



108 Washington Street • P.O. Box 1724 • Cumberland, MD 21501-1724
Telephone (301) 759-2000 • www.acpsmd.org

Members of the Board of Education

Crystal M. Bender, President
Lori D. Lepley, Vice President
David A. Bohn, DC
Max A. Green
Linda M. Widmyer

Superintendent of Schools

Jeffrey S. Blank

May 12, 2025

TO: Central Purchasing Suppliers
FROM: Wally High, Supervisor of Operations and Central Purchasing *WHL*
SUBJECT: Quotations for Paper Supplies and Limited Office Type Supplies
School Year 2025 – 2026

If you are interested in supplying any of the products listed on the “attached sheet”, please note the information and requirements as follows:

**PRICING QUOTATIONS INSTRUCTIONS AND SPECIFICATIONS
FOR 2025 – 2026 CENTRAL PURCHASING SUPPLIES**

1. Pricing quotations are invited on the “attached sheet” of supplies for the Board of Education of Allegheny County.
2. All pricing quotations are to be delivered or faxed to Wally High, Supervisor of Operations and Central Purchasing at 211 Market Street, Cumberland, Maryland 21502, on or before 3:00 pm **Monday, June 9, 2025**.
3. Samples do not have to be submitted prior to the quotation deadline. We will request samples as we deem necessary and they will be provided to us at no cost.
4. Notice to successful vendors will be made by Purchase Orders issued after July 1, 2025. The quoted prices as listed on the “attached sheets” of supplies will be in effect from July 1, 2025 to June 30, 2026. If there are unforeseen price increases that you have no control over, you are to notify us immediately and explain such increases.
5. The description of the items listed on the “attached sheets” indicates what we want. Items of superior quality may be substituted. However, the school district reserves the right to determine the acceptability of substituted items and can request samples as we deem necessary.
6. The vendor is required to indicate the brand name of the product being offered under vendor number. If not, use a separate sheet and give the brand name of the item number in question. We will need to purchase as many “green” items as possible. (i.e. recycled paper, etc.)

“Great Teaching. Great Learning. Every Student. Every Day.”

7. Please list the unit price for the unit designation we have indicated under item description. If the number of items per box or other package differs from what we have listed, please indicate the correct amount under item description.
8. Please list the unit price for each item under the cost column. Please list quantity discounts, if appropriate, on a separate sheet as an attachment. Prices should be F.O.B. our warehouse 211 Market Street (rear) in Cumberland, Maryland.
9. Please indicate delivery time A.R.O. as an attachment to your quotation. Note that we will accept deliveries at 211 Market Street, rear of building from 7:00 AM to 2:00 PM, Monday through Friday.
10. We must have at least 24 hours advance notice of any shipment, or the shipment may be refused.
11. Successful vendors must return the Vendor's Acknowledgment Copy of the issued Purchase Order.
12. Please list references for school systems that your firm presently supplies or has supplied in the State of Maryland. Name of system or school, contact person, telephone number.
13. We reserve the right to accept or reject any or all quotations.
14. Minority business enterprises are encouraged to submit quotations.
15. Vendors will be selected on the basis of a combination of price, delivery, product quality, and past performance with us, or other school systems within the State of Maryland.
16. The Board of Education of Allegany County reserves the right, should a supplier fail to perform under the conditions of this contract, to purchase items on the open market or make necessary corrections in the warehouse and charge same to the supplier or deduct from any monies owed the supplier the difference between the bid price and the purchase price. However, no such action will be taken without first notifying the supplier and giving him/her reasonable time to reply.
17. All inquiries should be forwarded to:

Wally High
Supervisor of Operations and Central Purchasing
Board of Education of Allegany County
108 Washington Street
PO Box 1724
Cumberland, Maryland 21502

