



SCHOOL ADMINISTRATIVE UNIT #51
23 Oneida Street, Unit 1
Pittsfield, New Hampshire 03263
Phone: (603) 435-5526 • Fax (603) 435-5331
Bryan Lane – Superintendent of Schools

The Pittsfield School District is requesting bids for an estimated **400 cases of 20#, 8-1/2” x 11 white multi-use copy paper compatible with all office equipment**, for the period of July 1, 2022 through June 30, 2023. Pricing must remain firm until June 30, 2023. Quotations should be based on the following specifications:

1. Quotation prices will be F.O.B. school buildings.
2. Due to storage constraints this bid is for an as-needed delivery to three (3) locations: Pittsfield Middle/Senior High School, Pittsfield Elementary School, and the SAU office within 23 Oneida Street.
3. Each location within the District will order separately. Locations will purchase a minimum of 20 cases per order.
4. Please indicate the length of time needed for delivery after placement of order.
5. The District reserves the right to order 10% more or less than the estimated 400 case quantity.
6. Samples are requested to indicate quality.
7. Please include your policy and procedure for substitution of items, returning items and associated fees.
8. All bids are to be submitted in original form, attach additional information if necessary. Any variances to the bid specifications must be detailed and specifically noted in your quotation.
9. **Bids will be received until 10:00 a.m. on Friday May 6, 2022.**

Please send sealed bids to the address above, marked: “2022-23 Paper Bid”

The Pittsfield School District reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The District reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The District also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

Any questions, please contact Bryan Lane at (603) 435-5526

Please Complete for Bid Submission:

Vendor Name

Contact Person

Address

Phone

Cost per case

Cost per Case Submitted By (Signature)

Delivery Length (days/hours)



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