exempt from all state and federal taxes.