



To: Qualified Bidders

From: Susan Harris

Date: July 20, 2022

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

BIDS DUE: To Susan Harris by August 2, 2022

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 the by October 31, 2022. However, due to the current paper shortage, we are willing to accept delivery split into 2-3 different times if necessary as long as we receive some on or before October 31, 2022 and the total on or before November 30, 2022.
- Delivery will be to each of the 7 separate sites 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>
Abilene Elementary	522 N. Abilene 316-755-7020	40 Cases
West Elementary	501 N. Sheridan Ave 316-755-7030	80 Cases
Wheatland Elementary	800 Meadow Rd 316-755-7040	80 Cases
Valley Center Intermediate School	737 N. Meridian Ave 316-755-7050	80 Cases
Valley Center Middle School	800 N. Meridian Ave 316-755-7060	120 Cases
Valley Center High School	9600 N. Meridian Ave 316-755-7070	120 Cases
Valley Center District Office	143 S. Meridian Ave 316-755-7000	40 Cases
		560 Cases

***Optional Bid** – If you are unable to bid 560 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 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
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____