



NORTH READING PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

189 Park Street
North Reading, Massachusetts 01864
Telephone 978-664-7810
FAX 978-664-0252

INVITATION FOR BIDS

The School Department for the Town of North Reading, Massachusetts will receive sealed quotes for the furnishing and delivering of **PAPER SUPPLIES** to the North Reading Public Schools.

The North Reading Public Schools Office of the Superintendent will receive bids until **11:00 a.m. Friday, March 28, 2025**. Complete information for bidders may be obtained by emailing Michael Connelly, Assistant Superintendent of Finance and Operations at mconnelly@nrpsk12.org. All Bids should be emailed to the same address mconnelly@nrpsk12.org by **11:00 a.m. Friday, March 28, 2025**.

The North Reading Public Schools reserves the right to reject any or all bids, or to accept any parts thereof, which it considers most advantageous to the Town of North Reading.

Michael Connelly
Assistant Supt. of Finance & Operations
North Reading Public Schools

NORTH READING PUBLIC SCHOOLS
189 Park Street
North Reading, MA 0186
TERMS AND REQUIREMENTS – PAPER SUPPLIES

1. All bids must be emailed to Michael Connelly, Assistant Superintendent of Finance and Operations at mconnelly@nrpsk12.org. **Quotes will be received until 11:00 a.m., Friday, March 28, 2025.**
2. All quotes must be submitted on the attached bid forms.
3. Prices will include delivery. The successful bidder(s) will notify the North Reading Public Schools Finance Department twenty-four hours (24) prior to delivery.
4. Quantities listed are approximate. Unit prices are requested.
5. Provide unit prices as if the bid award is made in total. **Bids MUST BE submitted on the forms provided.**
6. No bidder may withdraw his bid for a period of thirty (30) days after the date set for the opening.
7. All prices quoted will be held until June 30, 2026.
8. The bidders will be required to fill all orders within thirty (30) days of receipt of purchase orders or at some later date if so stated on any purchase order. The awarding bidder must have the ability to deliver the paper order either semi-annually or quarterly to each school as needed.
9. All cartons or packages must show our purchase order number and school name.
10. Items requested are for the 2025-26 school year.
11. The School Committee reserves the right to reject any or all bids, or any part thereof, or to accept any bid or part thereof which it considers most advantageous to the Town of North Reading.
12. All articles which are imperfect or of a grade inferior to specifications will be rejected and must be replaced by acceptable articles without expense to the Town for transportation.
13. Wherever items are specified by trade name, manufacturer, or dealer's catalog, or by any other reference, it will be taken to mean the item thus described or any other item equal thereto in quality, finish, durability and serviceability for the purpose for which it is intended.

BIDDER NAME: _____

**NORTH READING PUBLIC SCHOOLS
FY '26 PAPER BID LIST**

Approx. Qty.	Item Description	Unit of MSR	Unit Price	Unit Price Recycled	Total Price
XEROGRAPHIC PAPER - SUB 20					
1,140	White - 8.5 x 11	Carton			-
5	White - 8.5 x 14	Carton			-
9	White - 11 x 17	Carton			-
10	White - 8.5 x 11 3 hole punch	Carton			-
3	White composition paper - lined	Carton			-
0	Yellow - 8.5 x 11	Carton			-
0	Pink - 8.5 x 11	Carton			-
0	Blue - 8.5 x 11	Carton			-
0	Green - 8.5 x 12	Carton			-
1	Goldenrod - 8.5 x 11	Carton			-
0	Cherry - .5 x 11	Carton			-
1	Orchid - 8.5 x 11	Carton			-
0	Ivory - 8.5 x 11	Carton			-
0	Buff - 8.5 x 11	Carton			-
0	Salmon - 8.5 x 11	Carton			-
1	Teal - 8.5 x 11	Carton			-

1,170

Total	-
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**PLEASE PROVIDE US WITH A COLOR CHART AND PRICING FOR
XEROGRAPHIC PAPER SHOWING AVAILABILITY OF OTHER COLORS.
PLEASE ASSUME MINIMUM ORDER QUANTITY.**

THE NORTH READING PUBLIC SCHOOLS IS SUPPORTIVE OF THE NATION WIDE
RECYCLING EFFORT. A BID PRICE IS ALSO REQUESTED FOR ANY OF THE
ABOVE ITEMS PRODUCED FROM RECYCLED MATERIALS. PLEASE SUBMIT A
SAMPLE OF THE ITEM(S) WITH THE BID.