



**Dr. Curt P. Vasas**  
Executive Director

200 Shady Lane  
Suite 120  
Philipsburg, PA 16866  
(814) 342-0884  
[www.ciu10.org](http://www.ciu10.org)

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**TO:** Vendors Submitting Bids for Copy Paper  
**FROM:** Jon Rice - Director of Business Services  
**SUBJECT:** **Proposal for 2026/2027 Copy Paper**  
**DATE:** February 20, 2026

Sealed bids for **COPY PAPER**, as per specifications, will be received by Jon Rice, Director of Business Services, via email at [RFP@ciu10.org](mailto:RFP@ciu10.org) or mailed to 200 Shady Lane, Suite 120, Philipsburg PA 16866 until 4:00 PM on Friday, April 3, 2026.

This document serves as the Central Intermediate Unit 10 Joint Purchasing Committee's proposal for copy paper, outlining the conditions and specifications for the item(s) listed in the bid.

Vendors are requested to thoroughly review the provided information and submit a signed copy of this agreement, along with their bid prices and any other requested details, by the specified deadline.

## **JOINT PURCHASING COMMITTEE - GENERAL CONDITIONS**

### **INVITATION TO BIDDERS**

The Joint Purchasing Committee of the Central Intermediate Unit 10 invites Vendors to submit bids for **COPY PAPER** in accordance with the specifications and instructions set forth. All bids shall show the price per item as well as an extended price. **Items should be bid according to the specified unit or quantity.**

### **PERIOD BID IN EFFECT**

All bids must be submitted by Friday, April 3, 2026, at 4:00 PM (EST). Bids cannot be withdrawn within sixty days following the bid submission deadline. Most purchasing members will place orders after July 1, 2026, aligning with their fiscal year 2026/2027 budget. Please specify the duration for which the bid prices will remain valid.

## **DELIVERY**

**Unless otherwise specified, delivery of materials must be completed by August 15, 2026. Participating schools will place copy paper orders at one time using the July pricing. January pricing may be offered as an alternative but may not be utilized.**

If the bid is accepted, each bidder must deliver the specified supplies to the individual school as indicated on the purchase order. Delivery data sheets can be obtained from the participating schools.

## **PAYMENT**

The School District will issue payment only after all contract conditions and terms have been met and approved, in accordance with the outlined specifications or as mutually agreed upon by the Joint Purchasing Committee and Vendor.

## **QUANTITY**

Quantities are approximate and may be increased or decreased in our order on a pro rata basis.

## **TAXES/SHIPPING**

The Board of Education is a governmental agency, and therefore is exempt from all federal, state, and municipal taxes. Each School District will give the necessary cooperation and assistance to the Vendor in securing exemption from payment of taxes for all bid items purchased. In all cases, bids shall not include these taxes.

Unit prices, extensions and totals **must be given** as called for in the bid sheet.

All prices FOB destination.

## **GENERAL TERMS**

1. The Joint Purchasing Committee reserves the right to reject any or all proposals and to select the proposal that they determine to be in the best interest of the CIU 10 Joint Purchasing Cooperative.
2. The contract is subject to the approval of Central Intermediate Unit 10's board and is effective only upon their approval.
3. Terms of Bid:
  - a. RFP Release February 20, 2026
  - b. Proposals Due April 3, 2026
  - c. Proposals Opening/Review April 8, 2026
  - d. Bid Award April 23, 2026, CIU 10 Board Meeting

## **PROPOSAL RETURN**

### **COPY PAPER 2026/2027**

COMPLETE AND RETURN TO: Jon Rice, Director of Business Services  
Central Intermediate Unit 10  
Joint Purchasing Committee  
200 Shady Lane, Ste 120  
Philipsburg PA 16866



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Having carefully examined the General Conditions and the Detailed Specifications, the undersigned hereby offers to furnish and deliver to the individual school districts, in accordance with the stated conditions and specifications, the items identified in the specifications for which a unit price and extension are provided, for the total amount represented by the sum of such unit prices and extensions.

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**NAME OF COMPANY**

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**ADDRESS**

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**TELEPHONE NUMBER**

**FAX NUMBER**

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**PRINT NAME OF AUTHORIZED REPRESENTATIVE**

**EMAIL**

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**SIGN NAME OF AUTHORIZED REPRESENTATIVE**

**DATE**