



Purchasing Department  
2727 North Ferry Street  
Anoka, Minnesota 55303  
Phone #: 763-506-1300

**Request for Quotation – Quote # 26009Q**  
**White 8 ½ x 11 Copy Paper**

Anoka-Hennepin School District is requesting quotations for **White 8 ½ x 11 Copy Paper**. Please complete the information required in the attachment and return by email to [purchquotes@ahschools.us](mailto:purchquotes@ahschools.us) by **Thursday, July 10, 2025, at 11:00 a.m. LT**, referencing **Quote # 26009Q - White 8 ½ x 11 Copy Paper** in the subject line of your email. Incomplete quotes, or quotes submitted in alternative formats may be disqualified.

**Specifications:**

- i. Boise Aspen® 30 Multi-Use Recycled Copy Paper or Comparable
- ii. 30% post-consumer recycled content or Comparable
- iii. 10 Reams per case
- iv. 500, 20 lb. sheets of paper per ream
- v. Dock delivery to one location included in pricing.
- vi. Shipping must be done in full pallets consisting of 40 cases. Stacked 2 cases x 4 cases x 5 rows in height.

Item description and requested quantities below:

Qty.	Item Description	Manufacture Brand	Case Price	Lead Time
840 cases Full truck	8 ½ X 11, 20#, White, 30% recycled			

**And / Or**

Item description and requested quantities below:

Qty.	Item Description	Manufacture Brand	Case Price	Lead Time
840 cases Full truck	8 ½ X 11, 20#, White, plain (not recycled)			

**1. FREIGHT:**

All costs for freight must be included in the unit prices of the products quoted. All orders to be delivered **F.O.B. Destination No additional charges for freight will be allowed.**

## 2. Quantities

The District reserves the right to order more than one truckload within the valid quote pricing notated on submitted quotation area: **Required Vendor Information**

## 3. PRE-APPROVED PAPER:

The following paper has been tested and pre-approved for use in our machines: Aspen, Essentials, Boise X9, Xerox, Laser sharp, Domtar, Orca, E-Copy, Whitebox – Import, Premier Multipurpose Office Paper, and Finch. If you are submitting a paper that has not been pre-approved, please provide a minimum of one (1) ream of paper for quality testing.

## 4. SUBSTITUTE PRODUCT:

The use of approved manufacturer, brand and/or catalog description in specifying any item does not restrict vendors to that manufacturer, brand, or catalog description identification. This is used simply to indicate the character, quality, or performance equivalence of the commodity desired, and the commodity on which quotes are submitted must be of such character, quality, or equivalence that it will serve the purpose for which it is to be used equally well as that specified and be acceptable to the using department.

A minimum of 24 hours in advance of quote deadline, the request for substitute product must be sent by email to [purchquotes@ahschools.us](mailto:purchquotes@ahschools.us) with detailed specification sheet of comparable product. Substitute product requests may require a sample ream provided at no charge to the district for testing purposes. **The substitute paper may not be approved until next quotation comes in effect due to timing of quotation and needing our supply quickly.**

## 5. PRODUCT QUALITY AND WARRANTY

All paper supplied must be of new stock, and free from defects. Paper must meet industry standards for use in printers, copiers, and other office equipment, without causing jams, malfunctions, or degradation in print quality.

Paper that does not perform as specified—i.e., causing machine jams, print defects, or mechanical issues—will be deemed unacceptable. If any paper product is found to be defective or unsuitable for use, the vendor will be required to:

- Accept the return of the product at no cost to the purchaser.
- Provide a full refund or replacement within 10 business days of notification.

## 6. RIGHT TO NEGOTIATE

The District reserves the right to negotiate on any or all components of each quote submitted. From the time the quotes are submitted until the formal award of a contract, each quote is considered a working document and, as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

In evaluating quotes received, Anoka Hennepin Schools reserves the right to consider past service to the District and ask for and lend credence to testimonies received from other school districts presently being serviced by the Vendors, when considering the award of this contract, and will be based on the best interest of the District. The District will be the sole and final authority in determining the successful Vendor.

Anoka Hennepin Schools reserves the right to accept or reject any or all quotes, based on the best interest of the School District, to waive formalities, and to reject nonconforming, nonresponsive, or conditional quotes.

## 7. AWARD

Award shall be made to the qualified and responsible Vendor whose quote is responsive to this request. The District reserves the right to:

- Accept or reject any and all quotes or portions thereof, or to waive any irregularities or informalities in quotes.
- Select a quote in the best interest of the District.
- Select the next best responsive quote.
- Award to one Sole Vendor
- Release a new RFQ
- Take other action, as the District deems appropriate.

## 8. COMPLIANCE WITH LAWS AND DEBARMENT

The Vendor certifies that all goods or services furnished under this Contract shall comply with all applicable federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Vendor's performance of the provisions of this Agreement, as well as District policies and procedures, regardless of whether such laws and regulations are specifically set forth in this Contract. It shall be the obligation of the Vendor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

Vendor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government. Vendor shall notify District if it becomes debarred or suspended during the term of this Contract. District may immediately terminate this Contract in the event of such termination or suspension and Vendor shall be responsible for any costs incurred by District in connection therewith.

## Required Vendor Information:

Delivery ARO \_\_\_\_\_

Payment Terms: Net 35 days or indicate prompt payment discount: \_\_\_\_\_

Will you accept payment by credit card (P-Card) or another electronic payment method, at no additional cost to the District? (Select one) YES\_\_\_\_ NO\_\_\_\_

### Submitted by:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Name & Title of individual providing information - please print)

\_\_\_\_\_  
(Signature of the person above)

\_\_\_\_\_  
(Email address)

Phone # \_\_\_\_\_

Date Completed \_\_\_\_\_ This quotation is valid for 90 days.