

**BETHLEHEM AREA SCHOOL DISTRICT  
1516 SYCAMORE STREET  
BETHLEHEM PA 18017**

***REQUEST FOR BIDS***

**2019-2020 PAPER SUPPLIES**

**2019-2020 School Year**

***BIDS DUE: Thursday, May 9, 2019***

***TIME: 1:00 P.M***

# BETHLEHEM AREA SCHOOL DISTRICT

## INFORMATON FOR BIDDERS

### Paper Supplies

#### I. INVITATION TO BID

The Bethlehem Area School District (District) will accept sealed bids for the purchase and delivery of various **PAPER SUPPLIES** in accordance with the specifications and instructions set forth herein.

Bidders, who find discrepancies in the specifications, shall notify the District Purchasing department.

All bids are to be submitted in a sealed envelope marked appropriately as in the following example:

FROM: (Name of Company Submitting Bid)

TO: BASD Education Center

**BID FOR 2019-20 PAPER SUPPLIES**

Attn: Business Office - Purchasing Department  
1516 Sycamore Street  
Bethlehem PA 18017

Delivery of sealed bids shall be made at the BASD Education Center, 1516 Sycamore St., Bethlehem, PA 18017. Sealed bids may be hand delivered or mailed. Bids will be received until **1:00 p.m.**, prevailing time, **May 9, 2019** and then at said office publicly opened.

#### II. GENERAL CONDITIONS

##### A. Preparation of Bids:

If any bidder finds discrepancies in these specifications or is in doubt to the meaning of any part thereof, the Bethlehem Area School District Purchasing Department should be notified. If it is deemed necessary, additional instructions in the form of addendums will be issued. Only these written changes will be binding. Oral or other changes, interpretations, or clarifications will be without legal effect.

All bids must be prepared and submitted on the forms provided as part of these specifications. No other forms will be accepted. Additional pages that clarify bids may be submitted with the bid forms when they conform to these requirements.

Bids must be typewritten or legibly written in ink and must be signed by the bidder on the enclosed form. Changes, alterations, or interlineations to any of the bid documents are not permitted and such changes may disqualify a bid from consideration. *UNSIGNED DOCUMENTS WILL NOT BE CONSIDERED.*

Bids must show unit and total prices. All unit prices must conform to the specified unit of measure. The bid prices stated shall include delivery to the designated receiving location for the District.

## BETHLEHEM AREA SCHOOL DISTRICT

The district reserves the right to increase all quantities to be supplied at the stated bid price.

Any reference to a particular manufacturer's product either by trade name or by limited description is solely for the purpose of more clearly indicating the minimum standard of quality desired, except where a no substitute is requested.

It is the responsibility of the bidder to indicate on the bid form any variances between the submitted bid and the district's specifications, no matter how slight. In the absence of any notation to the contrary, it will be presumed that vendor is bidding and will provide item as specified.

Bids must be submitted to the District properly executed by the Bidder; if a partnership, it shall be executed by at least one of the partners; if a corporation, it must be executed by the president, vice-president, or other persons properly authorized to sign for the corporation and attested by the secretary or assistant secretary with corporate seal attached.

### Bid Checklist –

- Complete Bid Package
  - Bid Submission Form (4 pages)
  - Bid Pricing Form (1 page)
  - Bidder Information Form (2 pages)
  - Non-Collusion Affidavit (1 page)
- Detailed Deviation Information (if applicable)
- Bid Security

### **B. Submittal of Bids:**

Bids are to be submitted in a sealed envelope bearing the name of the vendor and plainly marked with the bid category and due date.

One (1) completed original and one (1) copy should be included in your bid packet.

Any bids received after that time shall not be opened by the school district. The school district will not be responsible for lateness of receipt due to mail delays.

Bids will be opened at the Bethlehem Area School District Education Center, 1516 Sycamore Street, Bethlehem, Pennsylvania, at **1:00 p.m.**, prevailing time, Thursday May 9, 2019.

### **C. Approved/Acceptable/ or Equal Manufacturers:**

The product descriptions listed herein are specifications only to the extent that they specify the item to be quoted. The Manufacturer/Brand names listed in the specifications are the result of past experience and ongoing product testing and evaluation. They are not intended to limit competition but do indicate the quality required and are an integral part of the specifications.

If a bidder is bidding an "EQUAL" product, the product must entirely meet all specifications listed within the bid. Samples may be requested to assist in the evaluation process.

### **D. Sales Tax Exoneration:**

## BETHLEHEM AREA SCHOOL DISTRICT

The school district is exempt from all state sales tax and federal excise tax, and these taxes should not be included in quotes.

### **E. Bid Awards:**

Awards will be made on the basis of the lowest total cost, kind, quality, and material being equal; however, the District reserves the right to also consider the ability of the Bidder to fulfill all terms of the contract when making an award.

