

DELAWARE VALLEY SCHOOL DISTRICT
INSTRUCTIONS TO BIDDERS

KEY POINTS FOR BIDDING PROCEDURE:

- **DO NOT SUBMIT ANY BIDS WITH YOUR OWN TERMS**
- **INCLUDE ANY ADDITIONAL FEES INTO THE UNIT PRICE (EXAMPLE: SHIPPING & HANDLING & INSTALLATION FEES)**
- **DO NOT ADD MINIMUM ORDER FEES**
- **DO NOT PRICE ANY ITEMS BY A DIFFERENT UNIT OF MEASURE (IF YOU CAN NOT SELL ANY ITEMS BY OUR UNIT OF MEASURE THEN YOU MUST LIST THE ALTERNATE UNIT OF MEASURE IN THE ALTERNATE SPECS COLUMN)**

1. **Invitation to Bidders**

The Delaware Valley School District invites vendors to submit sealed bids on items listed on attached specifications in accordance with instructions set forth herein. All bids are available to be downloaded from our website, www.dvdsd.org. Once you access our website on the left side of the screen under Site Shortcuts click on the link for Bid Lists.

2. **Procedure for Submitting Sealed Proposals**

Once you download the bid list and enter your information in the yellow highlighted fields you must save the file, on a memory stick or disk, as your vendor name.bid name (example: Kat's Kreations.Career Technical Ed).

When submitting your sealed bid you **must** include the following:

- **Completed DVSD Bid Form**
- **Completed Bid quote on a memory stick or disk**

Hard Copy of your bid quote printed on a (8 ½" x 11")paper as a precaution in case of technical difficulties with your memory stick or disk.

Excel files default to legal paper (8 ½" x 14")

To print on 8 ½" x 11" paper

Open File

Select VIEW

Select PAGE BREAK PREVIEW

Select OK

Place cursor over Blue dotted line and drag page break to end of last column

PRINT

Please include the above in a sealed envelope addressed to William Hessling, Business Administrator, Delaware Valley School District, 236 Route 6 & 209, Milford, PA. 18337.

All envelopes must be marked Sealed Proposal For the Art Supplies Bid. Bids will be received until 3:00 pm prevailing time, Tuesday 2/26/19. If by any chance the bid list can not be accessed by the internet, please contact Ellen Weber at 570-296-1846.

3. **Opening of Bids & Bid Period**

All sealed bids must be received on or before Tuesday, 2/26/2019, 3:00 PM prevailing time at which time the bids will be opened and read publicly. No bid may be withdrawn during the ninety (90) days after the scheduled closing date for receiving bids.

4. **Sureties**

The 10% surety is waived for all items that are bid.

The bid shall be awarded to the lowest priced, responsible bidder(s) whose bid shall comply with the specifications, terms and conditions. The resources, experience, facilities, reputation and general efficiency of the bidders will be considered in determining the responsibility of the bidders.

5. **Contract**

An order signed by an authorized representative of the Delaware Valley School District, acknowledged by the vendor, shall constitute the contract.

6. **Delivery**

All items must be delivered and/or installed as soon as possible, but no later than 60 days from the date of the purchase order. Any vendor unable to comply with this must state the delivery and/or installation date and the items effected. **Price must include delivery and/or installation, if applicable. Items on this bid may have to be delivered to more than one location. Minimum order/small order charges can not be added to any bid purchase order.**

7. **Taxes**

The Delaware Valley School District is a governmental agency, therefore is exempt from all federal, state and municipal taxes. The Delaware Valley School District has on file a current sales and use tax exemption number, 76-522006. In all cases, bids shall not include these taxes.

8. **Quality**

Reference in the specifications to any article, product, material fixture, form or type of construction by proprietary name, manufacturer make, or catalog number, shall be interpreted as establishing a standard of quality or design that must be met or exceeded and shall not be considered as limiting competition. If requested, the bidder must supply samples or demonstrations of any item being bid prior to award.

9. **Alternates**

If an alternate to the items specified is being bid, you must put this information in the column labeled Alternate Specs. The vendor must also attach descriptive literature for these items, and supply small samples or demonstrations of any items being bid prior to award. **Failure to put this information in the Alternate Specs column will be interpreted to mean the bidder intends to furnish the particular make called for in the specifications, and the School District will insist upon delivery of the specified item. NO SUBSTITUTIONS WILL BE PERMITTED AFTER BIDS HAVE BEEN OPENED AND AWARDED.**

10. **Price**

Bids showing "lump sum discounts" will not be considered and should not be submitted. In every case the lowest unit price shown shall govern all awards.

11. **Billing and Payment**

All invoices shall be sent in duplicate to the **Ship to Address** on the purchase order and will be paid upon completion of the contract.

Approved invoices for payment submitted by the 2nd Tuesday of the month will be paid on the Friday after the 3rd Thursday of the month after approval at the regularly scheduled board meeting.

12. **Bid Acceptance**

The Delaware Valley School District reserves the right to waive any informalities, to reject any and all bids or to select a single item from any bid when it is believed to be in the best interest of the School District.

DELAWARE VALLEY SCHOOL DISTRICT
BID FORM

Delaware Valley School District
Administrative Offices
236 Route 6 & 209
Milford PA 18337

We, the undersigned, herewith propose and agree to furnish to the Board of Education of the Delaware Valley School District, Milford, Pennsylvania, 18337, any one or all of the items that we have priced, at the prices set opposite each item on the attached sheets.

The undersigned bidder certifies to have read the specifications and offers to furnish the articles, specified to the Delaware Valley School District in exact accordance with these specifications and at the prices stated. (Please ensure that your hard copy is identical to the data on your memory stick or disk. In the event that there is a discrepancy, the data on the memory stick or disk will be your official quoted price.)

Date _____
Name & Title _____
Signature _____
Company Name _____
Address _____

Telephone _____
Fax _____
Approximate Week and Month of Delivery: _____

Return the Following:

- **Completed DVSD Bid Form**
- **Memory Stick or disk with your bid quote**
 - **Hard copy of your printed Bid**
 - Excel files default to legal paper (8 ½" x 14")
 - To print on 8 ½" x 11" paper
 - Open File
 - Select VIEW
 - Select PAGE BREAK PREVIEW
 - Select OK
 - Place cursor over Blue dotted line and drag page break to end of last column
 - PRINT
- **Submitted in a sealed envelope marked Sealed Proposal For Art Supplies Bid no later than Tuesday, 3pm 2/26/19.**

Addressed to:

**Mr. William Hessling, Business Administrator
Delaware Valley School District
Administrative Offices
236 Route 6 & 209
Milford, PA 18337**