

**Van Buren Intermediate School District
Invitation to Bid
Copy Paper 2026 Bid**

The Van Buren Intermediate School District is now accepting bids for copy paper as specified on the **“Copy Paper 2026 Bid Form.”** Direct ship delivery to be made after July 1, 2026, to eight (8) separate school district locations within Van Buren County, Michigan and one (1) location within Cass County, Michigan. Bid quotes are exempt from Federal and State taxes and guaranteed for 90 calendar days. Pricing shall include delivery. **Preference is given to products manufactured in the USA.** A sample of the paper must be submitted with your bid (minimum 10 sheets). The Van Buren Intermediate School District reserves the right to accept or reject any or all bids, to waive irregularities or informalities, and to award the contract to other than lowest bidder.

Direct all questions regarding said proposal to Melissa Nelson, Secretary, at mnelson@vbisd.org.

In compliance with MCL 380.1267, all bids shall be accompanied by the attached form, disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District. Also, a completed form as attached for compliance to the “Iran Economic Sanctions Act” is required with the bid proposal. The Board of Education shall not accept a bid that does not include both disclosure statements.

Instructions

- 1) Complete the **“Copy Paper 2026 Bid Form”** and attach the “Affidavit of Bidder Familial Relationship” and “Affidavit of Iran Economic Sanctions Act.”
- 2) Clearly mark bid **“COPY PAPER 2026 BID”** on outside of sealed envelope and mail to:

Rebecca DePas
Director of Finance & Operations
Van Buren Intermediate School District
490 S Paw Paw Street
Lawrence, MI 49064
- 3) Mail paper sample (minimum of 10 sheets) to Rebecca DePas at the address above.
- 5) Bids are due **Tuesday, May 26, 2026, at 2:00 pm (EST)**. Any bids/proposals received after this date and time will not be considered and will be returned unopened.

**Copy Paper 2026
Bid Form**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person/Signature: _____

Email: _____ Phone: () _____

Multiple school districts will be participating in the 2026 Paper Consortium through the Van Buren Intermediate School District. **DIRECT SHIPMENT** to eight (8) separate locations within Van Buren County, Michigan (Covert, Decatur, Hartford, Lawton, Mattawan, Paw Paw, South Haven, and Van Buren ISD) and one (1) location within Cass County, Michigan (Dowagiac). For further information regarding the shipments, please see the attached document.

DESCRIPTION	QTY	PRICE (per case)
Multipurpose Copy Paper 8 ½ x11 white 20 lb., 92 TAPPI brightness, 500 sheets/ream, 10 reams/case	4,440 cases	

TOTAL PRICE \$ _____

Check applicable box for ability to meet preferred type of delivery as stated on attached “2026-2027 Copy Paper Deliveries.”

Yes, able to meet preferred type of delivery.

No, unable to meet preferred type of delivery.

If no, provide means of delivery _____

Attached Documents:

Affidavit of Bidder Familial Relationship

Affidavit of compliance – Iran Economic Sanctions Act

2026-2027 Copy Paper Deliveries

School	Number of Pallets	Preferred Type of Delivery	Preferred Delivery Date
Covert Public Schools	2	Lift gate to ground delivery	
Decatur Public Schools	3	Lift gate to ground delivery	On or after July 1, 2026
Dowagiac Union Schools	21	Tailgate delivery	On or after August 3, 2026
Hartford Public Schools	8	Lift gate to ground delivery	
Lawton Community Schools	7	Lift gate to ground delivery	On or after August 3, 2026
Mattawan Consolidated School	22	Lift gate to ground delivery	Week of August 10, 2026
Paw Paw Public Schools	20	Lift gate to ground delivery	
South Haven Public Schools	10	Lift gate to ground delivery	
Van Buren ISD	18	Dock to dock delivery	
Total	111		

Dock to dock delivery - Delivery location has a loading dock that is standard semi-trailer height and has the ability to unload without any driver assistance.

Lift gate to ground delivery – Unloaded from truck via lift gate to ground.
The District must have a pallet jack to haul paper.

Tailgate delivery - Delivery location requires driver to bring delivery to the tail of trailer.
The District has a forklift to unload pallets from truck.

**AFFIDAVIT OF BIDDER
FAMILIAL RELATIONSHIP**



Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Van Buren Intermediate School District Board of Education or the Van Buren Intermediate School District Superintendent must be accompanied with the bid. **Bids without this affidavit will not be accepted.**

The members of the Van Buren Intermediate School District Board of Education are: Mary Ann Middaugh, Karen Makay, Roger Engle, John Weiss and John Faul.

The Van Buren Intermediate School District Superintendent is: David. D. Manson

The following are the familial relationships:

There are none.

STATE OF MICHIGAN)

) ss

COUNTY OF _____)

The undersigned, authorized representative of the bidder _____
(Company name)
does hereby acknowledge that bidder has read the foregoing disclosure statement and the
statements herein contained are true.

Signature of Bidder (Company) Representative

Print Name

Title

Subscribed and sworn to before me this ____ day of _____, _____.
Notary Public, _____ County, Michigan
My commission expires: ____/____/_____

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or an authorized officer of the below-named bidder (the "Bidder"), pursuant to the compliance certification requirement provided in the Van Buren Intermediate School District (the "School District") Request For Bids For _____ (the "RFB"), hereby certifies, represents and warrants that the Bidder (including its officers, directors, and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act") and that in the event the Bidder is awarded a contract as a result of the aforementioned RFB, the Bidder will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries, and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing products used to construct or maintain oil or liquefied natural gas pipelines.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

STATE OF MICHIGAN)

) ss

COUNTY OF _____)

The undersigned, authorized representative of the bidder _____
(Company name)

does hereby acknowledge that the bidder has read the foregoing disclosure statement and the statements herein contained are true.

Signature of Bidder (Company) Representative

Print Name

Title

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public, _____ County, Michigan

My commission expires: ____/____/____