



### **BID CONDITIONS AND INSTRUCTIONS**

#### **PLEASE REVIEW ALL INSTRUCTIONS AND CONDITIONS AS THEY HAVE RECENTLY CHANGED**

1. Sealed bids will be received NO LATER than 10 a.m. on Monday, March 23, 2020 at the district administration office (South Park School District, Administration Office, 2005 Eagle Ridge Drive, South Park, PA 15129). Bids will be opened and read 10:15 a.m. on Monday, March 23, 2020.
2. Bids must be submitted to the district administration office both electronically via the Excel spreadsheet created by the district and by a hard copy of that spreadsheet. When submitting the hard copies of the bid documents, please mark the envelope with "SEALED BID."
3. A signed, hard copy of the authorization form must also be submitted to the district for each bid category in which your company participates. This form must be signed by an authorized officer of the company or by a member of the firm submitting the bid. This form must accompany the hard copy of the bid spreadsheet and must be received by the district no later than 10 a.m. on Monday, March 23, 2020. **If an authorization sheet does not accompany your bid by the March 23 at 10 a.m. deadline, it will be disqualified.**
4. 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.**
5. **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.**

6. **The district must be in the possession of the electronic bid spreadsheet by Wednesday, March 25 at 10 a.m. Failure to meet this requirement will result in disqualification.**
7. Prices must be in the unit requested (we will not convert the price). If items are not bid on the correct unit, that item will be disqualified. All bid prices are to include shipping. Should figures be irreconcilable, the unit price will govern an award made on this basis. No bid will be entertained unless properly made on the bid spreadsheet.
8. **Item descriptions are not to be altered.** Most, if not all, of our item descriptions state NO SUBSTITUTIONS. If a specific brand is being requested, please do not type in the brand you sell next to it. Item descriptions that have been altered will be disqualified.
9. All successful bidders must supply a Material Safety Data Sheet as required by the Pennsylvania Department of Labor and Industry, Right to Know Law, for every product containing chemicals or toxic materials as listed by the American Chemical Society. This can be emailed or mailed to the district.
10. Live cultures will need to be available for delivery throughout the year. All purchase order requisitions will provide the quantity required for the entire year, but those quantities will need to be available for delivery on a **“WILL CALL”** basis.
11. Bid pricing must remain effective for **120 days** from the date of the bid opening. No bidder may withdraw their bid for a period of **90 days** after the date set for the opening thereof. Bids submitted for a period less than 120 days will be disqualified.
12. The District reserves the right to reject any or all bids and to accept or reject any single item, or group of items, and to increase or decrease the quantity of any item for which they are submitted.
13. Bid items purchased by the School District must be received by the School District within **30 days** after the date of the purchase order. Each vendor not delivering within the **30 day** period will be liable to the School District for any additional cost incurred by the School District in purchasing such undelivered items from another vendor. The bidder's bond may, at the discretion of the School District, be applied to satisfy such liability.
14. **IMPORTANT: The quality of all materials, supplies and equipment for which the bid is submitted will be as per specifications.** If the bidder desires to bid on any article of equal character and quality, the bidder may submit the bid for a substitution, but the bid must be so marked, and a sample submitted, otherwise the substitution will not be permitted after bids have been opened and accepted by the Board.

15. **All deliveries will be made to the designated school as specified on the purchase order.** Deliveries shall be inside deliveries and made between the hours of 8:00 a.m. and 12:00 noon, **Monday through Thursday (excluding holidays).** **The successful bidder must give the District 48 hours prior notice of delivery.** Liquid supply items must be delivered in a factory sealed container with manufacturers' label.
16. **Invoices must be mailed separately and not included with shipment.** Invoices shall be sent to the Administrative Office, Attn: Accounts Payable, South Park School District, 2005 Eagle Ridge Drive, South Park, PA 15129. A separate packing slip shall be rendered for each delivery and accompanied by a copy of the delivery ticket.
17. The supplier will be responsible for any damage to property caused by supplier or his agents and agrees to carry the usual Property Damage and Liability insurance and to furnish certificates, therefore, when required by the District.
18. The Advertisement for Bids, Bid Conditions and Instructions, Proposal and together shall form the Contract.