**BID IDENTIFICATION LABEL**

**NOTICE TO ALL BIDDERS:** For your convenience, a label has been provided to properly identify your bid submittal. Place the bid in a sealed envelope, type in the name and address of the bidder on the label and affix the label to the front of the envelope.

Mosaica Education Inc, is located in a controlled access office. All visitors are required to call Adam Boudreaux 404-841-2305 extension 1040 upon entering the Mosaica Education, Inc. reception area to notify MEI that you are delivering a proposal. A record of all deliveries and delivery times will be documented by Purchasing.

# Sealed Bid – DO NOT OPEN – Sealed Bid – DO NOT OPEN

 2014-15 Instructional & Office Supplies

From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Deliver To: Mosaica Education Inc.**

**Manager of Purchasing**

**3400 Peachtree Road Suite 550**

**Atlanta GA 30326**

BID TITLE: **2014-15 Consumables Office / Instructional Supplies Bid**

BID No. *05-9-14-IS*

BID TO BE OPENED ON: JUNE 2, 2014 AT 2:00 P.M.