Bids will be considered and awarded on an item-by-item basis. Any bids based upon "all or none basis" may be rejected.

The district reserves the right to reject any or all bids in whole or in part, and may waive informalities, technicalities, and irregularities. Also to award in any manner which appears from all consideration to be the most economical and advantageous to the school district.

Each bid shall be irrevocable for a period of ninety (90) days from date of quote opening. Time may be extended by mutual consent of the bidder(s) and the Bethlehem Area School District.

Conditioned bids or bids which do not conform to these requirements may be rejected.

### **F. Contract:**

The Invitation to Bid, associated specifications, Bidders response, awarded bids, purchase orders, and any attachments shall constitute a binding contract documents.

### **G. Qualifications of Bidders:**

All Bidders must be known to be engaged in the business and well qualified to carry out their contract, and satisfactory evidence to that effect must be furnished when required or requested.

The Bidder shall be financially solvent, be experienced and competent to furnish the materials and supplies required to satisfactorily furnish the item(s). Past performance shall be used as a major criterion in determining the qualifications of the Bidder.

Where a Bidder cannot comply with the conditions stated herein, the Bidder must state exceptions and describe his terms and limitations as a responsible Bidder.

### **I. Samples**

Under certain circumstances, samples may be requested by the District for evaluation to determine if the item offered complies with the intent of the specifications.

Vendors shall have ten (10) calendar days after receiving a written or verbal request to furnish these samples. All samples are to be delivered to the address specified at NO cost to the district. Failure to furnish samples within ten (10) calendar days may be cause to consider the bid non-responsive for those specific items.

Samples may be subject to destructive evaluation to determine compliance with specifications or may be consumed to measure suitability or performance characteristics. We cannot guarantee return of samples. Samples which are not destroyed may be returned at the bidder's expense. Any samples remaining longer than thirty (30) days after the bid award date shall become district property.

## BETHLEHEM AREA SCHOOL DISTRICT

### H. Prices

Bids shall show unit, extension, and total prices as designated on the attached forms. Should figures be irreconcilable, the lowest unit price shall prevail.

All prices shall be on an F.O.B destination basis.

All deliveries must be shipped FREE from all transportation charges, regardless of the size of the order. All orders must be shipped prepaid.

The proposal sheets contain specific packaging units of measure. Any bid where the packaging quantity differs from the specifications must be clearly indicated and an extrapolation made by the bidder which would proportionately change the total bid quantity and the total bid price to reflect the difference packaging unit of measure being bid. This shall be the responsibility of the vendor submitting the bid. If no change is indicated, it shall be assumed that the bid is on the quantity as indicated in the specifications presented and vendor will be expected to honor the bid pricing, or the vendor may be found to be in default of the contract and risk eligibility of doing future business with the district.

Bid prices are to be firm for a period of one (1) year – July 1, 2019 through June 30, 2020.

Vendors may also quote a catalog fixed discount price for items not listed on the enclosed Bid forms. A current catalog should be enclosed with the Bid Form/Response.

Percentage off discounts are to be firm for one (1) year -- July 1, 2019 through June 30, 2020.

CURRENT complete catalogs of all products available from your company must be furnished with the percentage off catalog prices clearly stated. If more than one type of catalog is supplied, each must state the percentage off or discounted price. Please state if periodic "sale catalogs" are or are not included in your quoted discount.

### J. Invoicing and Payment

Each purchase order is to be invoiced separately. The district purchase order number must appear on all invoices, packages, and correspondence.

The school district reserves the right to pay invoices electronically or by credit card. The district is moving towards a paperless system as a way to streamline the procurement and accounts payable process. Therefore, credit card acceptance may be a determining factor in the evaluation and recommendation for award.

All payments are approved by the Board of School Directors which meets once a month. Invoices are typically paid in 45 days but may at times span a 45 to 60 day period. Invoices received by the 15<sup>th</sup> of the month following delivery and acceptance of all goods will be processed after the regular scheduled board meeting of the following months. No partial payments will be issued.

