

Genesee Area School Business Officials Association 2019-2020 Cooperative Purchasing Program

Instructions and Specifications to Bidders Art Supplies, Custodial Supplies, Office Supplies

Bidding Procedures

1. **Sealed bids will be accepted until 11:00 a.m. (EST), Thursday, March 28, 2019.** All sealed bids must be delivered or sent to: Business Services Administrator Carrie Haubenstricker, Genesee Intermediate School District, 2413 West Maple Avenue, Flint, Michigan 48507.
2. Bids must be submitted only on the appropriate pages of the **Bid Form** provided. A completed **Bid Form Cover Sheet** must be submitted. The **Bid Form** and the **Bid Form Cover Sheet** must be enclosed in a sealed opaque envelope marked *Sealed Bid for GASBOA Supplies, March 28, 2019*, on the outside of the envelope. The bidder's name must also appear on the outside of the opaque envelope.

Example:

Sealed Bid for GASBOA Supplies, March 28, 2019
Your Company's Name

Note: the **original Bid Form Cover Sheet** and **Bid Form** pages are to be submitted. *Bid Form pages with no items for which you are bidding are not to be submitted and should be discarded.* The submitted **Bid Form** pages are to be appropriately numbered, in sequence (1, 2, 3, etc.), by the bidder. Bidders should retain copies of the completed **Bid Form Cover Sheet** and submitted **Bid Form** pages for their records.

3. No bid will be considered unless the supplied forms are used and properly signed by the bidder. Bids must be submitted in the corporate, firm or trade name of the bidder. If the bidder is a corporation, the corporate name must be fully and correctly stated. **The owner, partner, or authorized agent must sign his/her name and list the address and telephone number of the bidder. Also, provide the complete address to which purchase orders are to be mailed.**
4. Bids will be considered and compared on the basis of the price per Unit of Order listed for each bid item. The Cooperative Purchasing Committee will generally award bids item by item to the lowest responsible bidders complying with the specifications and instructions on the **Bid Forms** and these instructions and specifications. The Cooperative Purchasing Committee currently anticipates announcing awards on or after April 16, 2019. *The Cooperative Purchasing Committee reserves the right to make selections, which in its sole judgement, are best suited to the purposes intended. Unsatisfactory past business practices by a vendor may be used to determine the allowance of the vendor to bid.*
5. Prices quoted shall be net. However, cash discounts for prompt payments may be offered to ordering school districts by bidders. Payment by school districts and charter schools shall be made on invoices that are sizable and represent the

major portion of deliveries for that purchase order. **Prices quoted must include all shipping and delivery charges for all district and charter school orders of one hundred dollars (\$100) or more in total for all items ordered by a purchase order.**

6. **Bid tabulations with awarded vendors indicated will be provided for all bidding vendors (both awarded and non-awarded) on or about April 16, 2019.** After the Cooperative Purchasing Committee makes the bid awards, all bids will be available for inspection at the office of Business Services Administrator Carrie Haubenstricker, Genesee Intermediate School District.
7. The Cooperative Purchasing Group for 2018-2019 included approximately 30 public school districts, public charter schools, nonpublic schools, and intermediate school districts in and around Genesee County. It is expected to include approximately the same number for 2019-2020.
8. Bids shall be deemed firm. **No bids shall be subject to correction or amendment,** other than item prices specified as subject to manufacturers' price adjustments. Should this occur, each price change must reflect only the base price mark-up and written notices must be sent to each ordering school district with the option to proceed with or cancel the order for those items.
9. The three (3) product areas being bid at this time are: **Art Supplies, Custodial Supplies, and Office Supplies.** Bids by each bidder on as many items as that bidder can supply is solicited. **Only Bid Form pages that list items for which a bidder is entering bids are to be submitted.** Such pages must each contain the bidder's name, be appropriately numbered in sequential order, and be attached to the **Bid Form Cover Sheet.**
10. Awards will be made to no more than: seven (7) vendors in the Arts Supplies area; five (5) vendors in the Custodial Supplies area; and seven (7) vendors in the Office Supplies area. However, a vendor receiving awards for items in more than one supply area will only be counted once and thus awards may be made up to a total of nineteen (19) different vendors.
11. Quantities ordered in 2018-2019 are provided only as a guide for bidders to estimate quantities participants may order for 2019-2020. However, each participant shall be the sole and final determiner of quantities it will actually order, if any, for 2019-2020. *Vendors should be aware that as educational institutions continue to conserve finances, quantities ordered for 2019-2020 may be less than were ordered in 2018-2019.*

Delivery and Freight

1. School district **purchase order numbers** are to be placed on the **outside of each package.** Delivery will be made Freight On Board (F.O.B.) to **one** central receiving building in each school district.
2. Packing slips and invoices shall contain the bid form Item Number (Cooperative Purchasing Program Order List Item Number) of each item ordered. Invoices that do not include Bid Form Item Numbers may be returned to the vendor for identification. **Material Safety Data sheets must be included when applicable.**

