Wise County Public Schools

MEMORANDUM 628 Lake Street NE Wise, Virginia 24293 276-328-8281

To: Interested Vendors

From: Jason Boggs, Maintenance Clerk

Subject: <u>ADVERTISEMENT FOR BIDS</u> - Custodial and Paper Supplies

2021-2022 School Year - Wise County Public Schools - Wise, Virginia 24293

Date: February 23, 2021

Sealed bids for <u>custodial and paper supplies</u> will be received at the office of the Director of Facilities and Grounds, Wise County School Board, 628 Lake Street NE, Building E, Wise, VA 24293 until 2:00 P.M., local time, Tuesday, March 23, 2021. All bids will be publicly opened and read aloud at this time. Contract awards will be made within thirty (30) business days after the conclusion of bid opening. The procedure for withdrawal of bids due to error shall be according to Section 2.2 - 4330 of the Code of Virginia.

Specifications may be obtained through Wise County Schools Maintenance Department.

The Wise County School Board reserves the right to reject any and all bids and to waive all informalities.

Special Conditions:

- 1. Bids will be awarded on a line-item basis. Different criteria will be used to determine the award. Price, packaging, unit size, quality, availability and other factors will be considered. We reserve the right to purchase or not purchase any or all items on the bid list and to change the quantity actually purchased, solely at our discretion.
- 2. Price to be firm for ninety (90) days.

3. Price will include delivery to: Wise County Public Schools

515 Hurricane Road Warehouse Building H Wise, VA 24293

- 4. All items are to be bid in the unit specified for that item.
- 5. All bids are to be submitted on the specifications sheet and accompanied by necessary attachments. Bids not submitted on the bid (specification) sheet will not be accepted.

- 6. Deliveries are to be made between 7:00 A.M. and 2:30 P.M. local time.
- 7. All supplies are to be delivered on pallets or skids unless permission is granted to do otherwise and shall be arranged to allow easy access for counting. For delivery information, contact Gary Lawson or Jason Boggs at: (276) 328-8281.
- 8. Please indicate on outside of envelope **SEALED BID CUSTODIAL SUPPLIES.**
- 9. Safety Data Sheets are to be provided on any item sold to the Wise County School Board.
- 10. Individual schools shall be permitted to purchase products at bid price from successful bidders.