### III. Paper Supplies Bid Requirements

1. Items will be shipped to one (1) central warehouse location.

## BETHLEHEM AREA SCHOOL DISTRICT

2. All deliveries must be scheduled with the District Maintenance Warehouse, 250 E. Fairview St. Bethlehem, PA. Vendors must contact Maintenance at 610-867-8635 to schedule an appointment for delivery. Deliveries may be scheduled between the hours of 7:00 a.m. and 1:00 p.m.
3. Delivery may begin upon receipt of purchase orders. Payment shall be made after delivery, inspection, and acceptance of all shipments as described in the general bid requirements.
4. Vendors must specify color and sizes on outside labels of all reams and cartons.
5. Failure to submit color swatches or samples (where indicated in item description) will be grounds for rejection of bid.
6. Indicate Mill/Brand being bid EVEN IF BIDDING AS SPECIFIED. Failure to complete information on bid form indicating specific Mill/Brand being bid will be grounds for rejection of bid.
7. The specific Mill/Brand noted on the bid form must be the same Mill/Brand that is delivered to the District after the bid award is made and purchase orders are issued.
8. Bid documents and paper samples must be sent under separate cover and clearly marked on the envelope/package. DO NOT ENCLOSE samples with your bid.
9. Shipped quantities must match the quantities indicated on the purchase orders. The District will neither pay for overages in shipment nor be responsible for packaging or return of overages in shipment.

#### IV. LEGAL CONDITIONS

1. All property or services furnished must comply with any and all applicable Federal, State, and local laws, codes and regulations. All applicable laws shall be deemed to be part of these specifications and the contract shall be read and enforced as though they were included.
2. The Pennsylvania Law 734 No. 159 - Worker and Community Right to Know Act - provides for information to be made available to employees and community residents regarding hazardous substances introduced into the workplace and into the general environment by employers subject to the law. Material Safety Data Sheets (MSDS) must be included with the bid response for all applicable items.
3. The District shall not be liable for any costs incurred by Bidders in preparing and submitting proposals, nor in fulfilling any bid requirements.
4. Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the items offered satisfactorily and expeditiously, and to provide the necessary services and warranties for items they propose to furnish.
5. The Bidder agrees that if awarded an order under these specifications, it will indemnify and hold harmless the Bethlehem Area School District, its members, and employees, from all suits and actions of every nature brought against them, or any of them growing out of the order(s), written or verbal, entered into between the District and the Bidder.

## BETHLEHEM AREA SCHOOL DISTRICT

6. The District reserves the right to accept or reject any or all bids or parts of bids and may waive formalities, technicalities and irregularities. The District also reserves the right to award in any manner which appears from all consideration to be the most economical and advantageous to the District.
7. Conditioned bids or bids which do not conform to the bid requirements may be rejected.

### V. BID SECURITY

1. Bids must be accompanied by a certified check, bank cashier's or treasurer's check, money order, or bid bond payable to the Bethlehem Area School District in the amount of ten percent (10%) of the total amount of the bid. Successful bidders who refuse to perform or deliver as contracted will be required to forfeit such bid security.

### VI. BID CONDITIONS

1. The Bethlehem Area School District has the right to accept or reject all or any portion of any or all bids submitted and to make the award in the best interest of the District.
2. The successful Bidder agrees, to furnish and deliver the specified item at such time, at such place, and in such quantities as herein specified, and that all items shall be subject to the inspection and approval of the District. In the event that any item(s) shall be rejected as damaged, unsuitable or not in conformance with these specifications, expressed or implied, such items shall be removed by the successful Bidder immediately and replacement items meeting specifications shall be furnished in place thereof at the expense of the successful Bidder.
3. In the event that the successful Bidder shall neglect or refuse to furnish and deliver the said item as provided in these specifications or to replace any which are rejected as stated in the preceding paragraph, then, in such event, the District is authorized and empowered to purchase/lease the item in conformity with this contract from such party or parties and in such manner as it shall select at the expense of the successful Bidder or to cancel this contract reserving to itself, nevertheless, all rights for damage which may be incurred by the District.

### VII. GUARANTEE

The successful Bidder agrees that they will not assign, transfer or sublet the bid, unless specific permission to do so is granted in writing by the District.

# BETHLEHEM AREA SCHOOL DISTRICT

## Paper Supplies

### **BID SUBMISSION FORM**

#### COMPLETE AND SUBMIT WITH BID

Bethlehem Area School District  
Education Center  
1516 Sycamore Street  
Bethlehem, Pennsylvania 18017

We, the undersigned, herewith propose and agree to furnish the Bethlehem Area School District (District) any one or all of the items that we have priced, at the prices recorded on the attached Invitation to Bid Price Forms.

This proposal is subject to all the terms of the conditions, specifications and other documents incorporated herein, and we hereby agree to acknowledge purchase orders executed by the District, and to furnish such item or items as may be awarded to us.

We understand that if we are selected as the successful bidder, and fail to meet the bid requirements we may forfeit bid security if obligations are not met to the satisfaction of the District.

We understand that the District reserves the right to reject any or all bids not deemed satisfactory or to select one or more items from bids recommended by the District.

The undersigned Bidder certifies to having read the "Advertisement", "Invitation to Bid", "Bid Proposal", "General Conditions", "Specifications", and "Bulletin(s)", if any, all of which with such purchase orders as shall be executed by the District, constitute the contract documents, and offers to furnish the supplies as specified the District in exact accordance with these specifications and conditions at the unit prices stated on the attached forms.

