

NOTICE TO BIDDERS

Notice is hereby given that sealed Bids for **2025-26 Paper Supplies for the Nutrition Services Department** will be received at The Brownsburg Community School Corporation, F.L. O'Neal Administration Center; 310 Stadium Drive, Brownsburg, Indiana, 46112. Bids will be received until **10:00 a.m. EDST (Local Time), Thursday, April 3, 2025**, and will be opened at that time and read publicly in the Board Room, **enter door 7**. The bid documents are available for download at: <https://www.brownsburg.k12.in.us/project-notices>

Bids shall be submitted on forms provided in the bid document. Each bid shall be delivered in a sealed envelope plainly labeled to indicate the following:

Addressed to:

The Brownsburg Community School Corporation
F.L. O'Neal Administration Building, Entry 7
310 Stadium Drive, Brownsburg, Indiana, 46112
Attn: Jordan Ryan, RFP for Paper Supplies

Name and Return Address of the Vendor

Facsimile, email, or other electronic submissions will not be accepted.

Once bids are submitted, they may not be altered or withdrawn for a period of sixty (60) days after the opening.

A \$5,000.00 bid bond or certified check payable to the Brownsburg Community School Corporation must be submitted with the bid.

For companies receiving bid awards, a performance bond will be required in the amount of 110% of the total for their products.

Any requests for additional information or to receive clarification of the requirements of the bid, shall be directed to the office of:

Jordan Ryan, Director of Nutrition Services
310 Stadium Drive
Brownsburg, IN 46112
317-852-5726 EXT. 2092
jryan@brownsburg.k12.in.us

The Brownsburg Community School Corporation reserves the right to reject any or all bids as a whole, or in part, and to accept without further recourse entire bids or any partial bid, as deemed most advantageous to the Brownsburg Community School Corporation. The Board may exercise the right, at its discretion, to waive any informalities or technicalities in the bidding, as long as the intent and purpose of this notice has been conformed with, and to re-advertise. Bidders must accept these conditions without exception.