

# CANTON AREA SCHOOL DISTRICT

## “WARRIOR PRIDE”

### ADMINISTRATIVE OFFICES

509 East Main Street - Canton, PA 17724  
Ph: (570) 673-3191 Fax: (570) 673-3680

### OFFICE OF SUPPORT SERVICES

545 East Main Street - Canton, PA 17724  
Ph: (570) 673-3983 Fax: (570) 673-4652



[www.canton.k12.pa.us](http://www.canton.k12.pa.us)

### CANTON AREA ELEMENTARY SCHOOL

545 East Main Street, Canton, PA 17724  
Ph: (570) 673-5196 Fax: (570) 673-7929

### CANTON JR. BR. HIGH SCHOOL

509 East Main Street, Canton, PA 17724  
Ph: (570) 673-5134 Fax: (570) 673-5566

## GENERAL INSTRUCTIONS FOR BIDDERS

### Quantities

The Board of School Directors reserves the right to reject any and all bids, to increase or decrease quantities, to omit any item or items, or to select single items from any bid. **Please pay particular attention to the units of measure and total quantity the District is requesting and that your bid is priced accordingly.**

### Contract

A purchase order issued by the Canton Area School District covering any or all items included in this bid shall constitute a contract binding upon the bidder and the Canton Area School District.

### Exemption from Taxes

The Canton Area School District is exempt from the payment of any Sales or Federal Excise taxes. All bids shall be net and shall not include the amount of any such tax. Exemptions certificates shall be issued upon request of the bidder.

### Catalog References

When a catalog reference precedes the description of an item, such catalog reference is intended as a means of fully describing the item in the shortest possible space and is to be regarded as an integral part of the description of said item.

### Standard of Quality

The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product specified, but rather to name or describe it as the **absolute minimum standard** that is desired and acceptable. A material or product of lesser quality would not be acceptable.

### Substitutions

When the schedule of items indicates a brand name, a specific manufacturer's catalog reference, or as "per sample", the bidder may bid an item other than that named in the schedule *only if it is of equal or greater quality*. **In all such instances, the proposed substitution shall be clearly described in the bid with the name of the manufacturer, the brand and/or trade name, and any variation from the specification or standard. Unless a substitution is so indicated, the bidder shall be required to deliver the item as specified, including brand, in the schedule.**

When a substitution has been accepted and a purchase order issued accordingly, the bidder shall deliver only such accepted substitute. **If an alternate is bid, a sample must be provided, even if not stated in the description.** Exceptions to these provisions may be allowed at the discretion of the Board of School Directors, or where this may be warranted by unforeseen circumstances. All products furnished shall be "new" and of current manufacturer. "B Stock", discontinued models, and remanufactured models are not acceptable.

### Delivery

Delivery shall be required to be made F.O.B. destination. All deliveries shall be between the hours of 8:30 a.m. and 2:30 p.m. on weekdays other than Saturdays, Sundays and holidays or as specified in the purchase order. Each carton and/or package shall be clearly marked, and shall show the purchase order number. Each order shall be packed separately. Delivery of all such items awarded shall be made to buildings named on the purchase order which shall be issued within (60) days after notification of the acceptance of the bid by the Board of School Directors.

### Acceptance

Acceptance of delivery of items to the site shall not constitute final acceptance by the Canton Area School District. In the event that any of the items shall be rejected as damaged, unsuitable, or not in conformance with these specifications, such items shall be removed immediately and other items of proper quality as set forth in these specifications shall be furnished in lieu thereof. **All expenses related to such replacement shall be borne by the successful bidder.**

### Hazardous Materials

All vendors must conform to the requirements of the Pennsylvania Worker and community Right-to-know Act (act 159 of 1984) and Title 49 of the Code of Federal Regulations, all pertaining to hazardous materials.

### Non-Delivery

In the event the successful bidder shall neglect or refuse to furnish and deliver any items or any part thereof within 60 calendar days, after receipt of purchase order, or to replace any items which are rejected as stated above, the Canton Area School District is then authorized and empowered to purchase items in conformity with the original specifications from another party or parties, and in such manner as it shall select, at the expense of the successful bidder, or to cancel the contract reserving to itself, nevertheless, all rights for damages which may be incurred by the Canton Area School District.

