

**UNION SCHOOL DISTRICT
354 BAKER STREET, SUITE 2
RIMERSBURG, PA 16248
Telephone 814-473-6311
Fax 814-473-8201**

January 29, 2016

Re: **2016-2017** General & Art Supplies Bid

To Whom It May Concern:

Union School District is soliciting bids for the above instructional supplies for the **2016-2017** school year. Enclosed are instructions for bidding, a proposal form, deviation forms and the item lists. Spreadsheet formats are available upon request via e-mail to stevensje@unionsd.net. A signed bid proposal form should accompany all submissions. **Responses are due by 3:00 p.m. February 26, 2016.** Questions can be directed to John Stevens, Business Manager 814-473-6311 Ext. 5.

Thank you for your interest.

Respectfully,

John Stevens
Business Manager

UNION SCHOOL DISTRICT - GENERAL AND ART SUPPLIES BID

INSTRUCTIONS TO BIDDERS

1. **BIDS** will be received **NOT LATER THAN 3:00 p.m., February 26, 2016**, at the Union School District, Central Office, 354 Baker Street, Suite 2, Rimersburg, PA 16248. **A signed bid proposal form must accompany all bids.** Please request the spreadsheet format via e-mail to stevensje@unionsd.net.
2. The District reserves the right to accept any or the entire bid proposal.
3. **Bids on less than 75% of the listed items will not be considered.**
4. Bid deviations may be subject to rejection. Any deviation must be fully documented on the Bid Proposal – Deviation Form. The deviated item must also be listed on the appropriate spreadsheet column.
5. Union School District is exempt from state sales tax and will furnish a Tax Exemption Certificate when requested.
6. Bid prices shall reflect all discounts to the purchaser.
7. Any permits, inspections, insurance, or delivery charges to Union School District must be reflected in the bid prices.
8. The **GENERAL and ART SUPPLIES BID** is to be completed for Union School District, not later than sixty (60) days from the time the order is received and all order details are complete unless other mutual arrangements are made between the Union School District and the successful bidder in which both parties must be in agreement.
9. In the event that Union School District has accepted and paid for this service, but should discover at a later date that this service does not conform to specifications or other quality standards as stated, the bidder shall replace any or all of the service(s) received by Union School District with service(s) that meet the specifications and conforms to the standards as stated, without extra charge to Union School District.
10. Union School District shall issue payment after **July 1, 2016**.
11. Code numbers and page numbers are from the **2016** Kurtz Brothers catalog and are for reference only.
12. As an option to Union School District, please provide pricing within the bid for packaging by teacher per building. Union School District may or may not elect this option.
13. **Winning bid will receive directions for delivery to individual buildings. Delivery charges must be included as part of bid.**

UNION SCHOOL DISTRICT - GENERAL AND ART SUPPLIES BID

BID PROPOSAL PRICE FORM

I, the bidder, certify that I have familiarized myself with the specifications, carefully read them, and understand their content. I further certify that any service/goods furnished by me/us will be in accordance with specifications as requested except for any deviations as listed on the **BID PROPOSAL – DEVIATION FORM.**

GENERAL and ART SUPPLIES BID

Total Bid Price \$ _____

Bid or Quotation Number (if applicable) # _____

Alternate #1 Total Bid Price \$ _____

Alternate #2 Total Bid Price \$ _____

Alternate #3 Total Bid Price \$ _____

Company Name

Date

Authorized Signature

Title

Address

Telephone

E-Mail

UNION SCHOOL DISTRICT - GENERAL AND ART SUPPLIES

BID PROPOSAL DEVIATION FORM

This deviation form is intended to help the district in the evaluation of items or services substituted to specifications listed. In the event that the Undersigned Bidder intends to deviate from the specifications by utilizing any materials/services not exactly matching those listed as standard in the specifications, the Undersigned Bidder must complete this Deviation Form in detail.

Each deviation **must be listed** with the deviated item/service, substituted item/service, and the reason for the deviation. If additional space is needed please attach and clearly mark "Bid Proposal Deviation Attachment #".

If your bid proposal has no deviations from the bid specifications, please write NONE below and return with the other two BID PROPOSAL Forms.

The district reserves the right to accept or reject any or all deviations in the best interest of the schooldistrict.

<u>DEVIATED ITEM</u>	<u>SUBSTITUTED ITEM</u>	<u>REASON</u>
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(Company Name)

(Signature)

(Title)

(Date)

Bid Deviation Sheet – attach additional sheets if needed.