



South Park School District
Central Administration Offices
2005 Eagle Ridge Drive
South Park, PA 15129
412-655-3111 • Fax: 412-655-2952
www.sparksd.org

South Park School District

BID AUTHORIZATION FORM

Due Date: 10 a.m. on Monday, March 23, 2020

Category _____

Quote Number _____

Authorization _____

Title _____

Federal ID # _____

Phone Number _____

Total Bid Amount \$ _____

PLEASE SEE "BID CONDITIONS AND INSTRUCTIONS" ON SPARKSD.ORG

SIGNATURE _____

Each bid hard copy **must be accompanied** by a bid bond, certified check, cashier's check, or a treasurer's check in the amount not less than ten percent of the net bid and made payable to the **"South Park School District"**. **These must be received by the district bid coordinator at 2005 Eagle Ridge Drive, South Park, PA 15129 by March 23 at 10 a.m.** All bonds shall be issued by companies acceptable to the School District and authorized to transact business in Pennsylvania. The bid bond or acceptable check will be returned after all bid ordering has been completed, which is typically in October regardless if the vendor is awarded a bid or not. **If a bid bond does not accompany your bid by the March 23 at 10 a.m. deadline, it will be disqualified.**

The supporting electronic bid form (Excel spreadsheet) must be emailed to bids@sparksd.org AFTER 10 a.m. on Monday, March 23, 2020 but prior to 10 a.m. on Wednesday, March 25, 2020. Any discrepancy between the electronic and printed submission may be eliminated from consideration. The district must be in the possession of the electronic bid spreadsheet by Wednesday, March 25, 2020 at 10 a.m. Failure to meet this requirement will result in disqualification.