### Bidder's Sample

When specifications require that a sample of any article shall be furnished, such sample shall be delivered to the Business Office of the Canton Area School District prior to the time of the opening of the bids and must be of such size and quantity as to permit a proper test to be made. **If a sample is not furnished, the bid may be rejected; and if it does not at least equal the quality and character required by specification, the bid shall be rejected.** Samples may be requested subsequent to the opening of bids. If requested, they must be supplied within five (5) days. Samples which are not consumed in the testing may be reclaimed by the bidder at the bidder's expense. If bidder fails to remove the sample within ninety (90) days after the opening of bids, the sample shall be deemed to have been abandoned and will be disposed of by the school district.

### Ambiguity

When the bidder desires an interpretation or clarification of any ambiguity in the proposal, he shall write to the Director of Business Affairs of the Canton Area School District, whose determination shall be final.

### Late Bids

**Bids which arrive after the time stated for the receiving of bids may not be accepted.**

### Ability to Perform

Upon request, any bidder for this contract shall furnish testimonials or evidence, in the form specified by the director of Business Affairs, indicating the financial status of the firm, prior experience with other purchasers, ability to perform, etc. No award shall be made to a bidder who fails to submit such testimonial or to a bidder whose testimonials are found to be untrue. Untrue statements or declarations made by a bidder will be sufficient cause for rejecting his bid. The Board of School Directors shall determine whether the evidence of ability to perform is satisfactory and shall make awards only when such evidence is deemed satisfactory. The right to reject bids for evidence submitted and deemed unsatisfactory is also reserved by the Board of School Directors.

### Awards

The award of a Contract, if made, will be on the basis of unit price as soon after the opening of bids as is practicable. The Board of School Directors reserves the right to reject any or all bids or to accept any part of any bid and reject the other part if, in its opinion, such action would be in the interest of the Canton Area School District.

### Notice of Award

Contracts will be awarded and purchase orders issued within sixty (60) days after date established for opening of bids. All bids shall remain valid and acceptable for this length of time. This time may be extended by the mutual consent of the bidder and the Canton Area school District.

### Payment

The Canton Area School District agrees to pay the successful bidder the amount specified on the purchase order within sixty (60) days after receipt of all items. No payments will be made for partial shipments. All purchase orders shall be billed separately. The purchase order number shall appear on all invoices.

### Suits and Actions

The bidder agrees that if awarded a Contract under these specifications, he will indemnify and hold harmless the Canton Area School District and all its representatives from all suits and actions of every nature brought against them growing out of any order or orders, written or verbal, entered into between the Canton Area School District and the Bidder.

## Non-Collusion Affidavit

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complimentary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than that bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. The executed notarized Non-Collusion Affidavit must be submitted with the bid. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

Canton Area School District, Bradford County, Pennsylvania Non-Collusion Affidavit

Bid Name/Number \_\_\_\_\_ I state that I am  
\_\_\_\_\_ of \_\_\_\_\_ (Title) (Name  
of my firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners,  
directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this  
bid. I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary or other noncompetitive bid.
- (5) \_\_\_\_\_, (name of my firm) its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I State that \_\_\_\_\_ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by Canton Area School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Canton Area School District of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_

Notary Public

My Commission Expires



# CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

## Application: Bidding

### Vendor Portal Instructions

## Table of Contents

Introduction.....	1
Vendor Access.....	2
General Information Tab.....	3
District Information .....	3
Current Bids .....	4
Help .....	4
Online Bids Tab .....	5
Current Bids .....	5
Bid Entry .....	6
Review and Submission .....	10



## INTRODUCTION

Welcome to the Vendor Portal the Online bidding software feature. The Vendor Portal allows your company to submit bids to the School District via the Internet.



## VENDOR ACCESS

The first time you log into the Vendor Portal, enter the login assigned by the district. Enter the same code in the password field and then select the Log In button.

**vendorportal**  
Sunny Valley SD

Log-In Name:

Password:

[Forgot Password?](#)

You will be redirected to the My Account page. Enter the required information.

