



MT. DIABLO UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

2326 Bisso Lane

Concord, CA 94520

Phone (925) 825-7440 ~ Fax (925) 687-5044

REQUEST FOR QUOTATION – RFQ #R125857

HIGH SPEED COPY PAPER FOR MDUSD SUPPLY WAREHOUSE

MT. DIABLO UNIFIED SCHOOL DISTRICT
REQUESTING DEPARTMENT:
PURCHASING DEPARTMENT/SUPPLY WAREHOUSE
2326 BISSO LANE
CONCORD, CA 94520

CONTACT PERSON: LAURA WARNER
EMAIL: WARNERL@MDUSD.ORG

PHONE: 925-825-7440, EXT. 3745
FAX: 925-687-5044

RFQ #R125857

DATE ISSUE: NOVEMBER 5, 2021
QUOTE DUE: NOVEMBER 15, 2021, BY 10:00 A.M.
DELIVERY: JANUARY 6, 2022

DELIVERY MUST BE ON THURSDAY, JANUARY 6, 2022 ONLY. 1ST TRUCKLOAD TO BE DELIVERED AT 7:30 A.M. AND 2ND TRUCKLOAD TO BE DELIVERED AT 9:30 A.M. MDUSD SUPPLY WAREHOUSE DELIVERY HOURS ARE 7:30 A.M. TO 3:00 P.M.

**PLEASE CONTACT SCOTT METZ IN THE WAREHOUSE TO CONFIRM DELIVERY DATE AND TIME.
PHONE: 925-825-7440, EXT. 3751. EMAIL: METZS@MDUSD.ORG**

QTY AND DESCRIPTION:

(2) TRUCK LOADS, 1680 CASES, #00587802 HIGH SPEED COPY PAPER, 20#, 8.5" X 11", WHITE, **DOMESTIC BRANDS ONLY**, 500 SHEETS PER REAM, 10 REAMS TO CASE, 92% BRIGHTNESS. PLEASE SPECIFY BRAND NAME WHEN QUOTING. BRANDS THAT WE DO NOT ACCEPT ARE: FASCOPY, NATURAL CHOICE, WHITE BOX OR COMET BRANDS.

PRICE PER CASE: \$ 28.49 X 1680 CASES = \$ 47,863

DISCOUNTS: \$ _____ Brand Paper Quoted: Xerographics

SALES TAX: \$ 4,666.66

TOTAL: \$ 52,529.66

High Speed Copier Paper, RFQ #R125857

PRICING IN EFFECT FOR 30 DAYS

NOTE TO VENDOR: PRICING MUST BE HELD THROUGH DECEMBER 10, 2021. ANTICIPATED BOARD AWARD DATE IS DECEMBER 8, 2021. PO WILL BE ISSUED WITHIN 2 DAYS AFTER BOARD APPROVAL, WITH AN EXPECTED DELIVERY DATE OF JANUARY 6, 2022.

COMPANY NAME: Office Depot, LLC
AUTHORIZED AGENTS NAME (PRINT) Sharalyn Sowers
SIGNATURE OF AUTHORIZED AGENT *Sharalyn Sowers*
DATED: 11/12/2021 PHONE/CELL 925-464-6170
EMAIL: alona.galletti@officedepot.com

Note: Only one (1) quote per vendor. Only one (1) brand of paper to be quoted.



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PRICE PER CASE: \$ 31.85 X 1680 CASES = \$ 53,508.00
DISCOUNTS: \$ 0 Brand Paper Quoted: Tru Red
SALES TAX: \$ 5,217.03
TOTAL: \$ 58,725.03

High Speed Copier Paper, RFQ #R125857

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COMPANY NAME: Staples Contract & Commercial LLC
AUTHORIZED AGENTS NAME (PRINT) SIMON SOHN
SIGNATURE OF AUTHORIZED AGENT [Signature]
DATED: 11/15/21 PHONE/CELL 207-565-3071
EMAIL: SIMON.SOHN@STAPLES.COM

Note: Only one (1) quote per vendor. Only one (1) brand of paper to be quoted.