

Southern Maine Regional Service Center

Biddeford Schools, RSU 21, RSU 23, RSU 55, RSU 57, RSU 60
Dayton, Saco Schools, Sanford Schools, Yarmouth Schools

Dear Supplier:

Several York County School Districts participate in the Southern Maine Regional Service Center (SMRSC). **We have agreed to buy many like items, and we will be purchasing a year's supply in one shipment, unless shortages occur or otherwise noted.**

Please read the enclosed **Guidelines and Information for Suppliers** letter, this should completely answer any questions you may have. Note that there is a **Product Information Sheet** enclosed for each product. It must be completed and returned along with a sample, unless otherwise noted, for your product to be considered.

We are asking you to consider payment terms of 2%10; this discount will be calculated into the final product cost; we believe that we can both benefit from this payment term. Use the space provided on the Product Information Sheet to indicate the payment terms you will offer.

Every effort is being made to make this process as easy as possible for all involved. If you have any concerns regarding our procedures, or comments and suggestions for future consideration, please let us know. We are growing and hope to develop a positive and credible relationship with our suppliers.

Quotes and samples must be received no later than ***Tuesday June 14, 2022*** to be considered and will be awarded by Friday, June 17, 2022. Thank you for your interest in SMRSC. We look forward to receiving your quote.

Sincerely,

Brenda Bussey
Executive Director
SMRSC
smrsced@gmail.com