



To: Qualified Bidders

From: Susan Harris

Date: June 29, 2023

REQUEST FOR BID: 8 1/2" X 11" White copy paper

BIDS DUE: To Susan Harris by 10:00am, July 10, 2023

The Valley Center USD #262 Board of Education is seeking (sealed) bids for white copy paper (8 1/2"x11" only). Specifications as follows:

- Delivery to be by August 31, 2023. However, we are willing to accept delivery split into 2-3 different times if necessary as long as we receive some on or before August 31, 2023 and the total on or before September 30, 2023.
- Delivery will be to each of the 6 separate sites listed below and district personnel will unload the paper
- USD #262 reserves the right to reject all bids

<u>SCHOOL</u>	<u>ADDRESS</u>	<u>QUANTITY REQUIRED</u>
West Elementary	501 N. Sheridan Ave 316-755-7030	120 Cases
Wheatland Elementary	800 Meadow Rd 316-755-7040	120 Cases
Valley Center Intermediate School	737 N. Meridian Ave 316-755-7050	120 Cases
Valley Center Middle School	800 N. Meridian Ave 316-755-7060	160 Cases
Valley Center High School	9600 N. Meridian Ave 316-755-7070	200 Cases
Valley Center District Warehouse	105 E Clay 316-755-7000	100 Cases
		820 Cases

***Optional Bid** – If you are unable to bid 820 cases, please bid the maximum you can bid and indicate the price per case for that quantity.

*Please use this form to place your bid. Include your name and company below and mail it back or deliver to Valley Center USD #262, Attn: Susan Harris, 143 S. Meridian Ave., Valley Center, KS 67147

COMPANY NAME: _____

PHONE #: _____

NAME: _____

DATE: _____

# OF CASES	PER CASE BID	MULTIPLE LOCATION COST	S&H	TOTAL BID PRICE
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____