

Department of Purchasing

Mark A. Booker Director

## RFP #101-18-01 (32007) Large Format Print Shop Paper and Supplies

The Garland Independent School District will be receiving proposals for the purchase of Large Format Print Shop Paper and Supplies until 10:30 a.m., August 2, 2018 at 501 South Jupiter Road, Garland, Texas 75042, Purchasing Department, at which time they will be opened. Proposal documents for electronic submission can be accessed at:

https://proddmz1.garlandisd.net/OA\_HTML/AppsLocalLogin.jsp Please email <u>bids@garlandisd.net</u> for any questions.

Although we are legally required to accept paper bids, we strongly request that bidders submit this bid electronically. Please feel free to call us at (972) 487-3009, if you require any assistance with this submittal. Electronic bidding eliminates errors, eliminates unnecessary work, and is friendlier to the environment. When filing this bid electronically, please do not send us a paper copy, as the electronic version will prevail.

A paper copy of the bid may be obtained by making a request to <u>bids@garlandisd.net</u>. It is imperative that the title and bid number MUST be included when making the request.

DAILY COMMERCIAL RECORD:

Please publish on the dates specified, bill to purchasing card and send receipt with original invoice