



REQUEST FOR PROPOSAL

Classroom Consumable Supplies

FurLOW Charter School is soliciting proposals for classroom supplies for the 2024-2025 school year.

SCOPE OF WORK

Potential bidders should submit bids with similar products in regards to the amounts listed below. Brand names and sizes should be given for each item. Please provide lead times for shipping and delivery, and delivery needs and expectations.

PROPOSALS ARE DUE BY 4:00 PM ON MAY 28, 2024.

FUNDING SOURCE

- This project is being paid for with Federal funds, ESSER and Title 1. Items, materials, or services purchased must meet all of the requirements and guidelines of the funding source. See the ESSER FAQ document.

FORM OF PROPOSAL

Proposals should consist of the following information:

- Identification of the point of contact for this RFP process with phone number and email
- Anticipated delivery time, no later than July 17, 2024
- Itemized list of supplies including name brands and amounts - see template attached
- Proposed costs, shipping, and time of delivery

PROPOSAL SUBMISSION

Proposals should be emailed to sduff@furLOWcharter.org.


The due date for proposals is May 28, 2024.

Please address questions to Stephanie Duff, Chief Financial Officer, sduff@furLOWcharter.org

Description	Unit	Quantity	Unit Price	Unit of Measure	Brand	Product Number	Specifications, if different from description
Notebook Paper (Wide)	100 pages	478 packs					
Notebook Paper	100 pages	395					

(College)		packs					
Composition Books	100 pages	992 books					
Red Pens	pack of 25+	58 packs					
Black Pens	packs of 25+	58					
Blue Pens	packs of 25+	53					
Wooden Pencils (prefer Ticonderoga)	packs of 25+	625					
Index Cards (3x5)	packs of 50+	451					
Index Cards (4x6)	Packs of 25+	139					
Binder 1.5 in	1.5 in	1121					
Binder 2in	2 in	552					
Pocket Folders (without prongs)	Green Folders	453					
Pocket Folders with Prongs	184 of each color: red, blue, yellow, green, purple, gray.	2327					
Highlighters - yellow	packs of 25+	22					
Highlighters - mixed	packs of 25+	45					
Dry Erase Markers - Chisel tip (prefer Expo)	packs of 25+	44					
Dry Erase Markers - fine tip (prefer Expo)	packs of 25+	65					

Glue sticks	packs of 50+	57					
File folders	boxes of 50+	56					
Expandable files (Letter)	boxes of 50+	8					
Masking tape	½ in or 1 in	87 rolls					
Class set color pencils (prefer Crayola)	class set boxes	47					
Class set markers (prefer Crayola)	class set boxes	48					
Class set crayons (prefer Crayola)	class set boxes	35					
Mixed Construction paper	Packs of 100+ pages	47					
Pencil Top erasers	boxes of 100+	34					
Big erasers	packs of 25+	53					
Post it notes 3x3	100 sheet pads	363					
Black permanent markers (Sharpie brand preferred)	boxes of 25+	46					
Scissors - child	Child size	532					
Scissors - adult	Adult size	162					
Paper clips - large	Boxes of 100+	264					
Paper clips - small	Boxes of 100+	212					
Binder clips - small	Boxes of 12+	35					
Binder clips - large	Boxes of	230					

	12+						
Card Stock - white	Ream of 75+	346					
Packing tape	2 in rolls	78					
Small clear tape	1 in rolls	326					
Staples-Standard size	Pack of 5,000	218					
Chart Paper	25x30 in pads	166					
Page protectors	packs of 25+	54					
Zippered pencil case	3 ring binder pencil pouch	721					
Pencil boxes (plastic)	box	250					
Hand pencil sharpeners	Individual	250					
Electric pencil sharpener	Individual	21					
Colored printer paper	Ream of 75+	182					
Mesh letter sized zipper sized bags	Individual	250					
Laminating sheets	Packs of 100+	30					
Reading book pouch (approx. 30 x 25 cm/ 11.8 x 9.8 inches, with handle) 	Individual	250					