

**GREENVILLE AREA SCHOOL DISTRICT  
BUSINESS OFFICE  
9 DONATION ROAD  
GREENVILLE, PA 16125**

**2026 - 2027 PAPER SUPPLY BID**

The Greenville Area School District solicits bids for **Paper Supplies** for use in the District during the 2026-2027 school term. Specifications as listed for individual items are taken from the listed distributors. Other items of "equal quality" will be considered - samples must be included. **Bid prices shall include delivery to the Greenville Area School District.** Specifications or data sheets may accompany each bid.

**CONDITIONS UNDER WHICH BID SHALL BE MADE**

1. Jobbers shall submit bids on the forms provided by the School District or on comparable forms in which the items are listed in the same order.
2. The items on our bid forms are separated by lines. If these lines do not print on your form, please make sure your bid amounts are clearly lined up with the item number you are bidding on.
3. ***Verify "unit of measure" and "quantity" columns before submitting bid. If your unit of measure is different from our bid, please adjust the unit price or quantity so that your total bid is for the total quantity we are requesting. Note any difference in unit of measure and/or quantity on the bid form.***
4. MSDS sheets or a link to a web document (PDF) for MSDS *must* accompany any chemical items awarded.
5. The School District reserves the right to omit items as they so desire.
6. Billings *must* be stated July 1, 2026, or later. No payments can be made until after July 1, 2026.

**DELIVERY OF MATERIALS - STANDARDS AND INSTRUCTIONS**

1. Delivery shall be made after May 1, 2026, but no later than June 30, 2026.
2. The Business Office must be notified at least TWO (2) days in advance of shipment (724-588-2500, extension 2304).

3. Delivery will be drop-shipped to the address indicated on the purchase order.
4. All deliveries will be unloaded by the bidder's staff (forklift) and freight company's staff (pallet jack to tailgate). Unloading personnel are available from 8:00 A.M. to 2:00 P.M. daily Monday through Friday.
5. The proposal shall include freight.
6. Height of pallet loads when double stacked, including pallets, will not exceed 109".
7. **Delivery will be refused if incoming shipment does not comply with bidder's delivery standards.**

Specifications cannot be altered in any way; however, questions regarding the specifications may be referred to the Business Manager. Alternate bid items must be shown as second choice items only.

Bids must be submitted in sealed envelopes and clearly marked. The bid must be in the Office of the Business Manager, Greenville High School, 9 Donation Road, Greenville, PA 16125, on or before 12:00 Noon EDT, March 20, 2026. Bids will be officially opened for tabulating March 20, 2026, at 1:30 P.M. EDT, in the Business Office. Bids may be awarded at the regular Board Meeting to be held April 20, 2026, at 6:30 P.M. EDT.

The Board of Directors reserves the right to reject any or all bids and to waive any informalities in the bidding - as well as the right to enter into a contract which is in the best interest of the School District.

**GREENVILLE AREA SCHOOL DISTRICT  
9 DONATION ROAD  
GREENVILLE, PA 16125**

**2026 - 2027  
PAPER SUPPLY  
BID**

**SUBMITTED BY:**

**(Vendor name)** \_\_\_\_\_

**(Address)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GREENVILLE AREA SCHOOL DISTRICT  
2026-2027 SUPPLY BID  
Paper

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ITEM #	ITEM	UNIT OF MEAS	QTY NEEDED	UNIT PRICE	TOTAL PRICE
	COPIER PAPER 8 1/2" X 11", 20 LB., WHITE COPIER PAPER, 5000 SHEETS/CTN. <b>LOW DUST PAPER. FASCOPY</b>				
3000	GREEN LABEL	CTN	400		
	COPIER PAPER 8 1/2" X 11", 20 LB., BUFF COPIER PAPER, 5000				
3001	SHEETS/CTN. GESTETNER	CTN	1		
	COPIER PAPER 8 1/2" X 11", 20 LB., GOLDENROD COPIER PAPER,				
3003	5000 SHEETS/CTN. GESTETNER	CTN	2		
	COPIER PAPER 8 1/2" X 11", 20 LB., BLUE COPIER PAPER, 5000				
3004	SHEETS/CTN. GESTETNER	CTN	1		
	COPIER PAPER 8 1/2" X 11", 20 LB., GREEN COPIER PAPER,				
3006	5000 SHEETS/CTN. GESTETNER	CTN	3		
	COPIER PAPER 8 1/2" X 11", 20 LB., GRAY COPIER PAPER, 5000				
3008	SHEETS/CTN. GESTETNER	CTN	1		
	COPIER PAPER 8 1/2" X 11", 20 LB., CHERRY COPIER PAPER,				
3009	5000 SHEETS/CTN. GESTETNER	CTN	1		
	COPIER PAPER 8 1/2" X 11", 20 LB., LILAC COPIER PAPER,				
3010	5000 SHEETS/CTN. GESTETNER	CTN	1		
	COPIER PAPER 8 1/2" X 11", 20 LB., RED COPIER PAPER, 5000				
3012	SHEETS/CTN.	CTN	4		
	COVER STOCK 8 1/2" X 11", 65 LB., NEPTUNE BLUE, 2000				
3030	SHEETS/CTN. FRASIER BRIGHTS	CTN	2		
	COVER STOCK 8 1/2" X 11", 65 LB., GAMMA GREEN, 2000				
3032	SHEETS/CTN FRASIER BRIGHTS	CTN	2		
	COVER STOCK 8 1/2" X 11", 65 LB., TERRA GREEN, 2000				
3033	SHEETS/CTN FRASIER BRIGHTS	CTN	2		

GREENVILLE AREA SCHOOL DISTRICT  
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 Paper

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ITEM #	ITEM	UNIT OF	QTY	UNIT	TOTAL
		MEAS	NEEDED	PRICE	PRICE
	COVER STOCK				
	8 1/2" X 11", 65 LB., SOLAR YELLOW, 2000				
3034	SHEETS/CTN. FRASIER BRIGHTS	CTN	1		
	COVER STOCK				
	8 1/2" X 11", 65 LB., GALAXY GOLD, 2000				
3037	SHEETS/CTN FRASIER BRIGHTS	CTN	3		
	COVER STOCK				
	8 1/2" X 11", 65 LB., COSMIC ORANGE, 2000				
3039	SHEETS/CTN. FRASIER BRIGHTS	CTN	1		
	COVER STOCK				
	8 1/2" X 11", 65 LB., PULSAR PINK, 2000				
3043	SHEETS/CTN FRASIER BRIGHTS	CTN	2		
	COVER STOCK				
	8 1/2" X 11", 67LB., 2000 SHEETS/CTN.,				
3140	ORCHID. SPRINGHILL	CTN	1		
	COVER STOCK				
	8 1/2" X 11", 67LB., 2000 SHEETS/CTN., PINK.				
3141	SPRINGHILL	CTN	4		