



Greenwood School District 50 is requesting quotes for Eight Hundred and Forty (840) **Cases of Copy Paper**

Submit offer by: Quotes should be submitted to - Greenwood School District 50, Shealyn Barnes, Director of Purchasing, by **2:00PM on Monday, December 11, 2023** via email to bids@gwd50.org or faxed to 864-941-5793.

Direct Inquiries to: Shealyn Barnes, Director of Purchasing, in writing via email – barness@gwd50.org

Specifications:

The purpose of this Request for Quotes is to establish a single source of supply for the purchase of Eight Hundred and Forty (840) **Cases of Copy Paper.**

- **8 ½ X 11**
- **20 lb box: 10 Reams Per Case**
- **White: 92 Bright**
- **Domestically Manufactured (No Imported Paper Will Be Accepted)**
- **No Recyclable Paper**

DELIVERY TO: Greenwood School District 50, 1855 Calhoun Rd. Greenwood, SC 29649
(Dock is available at this site)

DELIVERY MUST BE WITHIN 45 DAYS AFTER RECEIPT OF ORDER.

Terms and Conditions:

Pricing shall be valid for 30 days.

Shipping & Handling must be included in the price.

Note: Office will be closed December 22, 2023 to January 8, 2024 and will not accept any deliveries during that time.

Vendor shall not ship any products prior to the receipt of a purchase order from the Greenwood School District 50. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order.

Vendor shall not outsource to another vendor without written permission from Greenwood School District 50

AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER

Bids from Minority and Women owned Business Enterprises are strongly encouraged.

- **Price per case of 8 ½ X 11 Copy Paper**

\$ _____

- **Total Price for (840 Cases) \$ _____**

Exceptions:

Vendor Name: _____

Vendor Address: _____

City/State/Zip: _____

Website: _____

Phone: _____

Contact Person: _____

E-Mail: _____