

# CITY OF PASADENA

## NOTICE INVITING BIDS

### FOR OFFICE SUPPLIES

#### Delivery Instructions

Bids will be received electronically through Planet Bids ([www.planetbids.com](http://www.planetbids.com)). A bid received after the time set for the bid opening shall not be considered. Bidders are required to submit (upload) all items listed in the BIDDER'S CHECKLIST including acknowledgement of all addendums. Bids will be received prior to **2:00 pm Tuesday, July 19, 2022**, and will be opened online at that time. The bids shall be clearly titled:

#### **OFFICE SUPPLIES**

Copies of the Specifications may be obtained by mail or in person from the Purchasing Division, 100 N. Garfield Ave., Room S-349, Pasadena, CA 91109, Telephone No. (626) 744-6755.

Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

#### Bid Conference

The City does not plan to hold a pre-bid conference. Instead, the City will accept written questions via email.

#### Release Date

**Release Dated: Thursday, July 7, 2022**

CYNTHIA J. KURTZ

Interim City Manager