Dear Potential Bidder:

The attached list of paper supplies is being considered for purchase by this school for the 2020-2021 school year. *We ask for a quotation of your delivered prices, FOB Candor.* Individual item extensions are required for information only. It is expected that the majority of items on the list will be purchased if within budget estimates.

The paper must be suitable for laser printers and plain paper copiers. Please indicate the brand name of the paper on which you are bidding and **send a sample of each item**.

A non-collusion statement (sample attached) must be submitted with your bid.

Sincerely,

Jeffrey J. Kisloski  
Superintendent

JJK:kmh  
Encl.