We certify that we use first quality goods and that all materials are to be supplied directly from the manufacturer, and are not to be, in any way, seconds or rejected goods.

We certify that any deviations from the specifications have been fully documented (including reasons for deviation) in our response herein. We understand that deviations must be approved in writing. If we do not supply properly documented deviations, we assure the District of full compliance with the specification and conditions, and assure the District that samples accompanying the bid meet all construction specifications. We understand that any deviations found on submitted samples that are not properly documented, are subject to bid disqualification.

**BETHLEHEM AREA SCHOOL DISTRICT**

Please indicate whether your company will accept credit cards as a form of payment.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

The following indicates any discrepancies between this bid and the school district's general specifications such as shipping terms, minimum amount of orders, substitution of item(s), etc. Attach additional pages if needed.

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The undersigned hereby acknowledges receipt of the following bulletins and has prepared this bid accordingly:

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Person(s) to be contacted should clarification of any part of your bid be necessary:

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Name (Please type or print)                      Telephone                      Fax #

**BETHLEHEM AREA SCHOOL DISTRICT**

We have filled in the appropriate blank.

INDIVIDUAL \_\_\_\_\_(SEAL)  
Name of individual trading as (Trade Name)

PARTNERSHIP \_\_\_\_\_(SEAL)  
Name of Partnership trading as (Name of Partnership)

CORPORATION \_\_\_\_\_(SEAL)  
Name of Corporation

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Type Name of Above \_\_\_\_\_

Title of Responsible Officer \_\_\_\_\_

Date \_\_\_\_\_

The following indicates any discrepancies between this bid and the District relative to the "Advertisement", "Invitation to Bid", "Bid Proposal", "General Conditions", "Specifications", and Bulletin(s), if any, etc. (Attach separate sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby acknowledges receipt of the following bulletin(s), if any, and had prepared his proposal accordingly. Only complete if bulletins received.

Bulletin # \_\_\_\_\_ Dated \_\_\_\_\_

Bulletin # \_\_\_\_\_ Dated \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

**SIGNATURES**  
(Corporation Bidder)

\*\*\* \_\_\_\_\_  
(Name of Corporation)

**BETHLEHEM AREA SCHOOL DISTRICT**

BY: \_\_\_\_\_  
(Vice President)

ATTEST:

\_\_\_\_\_  
Assistant Secretary

(CORPORATE SEAL)

Business Address \_\_\_\_\_  
or (if appropriate)

\*\*\* \_\_\_\_\_  
(Name of Corporation)

Witness:

\_\_\_\_\_  
\*\*\*\*BY: \_\_\_\_\_  
Authorized Representative

Business Address: \_\_\_\_\_

\*\*\* (1) Complete, as appropriate, the following statement:

The Corporation has been organized and is existing under laws of the

\_\_\_\_\_ of \_\_\_\_\_

(2) If the Corporation has been organized under laws other than those of the Commonwealth of Pennsylvania, complete as appropriate, by deletion, the following statement:

The Corporation (has) (has not) been granted a certificate of authority to do business in the Commonwealth of Pennsylvania under applicable laws.

\*\*\* Attach appropriate proof, dated as the date of the Proposal, evidencing authority to execute in behalf of the Corporation in accordance with requirements of the Contract Documents.

**SIGNATURES**

(Individual Bidder)

IN WITNESS WHEREOF, the undersigned has caused this Proposal to be executed as of the day and year indicated on the first page hereof.

WITNESS:

\_\_\_\_\_ SEAL  
(Signature of Individual)

Trading and doing business as \* \_\_\_\_\_

Business Address: \_\_\_\_\_

\*If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement: The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania Law.

**ANTI-DISCRIMINATION CLAUSE**  
**(Section 755, Pennsylvania School Code)**

1. In accordance with the provisions of the Pennsylvania School Code, the Contractor agrees:
  - a. That in the hiring of employees for the performance of work under this contract, or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason or race, creed, color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform work to which the employment relates;
  - b. That no Contractor, subcontractor, or any person acting on behalf, shall in any manner discriminate against or intimidate any employee hired for performance of work under this contract on account of race, creed, or color;
  - c. That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract; and,
  - d. That this contract may be cancelled or terminated by the Bethlehem Area School District and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

\_\_\_\_\_  
Initial

## **INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti-Bid Rigging Act, 73 P.S.. §§ 1611 et seq., governmental agencies may require Non-Collusion affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself/herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. **Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.**

**NON-COLLUSION AFFIDAVIT**

Bid Name \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

I state that I am \_\_\_\_\_

of \_\_\_\_\_

(Title)

