STEEL VALLEY SCHOOL DISTRICT

INSTRUCTIONS TO BIDDERS - BID YEAR 2020-2021

1. BIDS MUST BE MARKED “BID” ON THE FACE OF THE ENVELOPE WITH THE TYPE OF BID SPECIFIED.
2. Bids must be in the hands of the Business Manager not later that 2:00 p.m. Tuesday, April 28, 2020. Bids will be opened at 2:01 p.m. Tuesday, April 28, 2020 in the Conference Room, located in the Administration Building, 220 East Oliver Road, Munhall, Pennsylvania, 15120.
3. No bids will be considered unless properly entered on this blank or an accepted mechanized form and signed by an authorized officer of the company.
4. The extension in the unit and total price column must be filled out. Unit types MUST NOT BE CHANGED. Bids are to be totaled by group and a GRAND TOTAL ENTERED on the last page of the bid.
5. Bidders may be required to furnish samples of supplies bid, upon request, at no cost to the District.
6. It will be understood that the bidder agrees to furnish the exact article or articles specified. If bidding on similar items, bidder must furnish descriptive literature giving complete specifications. If bidding on items other than specified (alternate), state brand and model number of items that you intend to furnish.
7. All supplies furnished as a result of the bid award, not the actual or item bid, will be rejected and returned at the bidders expense.
8. All bid items shall be delivered to the address appearing on the purchase order.
9. Purchase orders will be sent after awards are made. Please include Material Safety Data Sheets when appropriate.
10. EACH SHIPMENT IN THE EVENT OF AN AWARDING OF A BID ITEM, MUST BE LABELED WITH THE BIDDERS NAME AND THE SCHOOL DISTRICT PURCHASE ORDER NUMBER.
11. All supplies must be delivered not later that July 31, 2020.
12. All goods are to be billed after July 1, 2020.
13. The Board of Directors reserves the right to accept parts of bids, or to accept bids from the lowest responsible bidder on the grand total, to waive any informality in, or to reject any or all bids received.
14. Bids are to be firm for NINETY (90) days from the date of opening.
15. Bids are to be F.O.B. - Steel Valley School District. All bids must include any applicable shipping charges.
16. Bidders should not bid if total of their bid is below minimum acceptable order.
17. The District will make a concerted effort to release purchase orders totaling the amount and units of the lowest responsible bid awards. However, the District reserves the right due to budget uncertainties to purchase less than one hundred percent (100%) of award.

BUSINESS MANAGER

STEEL VALLEY SCHOOL DISTRICT
220 EAST OLIVER ROAD, MUNHALL PA 15120

WE, the undersigned, do hereby agree to the above and propose to furnish the following supplies and articles without boxing, cartage, or other charges, in accordance with the conditions herein provided at the prices bid.

COMPANY NAME: ___________________ AUTHORIZED SIGNATURE ___________________

ADDRESS: _________________________ PHONE NUMBER _________________________

_________________________________ DATE SIGNED ___________________________