



March 21, 2022

Dear Vendor,

The Board of Education of U.S.D. 250 will receive bids on non-instructional paper for all its attendance centers according to the enclosed specifications. Bids will be awarded for a one year period. **You must use the proposal, deviation document enclosed, and include samples of all products for your bid to be given consideration.**

Sealed bids will be received on or before 2:00 p.m. CST, Tuesday, April 5, 2022 at Bevan Education Center and opened same.

Mail bids and samples of **ALL** products proposed to the following address, and indicate on the outside of the envelope that a paper bid is contained.

USD 250 Pittsburg Community Schools
Board of Education Office
ATTN: Lita Biggs
510 Deill - P.O. Drawer 75
Pittsburg, KS 66762

For further information or clarification, contact Jim Newell at 300 East 13th Street, Suite D, Pittsburg, KS or telephone at (620) 235-3195 or email jnewell@usd250.org. The Board of Education reserves the right to accept or reject any or all bids.

Sincerely,
Jim Newell
Maintenance Director

Lita Biggs
Director of Business Operations

Enclosures