

GARRETT COUNTY BOARD OF EDUCATION

Oakland, Maryland

Telephone: 301-334-8926 Fax: 301-334-7642

SPECIFICATIONS FOR PAPER ORDER

SCHOOL YEAR 2019-2020

- LOCATION: The attached **Proposal for Paper Order** is intended to cover **inside building delivery** to each School and the Board of Education office located in the Garrett County Public School System, Maryland (location addresses attached).
- TIME OF DELIVERY: Delivery **MUST** be made **IN FULL** the week of **August 19-20, 2019** between the hours of **8:00 a.m. and 2:00 p.m.**
- Invoices **MUST** be submitted no later than **September 30, 2019.**
- PACKAGES: All materials **MUST** be securely packed for protection.
- PURCHASER'S RIGHT OF SELECTION: The purchaser reserves the right to accept or reject any or all proposals which comply with these specifications, to waive any informalities in the bidding, and is to be understood that the purchasing organization will exercise its own judgment in the final selection from prices and samples submitted in what is considered to be the best value for the dollar.
- The Bidder agrees that this bid shall be valid and may not be withdrawn for a period of forty-five (45) days after the scheduled closing time for receiving bids.
- The contract may be awarded in it's entirety or as individual items, but no lump sum bid will be accepted. The Board of Education reserves the right to increase or decrease the estimated quantities.
- BID DUE DATE: **All bids are due Monday, June 10, 2019 at 9:00 a.m.**
- Please submit bids to: Garrett County Board of Education
40 South Second Street
Oakland, Maryland 21550
Attention: Cheryl Gnegy, Resource Center
Paper Bid Notice Enclosed

BIDS MUST BE SUBMITTED ON THE ATTACHED OFFICIAL BID PROPOSAL SHEET

Submitted by: _____ Date: _____

Company Name: _____

Address: _____

Telephone: _____

BID ORDER CONTACT FORM FOR COPY PAPER ORDER
This must accompany the quantities form

Name of Company: _____

Address: _____

Phone: _____

Fax #: _____

E-mail Address: _____

Authorized Representative: _____
Please Type or Print Clearly

Signature of Representative: _____

Date: _____

No bid may be withdrawn for a period of forty-five (45) days after the scheduled time for receipt of bids.

Forward Bid Proposals to:

Garrett County Board of Education
40 South Second Street
Oakland, Maryland 21550
Attention: Cheryl Gnegy, Resource Center
Paper Bid Notice Enclosed



BID 20-0610
 PROPOSAL FOR PAPER ORDER
 BID PROPOSAL

Business Name: _____
 Contact Person: _____
 Address: _____
 Address: _____
 Phone: _____ Fax: _____

I hereby submit the following bid in accordance with the special terms, conditions and specifications contained within this request on behalf of:

Business Name

Signature

<u>QTY.</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>BRAND</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
Boxes = 10 reams/500 sheets reams/5000 sheets per box – Copy Paper 20#					
1114 boxes	1	Copy Paper, 8 ½” x 11” 20#, White, Virgin	_____	_____	_____
38 boxes	2	Copy Paper, 8 ½” x 11” 20#, Green, Virgin	_____	_____	_____
45 boxes	3	Copy Paper, 8 ½” x 11” 20#, Blue, Virgin	_____	_____	_____
21 boxes	4	Copy Paper, 8 ½” x 11” 20#, Pink, Virgin	_____	_____	_____
8 boxes	5	Copy Paper, 8 ½” x 11” 20#, Gray, Virgin	_____	_____	_____
59 boxes	6	Copy Paper, 8 ½” x 11” 20#, Canary, Virgin	_____	_____	_____
17 boxes	7	Copy Paper, 8 ½” x 11” 20#, Buff, Virgin	_____	_____	_____

