

The Savannah R3 School District is now accepting sealed bids for copy paper for the 2024-2025 school year.

Bids must be submitted in a sealed envelope clearly marked "PAPER BID" to the Savannah R3 School District, 408 W. Market St., Savannah, MO 64485, **no later than 2:00 PM, March 12, 2024**. Bids will be considered at the Board of Education business meeting held on March 14, 2024.

All bid information can be found on the attached sheets. Please note there are two separate bids; one for plain white copy paper, and one for colored paper. Companies are encouraged to complete both bids but are not required.

Each campus will be prepared to take paper deliveries between July 1st and August 8th with a 30-minute call ahead. A lift gate will be required for delivery.

The Board Of Education reserves the right to accept the lowest or most appropriate bidder for bid options one and/or two. The Board may also reject any or all bids.

Company Name: _____

Street/City/Zip: _____

Telephone Number: _____ Email: _____

Contact Person/Signature: _____

Your Anticipated Delivery Date: _____

Bids Are Good Until: _____

Bids include the cost to deliver to all sites: Yes or No

Bid #1: White Copy Paper

8 1/2 x 11
20 lb.
500 sheets per ream
10 reams per case

Cases Ordered: 415

Cost Per Case: _____

Total Cost of Paper: _____

Delivery to 1 (one) site:

Savannah R3 School District Office
408 West Market St.
Savannah, MO 64485

(not preferred)

415 Cases

Cost of delivery to 1 site: _____

Total cost of paper + delivery: _____

Delivery to all sites:

Preferred

Savannah R3 School District Office

408 West Market St.
Savannah, MO 64485
(816) 324-3144

20 Cases

Savannah High School

701 St. Rt. E
Savannah, MO 64485
(816) 324-3128

100 Cases

Savannah Middle School

10500 St. Rt. T
Savannah, MO 64485
(816) 324-3126

80 Cases

Minnie Cline Elementary School

808 W. Price St.
Savannah, MO 64485
(816) 324-3915

75 Cases

Early Learning Center

703 W. Chestnut St.
Savannah, MO 64485
(816) 324-3123

30 Cases

John Glenn Elementary School

12401 Co Rd. 438
St. Joseph, MO 64505
(816) 279-4533

75 Cases

Amazonia Elementary School

845 6th St.
Amazonia, MO 64421
(816) 475-2161

10 Cases

Helena Elementary School

21080 Osage St.
Helena, MO 64459
(816) 369-2865

25 Cases

Cost of delivery to all sites: _____

Total cost of paper + delivery: _____

Bid #2: Color Copy and Cover Weight Paper

| Copy Paper | | | |
|-------------------------|------------------|------------------|------------|
| 8 1/2 X 11 | | | |
| 20lb. | | | |
| approx. 500 sheets/ream | | | |
| Pastel | REAMS Ordered | Cost Per REAM | Total Cost |
| Blue | 16 | @ _____ = | _____ |
| Yellow | 19 | @ _____ = | _____ |
| Pink | 5 | @ _____ = | _____ |
| Green | 17 | @ _____ = | _____ |
| Light Purple | 10 | @ _____ = | _____ |
| Orange | 4 | @ _____ = | _____ |
| Brites | | | |
| Blue | 18 | @ _____ = | _____ |
| Yellow | 12 | @ _____ = | _____ |
| Orange | 6 | @ _____ = | _____ |
| Hot Pink | 5 | @ _____ = | _____ |
| Lime Green | 18 | @ _____ = | _____ |
| Christmas Green | 20 | @ _____ = | _____ |
| Red | 14 | @ _____ = | _____ |
| Goldenrod | 41 | @ _____ = | _____ |
| Total | 205 | @ _____ = | _____ |