(Name of firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation communication, or agreement with any other contractor, bidder, or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit an intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. \_\_\_\_\_, its affiliates,

(Name of Firm)

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the \_\_\_\_\_ (Name of Firm)

above representations are material and important, and will be relied on by the **Bethlehem Area School District** when recommending for award the items for which this bid is submitted.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **Bethlehem Area School District** of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
Print Name of Authorized Person & Company Position

\_\_\_\_\_  
Signature of Authorized Person

Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

## 00 Default

1. BC0010 COMPOSITION PAPER 7" X 8-1/2" WHITE 16# CTN  
3/8" SHORT WAY RULED, NO MARGIN  
500 SHEETS/REAM, 24 REAMS/CTN  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
1 (CTN)	_____	_____

2. BC0015 COMPOSITION PAPER 8-1/2" X 11" WHITE 16# CTN  
3/8" SHORT WAY RULED, NO MARGIN  
500 SHEETS/REAM, 10 REAMS/CTN  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
29 (CTN)	_____	_____

3. BC0025 NOTEBOOK PAPER 8-12" X 11", WHITE CTN  
16#, 3/8" SHORTWAY MARGINAL RULED  
5 HOLES, 500 SHEETS/REAM, 10 REAMS/CTN  
KURTZ #02527  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
12 (CTN)	_____	_____

4. BC0050 ENVELOPES, BROWN KRAFT, 6" X 9", NO CLASP BOX  
GUMMED, CATALOG STYLE (OPENING AT  
6" END), 28#, 500/BOX - WEVC0645  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
18 (BOX)	_____	_____

5. BC0052 ENVELOPES, BROWN KRAFT, 9" X 12", NO CLASP BOX  
GUMMED, CATALOG STYLE (OPENING AT  
9" END), 28#, 100/BOX - WEVC0671  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
55 (BOX)	_____	_____

# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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6. BC0054 ENVELOPES, BROWN KRAFT, 9" X 12", NO CLASP BOX  
GUMMED, CATALOG STYLE (OPENING AT  
9" END), 28#, 250/BOX - WEVC0673  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
2 (BOX)	_____	_____

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7. BC0056 ENVELOPES, BROWN KRAFT, 10" X 13", NO CLASP BOX  
GUMMED, CATALOG STYLE (OPENING AT  
10" END), 28#, 100/BOX - WEVC0681  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
28 (BOX)	_____	_____

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8. BC0058 ENVELOPES, BROWN KRAFT, 10" X 13", NO CLASP BOX  
GUMMED, CATALOG STYLE (OPENING AT  
10" END), 28#, 250/BOX - WEVC0688  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
2 (BOX)	_____	_____

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9. BC0060 ENVELOPES, WHITE WOVEN, 11-1/2" X 14-1/2" BOX  
NO CLASP, GRIP SEAL, CATALOG  
STYLE (OPENING AT 11" END), 28#, 100/BOX  
WEVC0928  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
2 (BOX)	_____	_____

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10. BC0062 ENVELOPES, BROWN KRAFT, 12" X 15-1/2" BOX  
NO CLASP, GUMMED, CATALOG STYLE (OPENING  
AT 12" END), 28#, 250/BOX - WEVC0695  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
7 (BOX)	_____	_____

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# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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11. BC0065 ENVELOPES, WHITE #10 PLAIN, 4 1/8 X 9 1/2 BOX  
WHITE WOVE, 24#, TRADITIONAL SEAM  
CONSTRUCTION, 500/BOX - QUALITY PARK  
#11112 - BIDDERS MUST INCLUDE SAMPLE IF  
BIDDING ALTERNATE BRAND  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
22 (BOX)	_____	_____

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12. BC0072 ENVELOPES, WHITE WOVEN, BOOKLET, 24#, 7-1/2 x 10-1/2 BOX  
FULL GUMMED,  
(OPEN SIDE 10 1/2"), 500/BOX  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
4 (BOX)	_____	_____

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13. BC0073 ENVELOPES, WHITE WOVEN BOOKLET, 24#, 9 x 12 BOX  
FULL GUMMED, (OPEN SIDE 12")  
500/BOX  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per BOX	Total Price
2 (BOX)	_____	_____

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14. BC0075 GRAPH PAPER 1/4" SQUARES CTN  
16 SQUARES PER INCH - RULED BOTH SIDES -  
8 1/2 X 11 - 500 SHTS/RM, 10 RMS/CTN  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
7 (CTN)	_____	_____

# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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15. BC0160 NEWSPAPER - PADS CANARY - RULED CTN  
8 X 10 1/2 - 80 SHEETS PER PAD -  
100 PADS PER CARTON  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
3 (CTN)	_____	_____