<u>QTY.</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>BRAND</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
19 boxes	8	Copy Paper, 8 1/2" x 11" 20#, Goldenrod, Virgin	_____	_____	_____
13 boxes	9	Copy Paper, 8 1/2" x 11" 20#, Salmon, Virgin	_____	_____	_____
9 boxes	10	Copy Paper, 8 1/2" x 11" 20#, Ivory, Virgin	_____	_____	_____
21 boxes	11	Copy Paper, 8 1/2" x 11" 20#, Orchid, Virgin	_____	_____	_____
7 boxes	12	Copy Paper, 8 1/2" x 11" 20#, Tan, Virgin	_____	_____	_____
2 boxes	13	Copy Paper, 11" x 17" 20#, White, Virgin	_____	_____	_____
7 boxes	14	Copy Paper, 8 1/2" x 11" 20#, White Standard 3-Hole Punch, Virgin	_____	_____	_____
3 boxes	15	Copy Paper, 8 1/2" x 14" 20#, White, Virgin	_____	_____	_____

TOTAL COST _____

(The total cost amount must be filled in above)

NOTES:

GARRETT COUNTY PUBLIC SCHOOLS

Barbara Baker, Superintendent

40 South Second Street, Oakland, MD 21550

Telephone: 301-334-8900 / 301-895-3163 / 301-359-9209

Fax: 301-334-7621

Jessica Fratz, Principal

ACCIDENT ELEMENTARY SCHOOL

534 Accident Bittinger Road

Accident, MD 21520

Phone: 301-746-8863/895-5040 Fax: 301-746-8570

Dawna Ashby, Principal

- Anne Ross, Assistant Principal

BROAD FORD ELEMENTARY SCHOOL

607 Harvey Winters Road

Oakland, MD 21550

Phone: 301-334-9445 Fax: 301-334-5774

Dana McCauley, Principal

CRELLIN ELEMENTARY SCHOOL

115 Kendall Drive

Oakland, MD 21550

Phone: 301-334-4704 Fax: 301-334-4704

DENNETT ROAD EDUCATIONAL COMPLEX

770 Dennett Road

Oakland, MD 21550

Phone: 301-334-7650 Fax: 301-334-8062

James Friend, Principal

FRIENDSVILLE ELEMENTARY SCHOOL

PO Box 59, 841 First Avenue

Friendsville, MD 21531

Phone: 301-746-5100 Fax: 301-746-5065

Tracie Miller, Principal

GRANTSVILLE ELEMENTARY SCHOOL

120 Grant Street, PO Box 9

Grantsville, MD 21536

Phone: 301-895-5173/746-8662 Fax: 301-746-8662

Candy Maust, Principal

ROUTE 40 ELEMENTARY SCHOOL

17764 National Pike

Frostburg, MD 21532

Phone: 301-689-6132 Fax: 301-687-0261

Connie Uphold, Principal

SWAN MEADOW SCHOOL

6709 Garrett Highway

Oakland, MD 21550

Phone: 301-334-2059 Fax: 301-334-6335

Janet Gregory, Principal

YOUGH GLADES ELEMENTARY SCHOOL

70 Wolf Acres Drive

Oakland, MD 21550

Phone: 301-334-3334 Fax: 301-334-6992

David Yoder, Principal

- Richard Stevens, Assistant Principal

NORTHERN MIDDLE SCHOOL

371 Pride Parkway

Accident, MD 21520

Phone: 301-746-8165/895-5075 Fax: 301-746-8865

Brooks Elliott, Principal

- Tony Lancianese, Assistant Principal

SOUTHERN MIDDLE SCHOOL

605 Harvey Winters Road

Oakland, MD 21550

Phone: 301-334-8881 Fax: 301-334-2315

James Maddy, Principal

- John Hummel, Assistant Principal

NORTHERN GARRETT HIGH SCHOOL

86 Pride Parkway

Accident, MD 21520

Phone: 301-746-8668/895-5434 Fax: 301-746-8942

Nicole Miller, Principal

- Open Position, Assistant Principal

SOUTHERN GARRETT HIGH SCHOOL

345 Oakland Drive

Oakland, MD 21550

Phone: 301-334-9447 Fax: 301-334-5085

Jason Shank, Assistant Principal/Planetarium Teacher

HICKORY ENVIRONMENTAL EDUCATION CENTER

604 Pride Parkway

Accident, MD 21520

Phone: 301-746-8461 Fax: 301-746-8051

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40 South Second Street

Oakland, MD 21550

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