

**GREENVILLE AREA SCHOOL DISTRICT  
BUSINESS OFFICE  
9 DONATION ROAD  
GREENVILLE, PA 16125**

**2021 - 2022 PAPER SUPPLY BID**

The Greenville Area School District solicits bids for **Paper Supplies** for use in the District during the 2021-2022 school term. Specifications as listed for individual items are taken from the listed distributors. Other items of “equal quality” will be considered - samples must be included. **Bid prices shall include delivery to the Greenville Area School District.** Specifications or data sheets my accompany each bid.

**CONDITIONS UNDER WHICH BID SHALL BE MADE**

1. Jobbers shall submit bids on the forms provided by the School District or on comparable forms in which the items are listed in the same order.
2. The items on our bid forms are separated by lines. If these lines do not print on your form, please make sure your bid amounts are clearly lined up with the item number you are bidding on.
3. ***Verify “unit of measure” and “quantity” columns before submitting bid. If your unit of measure is different from our bid, please adjust the unit price or quantity so that your total bid is for the total quantity we are requesting. Note any difference in unit of measure and/or quantity on the bid form.***
4. MSDS sheets or a link to a web document (PDF) for MSDS *must* accompany any chemical items awarded.
5. The School District reserves the right to omit items as they so desire.
6. Billings *must* be stated July 1, 2021, or later.

**DELIVERY OF MATERIALS - STANDARDS AND INSTRUCTIONS**

1. Delivery shall be made after May 1, 2021, but no later than June 30, 2021.
2. The Business Office must be notified at least TWO (2) days in advance of shipment (724-588-2500, extension 2304).
3. Delivery will be drop-shipped to the address indicate on the purchase order.

4. All deliveries will be unloaded by the bidder's staff (forklift) and freight company's staff (pallet jack to tailgate). Unloading personnel are available from 8:00 A.M. to 2:00 P.M. daily Monday through Friday.
5. The proposal shall include freight.
6. Height of pallet loads when double stacked, including pallets, will not exceed 109".
7. **Delivery will be refused if incoming shipment does not comply with bidder's delivery standards.**

Specifications cannot be altered in any way; however, questions regarding the specifications may be referred to the Business Manager. Alternate bid items must be shown as second choice items only.

Bids must be submitted in sealed envelopes and clearly marked. The bid must be in the Office of the Business Manager, Greenville High School, 9 Donation Road, Greenville, PA 16125, on or before 12:00 Noon EDT, March 26, 2021. Bids will be officially opened for tabulating March 26, 2021, at 1:30 P.M. EDT, in the Business Office. Bids may be awarded at the regular Board Meeting to be held April 19, 2021, at 6:30 P.M. EDT.

The Board of Directors reserves the right to reject any or all bids and to waive any informalities in the bidding - as well as the right to enter into a contract which is in the best interest of the School District.

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9 DONATION ROAD  
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**2021 - 2022  
PAPER SUPPLY  
BID**

**SUBMITTED BY:**

**(Vendor name)**

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**(Address)**

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GREENVILLE AREA SCHOOL DISTRICT  
2021-2022 SUPPLY BID  
Paper

ITEM #	ITEM	UNIT OF MEAS	QTY NEEDED	UNIT PRICE	TOTAL PRICE
3000	COPIER PAPER 8 ½" X 11", 20 LB., WHITE COPIER PAPER, 5000 SHEETS/CTN. SAVIN\GESTETNER	CTN	160		
3002	COPIER PAPER 8 ½" X 11", 20 LB., CANARY COPIER PAPER, 5000 SHEETS/CTN. GESTETNER	CTN	2		
3032	COVER STOCK 8 ½" X 11", 65 LB., GAMMA GREEN, 2000 SHEETS/CTN FRASIER BRIGHTS	CTN	2		
3037	COVER STOCK 8 ½" X 11", 65 LB., GALAXY GOLD, 2000 SHEETS/CTN FRASIER BRIGHTS	CTN	1		
3038	COVER STOCK 8 ½" X 11", 65 LB., ORBIT ORANGE, 2000 SHEETS/CTN. FRASIER BRIGHTS	CTN	1		
3045	COVER STOCK 8 ½" X 11", 65 LB., PLANETARY PURPLE, 2000 SHEET/CTN. FRASIER BRIGHTS	CTN	1		
3143	COVER STOCK 8 ½" X 11", 67LB., 2000 SHEETS/CTN., TAN. SPRINGHILL	CTN	1		
3145	COVER STOCK 8 ½" X 11", 65 LB., 2000 SHEETS/CTN. GRAY	CTN	2		
3146	COVER STOCK 11" x 17", 65 LB., 2000 SHEETS/CTN. WHITE	CTN	2		