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16. BC0165 NEWSPAPER - CANARY PLAIN - 8 1/2 X 11 - 500 SHTS/RM CTN  
10 RMS/CTN  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
12 (CTN)	_____	_____

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17. BC0170 NEWSPAPER - CANARY RULED - 8 1/2 X 11 - 500 SHTS/RM CTN  
10 RMS/CTN  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
5 (CTN)	_____	_____

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18. BC0174 NOTEBOOKS COMPOSITION BOOKS - 100 SHEETS DOZ  
7 1/2" X 9 3/4" - WIDE RULED  
BLACK/WHITE COVER  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per DOZ	Total Price
12 (DOZ)	_____	_____

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19. BC0175 NOTEBOOKS COMPOSITION - 48 PAGES DOZ  
24 LEAVES, 8 1/2 X 7 RULED 3/8 IN, SEWED  
MUST INCLUDE SAMPLE  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per DOZ	Total Price
510 (DOZ)	_____	_____

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20. BC0180 NOTEBOOKS COMPOSITION - 96 PAGES DOZ  
48 LEAVES, 8 1/2 X 7 RULED 3/8 IN, SEWED  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per DOZ	Total Price
405 (DOZ)	_____	_____

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# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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21. BC0185 NOTEBOOKS COMPOSITION - 120 PAGES DOZ  
60 LEAVES, 8 1/2 X 7 RULED 3/8 IN, SEWED  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per DOZ	Total Price
29 (DOZ)	_____	_____

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22. BC0195 OAKTAG - 9 X 12 (100 SHTS PER PKG) 125# PKG  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per PKG	Total Price
318 (PKG)	_____	_____

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23. BC0200 OAKTAG - 12 X 18 (100 SHTS PER PKG) 125# PKG  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per PKG	Total Price
242 (PKG)	_____	_____

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24. BC0205 OAKTAG - 24 X 36 (100 SHTS PER PKG) 125# PKG  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per PKG	Total Price
39 (PKG)	_____	_____

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25. BC0212 PADS, EASEL CLOTHBOUND CTN  
40 PERFORATED 27" X 34" SHEETS  
OF WHITE PAPER, UNRULED, 4 PADS  
PER CARTON  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
52 (CTN)	_____	_____

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26. BC0230 PRIMARY STORY PAPER 24 X 36 - RULED REAM  
1" SHORT WAY - HAMMETT #10605  
500 SHEETS/REAM  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per REAM	Total Price
1 (REAM)	_____	_____

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# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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27. BC0238 TAG CHART PAPER RULED 1" SHORT WAY, PKG  
24" X 36" - PUNCHED 2 HOLES ON 24" SIDE  
36 SHEETS PER PKG  
HAMMET #13020 OR EQUAL  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per PKG	Total Price
14 (PKG)	_____	_____

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28. BC0240 RED BASELINE WRITING PAPER, GRADE 1 REAM  
8'' X 10 1/2'' RULED ON BOTH SIDES -  
7/8'' SPACE ABOVE RED BASELINE DIVIDED  
BY A THIN BLUE MIDLINE - 7/16''  
500 SHEETS/REAM  
DESCENDER SPACE BELOW BASELINE -  
ZANER BLOSER OR KURTZ 02119  
MUST INCLUDE SAMPLE  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per REAM	Total Price
5 (REAM)	_____	_____

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29. BC0245 RED BASELINE WRITING PAPER, GRADE 2 REAM  
8'' X 10 1/2'' - RULED ON BOTH SIDES -  
3/4'' SPACE ABOVE RED BASELINE DIVIDED  
BY A THIN BLUE MIDLINE - 3/8'' DESCENDER  
SPACE - 500 SHEETS/REAM -  
ZANER BLOSER OR KURTZ 02120  
MUST INCLUDE SAMPLE  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per REAM	Total Price
5 (REAM)	_____	_____

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30. BC0250 RED BASELINE WRITING PAPER, GRADE 3 REAM  
8'' X 10 1/2'' - RULED ON BOTH SIDES -  
1/2'' SPACE ABOVE RED BASELINE  
DIVIDED BY A THIN BLUE MIDLINE -  
1/4'' DESCENDER SPACE - 500 SHEETS/REAM  
ZANER BLOSER OR KURTZ 02121  
MUST INCLUDE SAMPLE  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per REAM	Total Price
25 (REAM)	_____	_____

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# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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31. BC0255 RED BASELINE WRITING PAPER, GRADE 4 REAM  
8'' X 10 1/2'' - RULED ON BOTH SIDES -  
3/8'' SPACE ABOVE RED BASELINE  
DIVIDED BY A THIN BLUE MIDLINE -  
3/16 DESCENDER SPACE BELOW BASELINE -  
500 SHEETS/REAM  
ZANER BLOSER (GR 4) NO 140044  
MUST INCLUDE SAMPLE  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per REAM	Total Price
25 (REAM)	_____	_____

