



Oak Ridge High School

1450 Oak Ridge Turnpike

Oak Ridge, TN 37830

(865) 425-9601 Fax: (865) 425-9678

January 3, 2024

From: Drayton Hawkins, Principal

Subject: Yearbook Bids for FY25

Oak Ridge High School is in the process of accepting bids for our FY 25 yearbook. Sealed bids will be opened Monday, February 5 at 2:00 pm in the ORHS Bookkeeper's Office.

Please bid on all items with the lowest possible price, which must be **firm** for 140 days from the February 5, 2024 bid opening. Any alternates or substitutes must meet or exceed the quality specifications of the items listed, and the buyer may reject any or all substitutes. As a Vendor, you will guarantee delivery of all books by April 25, 2025.

Final payment for the yearbook will be made within 30 days of receipt and approval of all yearbooks listed on the purchase order.

Please return the completed bid to:

Oak Ridge High School
Attn: Rebecca Hale, Adviser
1450 Oak Ridge Turnpike
Oak Ridge, TN 37830
SEALED BID – DO NOT OPEN

CC/la

Enclosure

Principal
Mr. Drayton Hawkins

Assistant Principals
Beth Estep
David Foust
Ray Wise
Stephanie Thompson
Jennifer Milligan

Athletic Director
Joseph Gaddis