

PAPER SUPPLY BID

WEST ALLEGHENY SCHOOL DISTRICT
110 Bruno Lane
P O Box 55
Imperial, PA 15126

REQUEST FOR QUOTATIONS

Administration Office
Phone (724) 695-3422

2024 - 2025

George Safin
Business Manager

BIDDER: _____

ADDRESS: _____

PHONE: _____

In accordance with the terms set forth herein, please submit bids for the items listed. THE BID FORM MUST BE SIGNED AND ALL BIDS MUST BE F.O.B. THE DESTINATIONS SHOWN BELOW, on the exact item specified, or an approved equal. Specifications and/or samples must accompany all substitute items. Submit bids on this form in a **SEALED IDENTIFIED ENVELOPE**. The right is reserved to reduce quantities if the total cost exceeds the budgeted amount. Special discount terms should be listed and will be considered.

Bids must be in on or before MARCH 22, 2024, at 12:00 Noon to the Administration Office, 110 Bruno Lane, Imperial, PA 15126

PRICE - NO ESCALATOR CLAUSE - Prices quoted herein shall not be withdrawn for 180 days from MARCH 22, 2024. Purchase Orders will be sent to successful bidders no later than July 1, 2024. West Allegheny School District reserves the right to return any unapproved substitute items received within 30 days of receipt in exchange for corrected items at quoted price at vendors cost.

SCHOOLS AND ADDRESSES

WEST ALLEGHENY SCHOOL DISTRICT
C/O MAINTENANCE DEPARTMENT
1495 OAKDALE ROAD
OAKDALE PA 15071

NOTE: Bids will have TOTAL quantities needed for delivery to the above destinations as will be designated on purchase orders. The bidder shall insure that the container of any chemicals is clearly labeled to indicate any hazardous substance. Should a hazardous substance be present, the bidder must furnish with each delivery a Material Safety Data Sheet.

Vendor Bid Authorization Sheet

Bid Category 10 - Paper

Date: 03/01/24

Due Date: 03/22/24

Quote Number: _____

Authorization: _____

Title: _____

Federal ID#: _____

Phone Number: _____

Email Address: _____

Total Bid Amount: _____

ALT. Bid Amount: _____

Special Instructions:

Terms and Conditions:

West Allegheny School District
Vendor Bid Form 2024-2025
Paper (10)

* Indicates Hazardous Materials

Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 10 - Paper						
XEROGRAPHIC CARD STOCK 65LB 8 1/2" X 11"						
0007	-001	LIME GREEN	1.00	CARTON		
	Alternate Bid:					
0007	-003	IVORY	3.00	CARTON		
	Alternate Bid:					
0007	-004	GRAY	3.00	CARTON		
	Alternate Bid:					
0007	-006	BLUE	1.00	CARTON		
	Alternate Bid:					
0007	-010	WHITE	6.00	CARTON		
	(No Substitutions)					
XEROGRAPHIC PAPER 8-1/2 X 11 20 LB. 10 REAMS/CARTON						
0009	-001	WHITE	1,560.00	CARTON		
	Alternate Bid:					
0009	-002	CANARY	7.00	CARTON		
	Alternate Bid:					
0009	-003	BLUE	6.00	CARTON		
	Alternate Bid:					
0009	-004	PINK	5.00	CARTON		
	Alternate Bid:					
0009	-005	GREEN	5.00	CARTON		
	Alternate Bid:					
0009	-006	GOLDENROD	4.00	CARTON		
	Alternate Bid:					

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Paper (10)**

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Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 10 - Paper						
XEROGRAPHIC PAPER 8-1/2 X 11 20 LB. 10 REAMS/CARTON						
0009	-007	IVORY	3.00	CARTON		
	Alternate Bid:					
0009	-011	BRIGHT BLUE	3.00	CARTON		
	Alternate Bid:					
0009	-012	GRAY	3.00	CARTON		
	Alternate Bid:					
0009	-013	LILAC	7.00	CARTON		
	Alternate Bid:					
0009	-015	BRIGHT RED	2.00	CARTON		
	Alternate Bid:					
0009	-016	KELLY (GRASS) GREEN	1.00	CARTON		
	Alternate Bid:					
XEROGRAPHIC PAPER 8-1/2 X 14 20 LBS. 10 REAMS/ CARTON						
0010	-001	WHITE	2.00	CARTON		
	Alternate Bid:					
XEROGRAPHIC PAPER 11 X 17 20LB. 10 REAMS/CARTON						
0015	-001	WHITE	4.00	CARTON		
	Alternate Bid:					
					Grand Total:	
19 Items for Category (Paper)				Total Quantity:	1626.00	