Office – 301-722-4968
Fax – 301-722-4985

Item No.	Item Description	Pkg. Size	Bid Price	Comments
5302	MIMEOGRAPH PAPER, 8 1/2 X 11, #20 'PINK'	REAM		
5303	MIMEOGRAPH PAPER, 8 1/2 X 11, #20 'BLUE'	REAM		
5304	MIMEOGRAPH PAPER, 8 1/2 X 11, #20 'GREEN'	REAM		
5305	MIMEOGRAPH PAPER, 8 1/2 X 11, #20, 'CANARY'	REAM		
5306	MIMEOGRAPH PAPER, 8 1/2 X 11, #20, 'GOLDENROD'	REAM		
5310	PAPER, 8 1/2 X 11, HARD FINISH, BRIGHTNESS-96, OPACITY-92, 20 LB.	REAM		
5315	PAPER, 8 1/2 X 14, LEGAL SIZE, WHITE, 20 LB	REAM		
5316	PAPER, 11 X 17, LEDGER SIZE, WHITE, 20 LB	REAM		
5320	PAPER, NEWS, RULED, 8 1/2 X 11, WHITE, 1/2 X 1 GUIDELINE, DOTTED LINES	REAM		
5321	PAPER, NEWS, RULED, 8 1/2 X 11, WHITE, 3/8 X 3/4 LW ALT. DOTTED LINES	REAM		
5323	PAPER, NEWS, RULED, 8 1/2 X 11, WHITE, 1/4 X 1/2 LW	REAM		
5324	PAPER, 16 LB, RULED 8 X 10 1/2, 3/8" SW, WITH MARGIN	REAM		
5325	PAPER, NEWS, UNRULED, WHITE, 30 LB, 8 1/2 X 11	REAM		
5333	PAPER, NEWS, RULED 24 X 36, MANILA, 40 LB, EASEL, 1 SW	REAM		
5334	WHITE DRAWING PADS, 9 X 12, 24 SHEETS/PAD	PAD		
5335	WRITING TABLET, RULED 3/8 IN, 8 X 10, 50 SHEETS	EACH		
5336	TEACHER'S PLAN BOOK, 7 PERIOD DAY	EACH		
5339	LECTURER'S EASEL PAD, 50 SHTS/PAD, 2 MTG HOLES, CHART, 27 X 34	PAD		
5340	PICTURE STORY PAPER - LINED - 12x18 PER BOX (10 PER BOX)	PKG		
5343	SENTENCE STRIPS, 3 X 24, WHITE, 90 LB, RULED, 100/PKG	PKG		
5344	SENTENCE STRIPS, 3 X 24, MANILA, 90 LB, RULED, 100/PKG	PAD		
5345	LECTURER'S EASEL PAD, 50 SHTS/PAD, 2 MTG HOLES, CHART, 27 X 34, RULED, 1 SW	BOX		
5349	TEACHER'S GRADE BOOK	EACH		



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May 12, 2025

TO: Custodial Product Suppliers and/or Central Purchasing Suppliers

FROM: Wally High, Supervisor of Operations & Central Purchasing

Please indicate on this letter whether you wish to remain on the pricing proposal list for supplying custodial items and/or central purchasing items to the schools in Allegheny County.

We do _____

We do not _____

Date _____

Name of Company _____

Mailing Address _____

Signature of Manager/Owner _____

**Please return to: Wally High, Supervisor of Operations & Central Purchasing
Board of Education of Allegheny County
108 Washington Street
P.O. Box 1724
Cumberland, Maryland 21501-1724**

**IF WE DO NOT GET A RESPONSE FROM YOUR COMPANY,
WE WILL REMOVE YOU FROM OUR PRICING PROPOSAL LIST.**

"Great Teaching. Great Learning. Every Student. Every Day."

AFFIDAVIT OF BRIBERY CERTIFICATION

I, _____, hereby certify that, to the best of my knowledge and belief, no corporate officers, directors or partners, or any employee of _____ has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government.

By:
Seal: _____

Title: _____

Date: _____

County of _____

State of _____

Sworn and subscribed to before me this _____ day of _____, 20__.

Seal: _____
Notary

My commission expires on the _____ day of _____, 20__.

AFFIDAVIT OF CONFLICT OF INTEREST CERTIFICATION

I, _____, hereby certify that, to the best of my knowledge and belief, no corporate officers, directors or partners, or any employee of _____ has or has had any direct or indirect interest with the Superintendent or any Board Member of the Board of Education of Allegany County.

By:
Seal: _____

Title: _____

Date: _____

County of _____

State of _____

Sworn and subscribed to before me this _____ day of _____, 20__.

Seal: _____
Notary

My commission expires on the _____ day of _____, 20__.