



Department of  
Purchasing

*Mark A. Booker*  
Director

RFP #106-18 (32024)  
Ink and Toner Cartridges

The Garland Independent School District will be receiving proposals for the purchase of Ink and Toner Cartridges until 10:30 a.m., July 10, 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](https://proddmz1.garlandisd.net/OA_HTML/AppsLocalLogin.jsp)

Please email [bids@garlandisd.net](mailto:bids@garlandisd.net) 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 [bids@garlandisd.net](mailto:bids@garlandisd.net). 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