



## COUNTY COORDINATOR'S OFFICE

Susan M. Vander Pol, County Coordinator  
Jody Waurzyniak, Executive Assistant

301 West Upton Avenue  
Reed City, MI 49677  
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[osadmin@osceolacountymi.com](mailto:osadmin@osceolacountymi.com)

April 18, 2017

To Whom It May Concern:

The County of Osceola is actively accepting open bids on selected paper products. The specifications are shown on the enclosed bid form.

The County would like a quote for the bulk purchase and also a price for additional purchases (of each paper) that would be in effect for six (6) months. If it's not possible to lock in a price for six months, please note this on the bid form.

Bids are to be submitted by 12:00 p.m. on April 28, 2017. No bidder may withdraw a bid within 60 days of the bid date.

The County will issue one Purchase Order for the bulk purchase with account billing and invoicing. We also request the supply of paper be held and delivered throughout the year as our storage space is limited. Inside delivery is not required; however, we expect the driver to help get cartons from the truck to the ground as we only have a dolly (no loading dock, pallet jack, nor fork lift is available). The County has two locations in Reed City with the ability to hold one pallet (40 cartons) at each location.

Please submit your bid via mail, fax, or e-mail to Susan M. Vander Pol, County Coordinator, as shown above.

Sincerely,

A handwritten signature in cursive script that reads "Jody Waurzyniak".

Jody Waurzyniak  
Executive Assistant

Enclosure