



IFB# 018-PAPER-002

(The above quote number must appear on all correspondence)

Bid Due: 08/09/2017, WEDNESDAY, at 1:00 pm

Delivery required 2 weeks from order date as noted on purchase order

Requested by: Karli Miller ph: 541-966-3128

Bid response must be typed. Please use the Excel worksheet that is provided. - No hand written responses will be accepted.

InterMountain ESD is seeking quotes for xerographic paper to be utilized by schools and cooperative member in Umatilla, Morrow, Baker, Grant Malheur, Union and Wallowa Counties. All three truckloads will be delivered to one location; **InterMountain ESD Warehouse, 724 Airport Rd, Pendleton, OR 97801**. We are able to receive all 2,520 cases in a single day.

We quote you as below:

- 1. **Company Name:** _____
- 2. **Phone Number:** _____
- 3. **Date:** _____
- 4. **Name:** _____
- 5. **Direct Phone:** _____
- 6. **Signature:** _____
- 7. **Email:** _____
- 8. **Pricing Firm Until:** _____
- 9. **Delivery Date:** _____
- 10. **Term:** _____

*Please quote price and delivery F.O.B. destination, dock and forklift access available

*Receiving hours - Mon - Fri, 8AM - 3PM - Fred Phillips - Warehouse Supervisor - 541.966.3204

PAPER SUPPLIES						
ESD Item No.	Description	Est Qty	UOM	Your Price	Total	Your Item No. & Brand
51-310	White Xerographic, 8 1/2"x11", 20#, Minimum 92 Bright, 10 reams per case, 500 sheets per ream	2,520	Case			

*Sample required

Please quote your best price, terms and delivery on the article(s) described below. Vendor must fill in entire item row or category (as marked) and complete boxes 1 thru 10 of this form to receive consideration. Sign your firm name and official signature. Send completed form to:

Mail: IMESD Purchasing, 2001 SW Nye Ave, Pendleton, OR 97801

Email: purchasing@imesd.k12.or.us

One ream sample is requested, due 08/09/2017, WEDNESDAY, at 1:00PM