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32. BC0257 TABLETS, LEGAL SIZE CANARY - RULED DOZ  
8 1/2 X 14 (50 SHTS PER PAD)  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per DOZ	Total Price
1 (DOZ)	_____	_____

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33. BC0258 TABLETS, LETTER SIZE CANARY - RULED DOZ  
8 1/2 X 11 (50 SHTS PER PAD)  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per DOZ	Total Price
4 (DOZ)	_____	_____

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34. BC0269 TABLETS, PERFORATED PADS, 5" X 8", RULED DOZ  
CANARY, 50 SHEETS PER PAD  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per DOZ	Total Price
14 (DOZ)	_____	_____

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35. BC0270 TRACING PAPER CHATHAM 9 X 12 REAM  
500 SHEETS/REAM  
KURTZ 02780 OR APPROVED EQUAL  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per REAM	Total Price
2 (REAM)	_____	_____

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# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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36. BC0401 CARBONLESS XEROGRAPHIC PAPER, 2-PART CTN  
STRAIGHT, 8 1/2 X 11, 21/21, WHITE/  
CANARY, BLACK PRINT, 5000 SHEETS/2500  
SETS PER CARTON, GLATFELTER EXCEL, APPVION  
NCR SUPERIOR, OR NEKOOSA UNIVERSAL  
MILL -  
BRAND -  
NO ALTERNATES WILL BE CONSIDERED  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
20 (CTN)	_____	_____

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37. BC0403 CARBONLESS XEROGRAPHIC PAPER, 3-PART CTN  
STRAIGHT, 8 1/2 X 11, 21/23/21, WHITE/  
CANARY/PINK, BLACK PRINT, 5010 SHEETS/  
1670 SETS PER CARTON, GLATFELTER EXCEL, APPVION  
NCR SUPERIOR, OR NEKOOSA UNIVERSAL  
MILL -  
BRAND -  
NO ALTERNATES WILL BE CONSIDERED  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
40 (CTN)	_____	_____

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38. BC0426 XEROGRAPHIC PAPER BLUE - 8 1/2 X 14 - 20# CTN  
PREMIUM NO 1 HIGH SPEED XEROGRAPHIC  
LONG GRAIN, MOISTURE-PROOF WRAP  
5000 SHEETS PER CARTON  
HAMMERMILL FORE MP  
SUBMIT COLOR SWATCHES WITH BID  
MILL -  
BRAND -  
NO ALTERNATES WILL BE CONSIDERED  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
2 (CTN)	_____	_____

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39. BC0427 XEROGRAPHIC PAPER PINK - 8 1/2 X 14 - 20# CTN  
SEE ITEM #00426 FOR  
ADDITIONAL DESCRIPTION  
MILL -  
BRAND -  
NO ALTERNATES WILL BE CONSIDERED  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
1 (CTN)	_____	_____

# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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40. BC0428 XEROGRAPHIC PAPER GREEN - 8 1/2 X 14 - 20# CTN

SEE ITEM #00426 FOR ADDITIONAL

DESCRIPTION

MILL -

BRAND -

NO ALTERNATES WILL BE CONSIDERED

Vendor's Order # and Brand: \_\_\_\_\_

**Quantity Requested**

**Price Per CTN**

**Total Price**

1 (CTN)

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41. BC0429 XEROGRAPHIC PAPER CANARY - 8 1/2 X 14 - 20# CTN

SEE ITEM #00426 FOR

ADDITIONAL DESCRIPTION

MILL -

BRAND -

NO ALTERNATES WILL BE CONSIDERED

Vendor's Order # and Brand: \_\_\_\_\_

**Quantity Requested**

**Price Per CTN**

**Total Price**

1 (CTN)

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42. BC0431 XEROGRAPHIC PAPER GOLDENROD- 8 1/2 X 14 - 20# CTN

SEE ITEM #00426 FOR

ADDITIONAL DESCRIPTION

MILL -

BRAND -

NO ALTERNATES WILL BE CONSIDERED

Vendor's Order # and Brand: \_\_\_\_\_

**Quantity Requested**

**Price Per CTN**

**Total Price**

2 (CTN)

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43. BC0433 XEROGRAPHIC PAPER IVORY - 8 1/2 X 14 - 20# CTN

SEE ITEM #00426 FOR

ADDITIONAL DESCRIPTION

MILL -

BRAND -

NO ALTERNATES WILL BE CONSIDERED

Vendor's Order # and Brand: \_\_\_\_\_

**Quantity Requested**

**Price Per CTN**

**Total Price**

1 (CTN)