| Cover Paper | | | |
|--------------------------|------------------|---------------|------------|
| 8 1/2 X 11 | | | |
| 60 or 65lb. | | | |
| approx. 250 sheets/ ream | | | |
| Pastel | REAMS Ordered | Cost Per REAM | Total Cost |
| Blue | 1 | @ _____ = | _____ |
| Yellow | 8 | @ _____ = | _____ |
| Pink | 5 | @ _____ = | _____ |
| Green | 1 | @ _____ = | _____ |
| Light Purple | 15 | @ _____ = | _____ |
| Orange | 6 | @ _____ = | _____ |
| Brites | | | |
| Blue | 6 | @ _____ = | _____ |
| Yellow | 4 | @ _____ = | _____ |
| Orange | 6 | @ _____ = | _____ |
| Hot Pink | 5 | @ _____ = | _____ |
| Lime Green | 5 | @ _____ = | _____ |
| Christmas Green | 5 | @ _____ = | _____ |
| Red | 6 | @ _____ = | _____ |
| Goldenrod | 13 | @ _____ = | _____ |
| White Cardstock | 88 | _____ | _____ |
| Total | 174 | @ _____ = | _____ |

| | |
|---------------------------------|-------|
| Cost of delivery to 1 site: | _____ |
| Total cost of paper + delivery: | _____ |

| | |
|--------------------------------------|-------|
| Cost of delivery to ALL sites: | _____ |
| See next page for building breakdown | |
| Total cost of paper + delivery: | _____ |

| Bid #2: Color Copy and Cover Weight Paper by Building | Copy Paper 8 1/2 X 11 20 LB. approx.500 sheets/ream | | | | | | | | | | | | | Cover Paper 8 1/2 X 11 60/65 LB. approx. 250 sheets/rm | | | | | | | | | | | | | Total Reams ordered | | | |
|---|--|--------|------|-------|--------------|--------|--------|--------|--------|----------|------------|-----------------|-----|---|------|--------|------|-------|--------------|--------|------|--------|--------|----------|------------|-----------------|---------------------|-----------|-----------------|-----|
| | Pastel | | | | | | Brites | | | | | | | Pastel | | | | | | Brites | | | | | | | | | | |
| | Blue | Yellow | Pink | Green | Light Purple | Orange | Blue | Yellow | Orange | Hot Pink | Lime Green | Christmas Green | Red | Goldenrod | Blue | Yellow | Pink | Green | Light Purple | Orange | Blue | Yellow | Orange | Hot Pink | Lime Green | Christmas Green | Red | Goldenrod | White Cardstock | |
| District Office 408 West Market St. Savannah, MO 64485 (816) 324-3144 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 10 | 10 | |
| Savannah High School 701 St. Rt. E Savannah, MO 64485 (816) 324-3128 | - | - | - | - | - | - | - | - | - | - | - | - | - | 17 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 17 | |
| Savannah Middle School 10500 St. Rt. T Savannah, MO 64485 (816) 324-3126 | - | 4 | - | 4 | - | - | - | - | - | - | - | - | - | 10 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 18 | |
| Minnie Cline Elementary School 808 W. Price St. Savannah, MO 64485 (816) 324-3915 | 15 | 13 | 5 | 12 | 9 | 4 | 10 | 9 | 5 | - | 9 | 9 | 3 | 11 | - | 3 | 4 | 1 | 9 | 6 | 1 | 3 | - | 5 | - | 5 | 3 | - | 39 | 193 |
| Early Learning Center 703 W. Chestnut St. Savannah, MO 64485 (816) 324-3123 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 5 | - | - | 5 | - | 4 | - | 4 | - | - | - | - | 5 | - | 23 |
| John Glenn Elementary School 12401 Co. Rd. 438 St. Joseph, MO 64505 (816) 279-4533 | 1 | 1 | - | 1 | 1 | - | 7 | 2 | 1 | 4 | 8 | 10 | 11 | 3 | 1 | - | 1 | - | 1 | - | 1 | 1 | 2 | - | 4 | - | 3 | 6 | 25 | 95 |
| Amazonia Elementary School 845 6th St. Amazonia, MO 64421 (816) 475-2161 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 4 | 4 | |
| Helena Elementary School 21080 Osage St. Helena, MO 64459 (816) 369-2865 | - | 1 | - | - | - | - | 1 | 1 | - | 1 | 1 | 1 | - | - | - | - | - | - | - | - | - | - | - | 1 | - | - | 2 | 10 | 19 | |