**Missouri Western State University**

**Bid Specification Sheet for FB19-090**

• White Bond Paper, 20 lb., 8 ½ x 11”

• 92 Brightness

• Ream Wrapped

• Suitable for high speed copiers, laser printers, inkjet printers and plain paper for fax machines

• Labeled to brand and content

• Square Cut

• 5,000 sheets per carton

• 400 Cartons (10-skids, 40 each) per tri-annual calendar (January 1 – April 30, 2019)

\* To be delivered to Campus Printing & Design Services Office in Wilson Hall, Room 112, between 8 a.m. and 4:00 p.m., Monday thru Friday (with the exception of campus closings), **WITHIN 48 HOURS OF REQUEST OF DELIVERY - \*\*NO EXCEPTIONS\*\* If you are unable to meet these delivery specifications, please do not submit a bid as your organization will not be considered.**

**••MUST HAVE LIFT TRUCK, PALLET JACK AND DELIVER 2 SKIDS AT A TIME**.

Brand of Paper that is being bid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost per Carton $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Charge $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Bid Quote (Total Cost of 400 Cartons)** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of paper (if needed) in excess of the

400 cartons bid above. Cost per additional

skid (40 ctns). $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor Authorized Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_