



B-2712AM Local Supplier Office Supplies Catalog Discount Invitation & Requirements

Gwinnett County Public Schools (GCPS) is soliciting competitive sealed bids from qualified suppliers for **B-2712AM Local Supplier Office Supplies Catalog Discount**. GCPS is defining a "Local Supplier" as a company that maintains its headquarters within Gwinnett County, Georgia, and that said headquarter is the actual center of direction, control and coordination of the company. A list of your firms Leadership identifying the Officers/Principal owners and physical addresses for the locations, including the headquarters, confirming the establishment within Gwinnett County, Georgia must be provided via the Questionnaire.

This is a catalog discount bid, not a line item bid. A discount should be provided on items applicable to this bid. GCPS is the largest school system in Georgia with over 140 schools and enrollment of over 178,000 students.

Communication

Individuals, firms, and businesses seeking an award of a Gwinnett County Public Schools contract may not initiate or continue any verbal or written communications regarding a solicitation. Bid submissions will be received digitally until October 16, 2026 at 10:00AM EDT through Euna Procurement (formerly Bonfire) located at <https://gwinnett.bonfirehub.com> or by visiting the GCPS Purchasing website at <https://www.gcpsk12.org>. A list of submitting firms will be available the following business day on our website. All communications concerning the Bid must be submitted in writing to the Gwinnett County Public School's Purchasing Department via Euna Procurement under the "Message Center" section of the bid. No response other than written communication by the Purchasing Department will be binding upon Gwinnett County Public Schools. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm, or business may be disqualified from consideration for award. The Purchasing Department, in its discretion, may call upon user departments for clarification in their area of expertise. All questions or commentary must be received in Euna Procurement under the "Message Center" section no later than October 9, 2026 at 10:00AM EDT to allow for appropriate and timely responses.

Term

The term of this contract is effective January 1, 2027, or upon award, through December 31, 2027. GCPS reserves the right to renew this contract for a maximum of four (4) additional one-year periods for a total potential term length of five (5) years with the approval of the Gwinnett County Board of Education. Renewals will be approved in one-year increments. Pursuant to O.C.G.A. Section 50-5-64, this contract shall not be deemed to create a debt of The Board for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.

Award

Award will be made to all responsive bidders. GCPS reserves the right to reject any or all bids to waive technicalities, and to make an award deemed in its best interest. Bids may be split or awarded in entirety. GCPS reserves the option to negotiate terms, conditions, and pricing with the lowest responsive, responsible bidder(s) at its discretion. All companies submitting a bid will be notified in writing of award.

Award of this solicitation does not constitute a guarantee of orders, purchases, or use of vendor's services.

Approximate Quantities

This is a demand usage contract. Items will be ordered as needed.

Cost

It is GCPS's expectation that your firm submits its best pricing at the time of the solicitation. The District understands that external factors may impact your firm's ability to hold pricing for the term of the contract. GCPS reserves the right to review and accept or deny requests for price changes due to extenuating circumstances in the economy, marketplace, or acts of God. This option will only be exercised if it is deemed in the District's best interest.

- The supplier may request an adjustment in the unit prices/total cost in the event of a cost escalation of the unit price/total cost if such items/materials are subject to circumstances in the economy, marketplace, or acts of God or materially impacted by a tariff that arises after the supplier's response was submitted to GCPS. The existence and timing of such unit prices/total cost escalation must be fully documented by the supplier and shall be subject to the following conditions:
- The supplier must provide written notice to GCPS of any anticipated cost escalation within ten (10) days of becoming aware of such escalation;
- The supplier must submit detailed documentation, including supplier quotes or other evidence reasonably acceptable to GCPS, to substantiate the increased costs;
- GCPS shall have the right to verify the cost escalation through independent means;
- Any adjustment to unit prices/total cost shall be limited to the actual increase in costs incurred by the supplier and shall not include any additional overhead, profit or fee; and
- The supplier shall undertake all reasonable efforts to mitigate the impact of price/cost escalations, including, without limitation, seeking and/or proposing alternative suppliers or materials where feasible and ordering materials in advance.
- In such case, GCPS and the supplier shall negotiate in good faith to agree on the appropriate adjustment to the unit prices/total cost. If after execution of the price/cost Amendment a tariff or other market condition is subsequently reduced or removed or prices of impacted materials are reduced, supplier must provide written notice to GCPS within ten (10) days of supplier becoming aware of such removal or reduction. GCPS and the supplier shall then negotiate in good faith to agree on the appropriate reduction to the prices/cost, which shall be formalized through a revised award letter in accordance with the terms of the Agreement.

Addenda & Opening of Proposals/Bids

It is the ultimate responsibility of the supplier to ensure that they have all applicable addenda prior to submitting a response. Addenda will be posted on Euna Procurement: www.gwinnett.bonfirehub.com or by visiting the GCPS Purchasing website at <https://www.gcpsk12.org/about-us/divisions-and-teams/business-and-finance/bids-purchasing-opportunities>.

The opening of solicitations will be conducted electronically through Euna Procurement. Only the names of the submitting companies will be made publicly available by the close of business the following business day. To view the list of respondents, suppliers must log into Euna Procurement located at www.gwinnett.bonfirehub.com or by visiting the GCPS Purchasing website at <https://www.gcpsk12.org/about-us/divisions-and-teams/business-and-finance/bids-purchasing-opportunities>.

NOTE: Gwinnett County Public Schools requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract may be sufficient cause for Gwinnett County Public Schools to declare bid non-responsive.