3. **All items ordered must be delivered on or after July 8, 2019, and before August 16, 2019.** Items not delivered on or before September 13, 2019, shall be deemed **canceled** and not able to be supplied by the vendor. It shall be the option of the ordering school district to either accept items delivered after September 13, 2019, or to reject such items **and return them at the vendor's expense.**
4. **Any vendor failing to make timely deliveries will jeopardize their future participation in the GASBOA Cooperative Purchasing Program.**

Billings

1. Vendors are required to bill each ordering school district or charter school individually and directly. All purchase orders are to be billed separately.
2. **All billings must be made on or after July 8, 2018.**

Minimum Order for a School District

The Cooperative Purchasing committee has set a \$100 minimum per purchase order issued to a vendor by a school district or charter school. A vendor is not obligated to honor bid prices and/or may pass on shipping costs for purchase orders with lesser total amounts. However, school districts with purchase orders less than \$100 must be notified in advance of the shipping/handling charges or price changes, and be permitted to cancel their order. **Vendors specifying minimum amounts greater than \$100 may not be awarded any bids.**

Cooperative Purchasing Committee Awards

The Cooperative Purchasing Committee reserves the right to reject any or all bids and to waive any technicalities when awarding bids.

Samples

Except for full-case samples of trash can liners and disposable gloves, samples are not requested or required for items that are the exact items specified. However, a bidder submitting samples of products as alternatives to, and represented as equal to or better than the exact specified items, must send such samples to the Program Coordinator for possible evaluation. Samples shall not be returned to the submitting vendors.

All Samples are to be sent to:

**Barbara Whittier
Program Coordinator
GASBO Cooperative Purchasing Program
2413 West Maple Avenue
Flint, Michigan 48507-3493**

Equal to/Equivalent to or Better Than or Alternates

Bids for products of lesser quality than those listed are not solicited or desired and will be rejected. Products bid as alternatives to, and represented as equal to or better than, exact specified items will be evaluated and considered for award only if their bid prices are lower than all bid prices for the exact items specified.

Alternates for bid items that specify *Please bid item exactly as specified only (or Please do not Bid)* will only be considered if the manufacturer has discontinued the original item.

Legal Binder

The bidding documents shall be considered legally binding on all bidders and shall be the only documents required from a successful bidder. The Cooperative Purchasing Committee shall notify successful bidders in writing. Participating school districts and charter schools shall submit properly prepared purchase orders which shall be in strict accordance with bid awards and shall be binding upon the school districts.

Vendors are expected to honor their bids. Failure to do so may result in the vendor being responsible for the difference between the awarded bid price and purchasing the product on the open market. Imposition of such penalty would be subject to review of the Cooperative Purchasing Committee.

Limitation of Liability

The bidders and vendors agree that any problems which arise out of ordering, delivery, conformance of supplies to specifications, billings, payments, or any other dispute, arising out of supplies a vendor provides to a district or charter school is a matter to be resolved solely between the vendor and the ordering school district/charter school.

The vendor agrees to indemnify and hold Genesee Intermediate School District and the GASBOA Cooperative Purchasing Program Coordinator harmless for any cost and expenses, including attorney fees, which may be incurred as a result of a dispute between the vendor and a participating school district or charter school.

Unit Price/Order

Unit of Order specified must be adhered to unless the unit of order from the manufacturer has been changed. Example: The Cooperative Purchasing Committee **may not** consider bids for *each* when it requested bids for boxes, cases, dozens, etc.

Each item is being bid separately. Pricing as *all or none* will not be considered.

Order Rejection

The superintendents of the ordering school districts, school leaders of charter schools and nonpublic schools, or their designated representatives, shall have full power and authority to reject any or all materials furnished under a bid which in their opinions are not in strict conformity with the requirements of the bid specifications. All rejected items shall be promptly removed from school district premises at the expense of the vendor.

Tax Exempt

Bidders shall not include federal excise taxes, transportation taxes, or state sales taxes in price quotations, as these taxes do not apply to purchases by the participating school districts. Federal excise tax exemption certificates shall be furnished to vendors by ordering school districts and charter schools when requested.

Sealed Bids will be accepted only until:

11:00 a.m. Thursday, March 28, 2019

The Sealed Bids are to be sent and/or delivered to:

*Carrie Haubenstricker
Business Services Administrator
Genesee Intermediate School District
2413 West Maple Avenue
Flint, Michigan 48507-3493*

Questions concerning items listed are to be directed to:

*Barbara Whittier
Program Coordinator
Genesee Area School Business Officials Association
Cooperative Purchasing Program
Email: bwhittie@geneseeisd.org
Phone: 810-591-4412*