---

# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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44. BC0438 LASER/COPY PAPER 20#/50#, COLORS, 8-1/2 X 11 CTN  
(5000 SHEETS PER CARTON),  
LONG-GRAIN - PACKAGES MUST BE LABELED  
WITH COLOR AND QUANTITIES WHEN SHIPPED  
MOHAWK BRITE HUE OR EQUAL  
VENDOR MUST SUBMIT COLOR SWATCHES  
AND NOTE COLORS AVAILABLE AT BID PRICE  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
9 (CTN)	_____	_____

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45. BC0450 MULTIPURPOSE PAPER WHITE - 11 X 17 - 24# / 60# CTN  
BRIGHTNESS TARGET MINIMUM 92.0  
SMOOTH FINISH, LONG GRAIN, MOISTURE  
PROOF WRAP, 2500 SHEETS PER CARTON  
HUSKY OPAQUE OR EQUAL  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
10 (CTN)	_____	_____

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46. BC0455 VELLUM BRISTOL COVER NO 4, 67#, WHITE, 8-1/2 X 11 CTN  
BRIGHTNESS TARGET 92  
2000 SHEETS/CARTON MOISTURE PROOF WRAP -  
DOMTAR EC, NEENAH EXACT, INTERNATIONAL,  
IP SPRINGHILL OR EQUAL  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
9 (CTN)	_____	_____

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47. BC0460 VELLUM BRISTOL COVER NO 4, 67# COLORS - 8-1/2 X 11 CTN  
2000 SHEETS/CARTON MOISTURE PROOF WRAP -  
DOMTAR, NEENAH EXACT, IP SPRINGHILL  
OR EQUAL  
VENDOR SUBMIT COLOR SWATCHES AND NOTE  
COLORS AVAILABLE AT BID PRICE  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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Quantity Requested 1 (CTN)	Price Per CTN	Total Price
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48. BC0471 COLOR COPY DIGITAL COVER, 60 LB, WHITE, 11 X 17 CTN  
100 BRIGHTNESS, 1250 SHEETS  
PER CARTON  
HAMMERMILL, MOHAWK COLOR COPY OR EQUAL  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

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Quantity Requested 1 (CTN)	Price Per CTN	Total Price
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49. BC0474 OPAQUE DIGITAL COVER SMOOTH FINISH, 65#, WHITE, 8-1/2 X 11 CTN  
MOISTURE-PROOF WRAP,  
LONG GRAIN, 2500 SHEETS PER CARTON  
ACCENT, DOMTAR OR APPROVED EQUAL  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

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Quantity Requested 4 (CTN)	Price Per CTN	Total Price
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50. BC0475 OPAQUE DIGITAL COVER SMOOTH FINISH, 80#, WHITE, 8.5 X 11 CRTN  
MOISTURE-PROOF WRAP, LONG GRAIN, 1600 SHEETS PER CARTON  
ACCENT, DOMTAR OR APPROVED EQUAL  
MILL-  
BRAIND-  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

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Quantity Requested 5 (CRTN)	Price Per CRTN	Total Price
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51. BC0476 OPAQUE DIGITAL PAPER SMOOTH FINISH, 60/24#, WHITE, 8-1/2 X 11 CTN  
96% BRIGHTNESS, TEXT, MOISTURE-PROOF WRAP, LONG  
GRAIN, 5000 SHEETS PER CARTON  
LYNX OPAQUE, ACCENT, FINCH OR APPROVED EQUAL  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

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Quantity Requested 7 (CTN)	Price Per CTN	Total Price
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# INVITATION TO BID

Major Category: BC PAPER SUPPLIES

Bid Deadline:

Vendor: \_\_\_\_\_

Bid Opening:

Ref ID: \_\_\_\_\_

Bid Award:

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52. BC0487 Opaque Digital Cover Smooth Finish, #65, White 11x17 CTN  
Moisture Proof Wrap  
1000 Sheets/Carton - Long Grain  
Accent Domtar or Approved Equal  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CTN	Total Price
2 (CTN)	_____	_____

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53. BC0495 VELLUM OPAQUE COVER 65#, COLORS, 11 X 17 CRTN  
1000 SHEETS PER CARTON, LONG GRAIN  
PACKAGES MUST BE LABELED WITH COLOR  
AND QUANTITIES WHEN SHIPPED  
MOHAWK BRITE HUE, HOTS OR EQUAL  
VENDOR MUST SUBMIT COLOR SWATCHES  
AND NOTE COLORS AVAILABLE AT BID PRICE  
MILL -  
BRAND -  
Alternate Item Info: \_\_\_\_\_  
Vendor's Order # and Brand: \_\_\_\_\_

Quantity Requested	Price Per CRTN	Total Price
2 (CRTN)	_____	_____

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Total Bid \_\_\_\_\_