



Pittsburg Community Schools

Unified School District 250

March 27, 2021

Dear Multipurpose Paper Vendors,

The Board of Education of Unified School District 250, Pittsburg, Kansas, will receive bids on multipurpose copy paper for the 2021-2022 school term. Bids will be received on or before 2:00 pm CST, Thursday, April 1, 2021, at the Bevan Education Center, 510 Deill Street, PO Drawer 75, Pittsburg, Kansas, 66762.

All paper must be high speed copy paper. Please note that it is preferable that a sample ream of the white high speed copy paper accompany the bid for approval of quality. The Board of Education reserves the right to accept or reject the bid dependent upon the quality of the paper sample. In addition, delivery of this paper cannot be taken before June 1, 2021.

If the bid is mailed, *please indicate on the outside of the envelope that a multipurpose paper bid is contained.* Please allow mailing time for bids to arrive by the specified date. Vendors may fax or email bids before the above-specified due date and time. Once received, the district will acknowledge receipt. If you do not receive return correspondence then it will be reflected as no bid received as it is your responsibility to ensure delivery.

Thank you for your interest in the District's bid invitation. For further information or clarification, please contact my office at (620) 235-3100. The Board of Education reserves the right to accept or reject any or all bids.

Sincerely,

Lita Biggs
Director of Business Operations/Treasurer

attachments