**vendorportal**  
Sunny Valley SD

Logged In

**My Account**

Vendor: ABC School Supply Inc

Login: ABC SCHOOL

Password:

E-mail:

Mother's Maiden Name:  [Why?](#)

1. You will need to change or re-enter your password.
2. Enter an e-mail address for the vendor contact who will receive an e-mail notification after submitting a bid letting them know the district received their bid.
3. Enter your Mother's Maiden Name. This is used to verify your login in the event you forget your password.
4. Select the Save button.

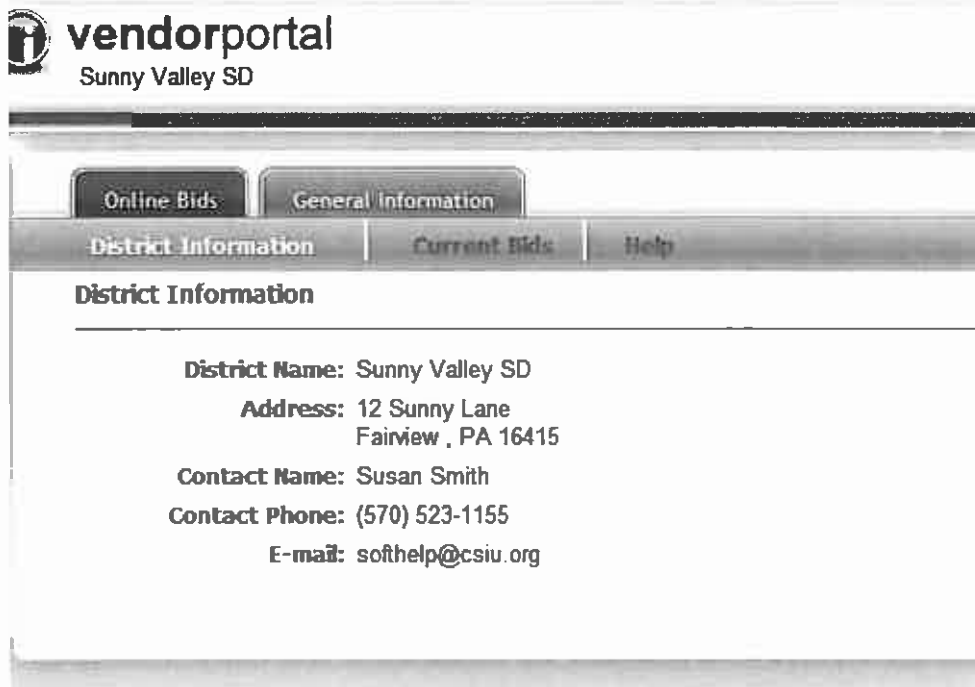
On subsequent visits to the Vendor Portal you will see a list of current bid items. Although, at this point, you are not automatically redirected to the My Account page, you can still access it through a link in the upper right corner of the main Vendor Portal screen.

## General Information Tab

The General Information tab displays District Information, Current Bids, and Help sub tabs.

### District Information

The District Information lists the person at the district to whom you should direct questions.



**vendorportal**  
Sunny Valley SD

Online Bids    General Information

District Information    Current Bids    Help

**District Information**

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**District Name:** Sunny Valley SD  
**Address:** 12 Sunny Lane  
 Fairview , PA 16415  
**Contact Name:** Susan Smith  
**Contact Phone:** (570) 523-1155  
**E-mail:** softhelp@csiu.org

## Current Bids

The Current Bids list each bid category with its Bid Begin Date, Bid Due Date, Bid Due Time, and Fiscal Year.



CATEGORY	BID BEGIN DATE	BID DUE DATE	BID DUE TIME	FISCAL YEAR
ART GENERAL BUSINESS	March 30, 2011	April 20, 2011	15:00	12
Art Supplies	January 01, 2004	January 01, 2004	0:00	01
CUSTODIAL	March 30, 2011	April 20, 2011	15:00	12
Custodial, Electric	September 25, 2011	October 20, 2011	12:00 pm	12
FALL ATHLETIC	March 30, 2011	April 20, 2011	15:00	12
Food Service	August 29, 2011	September 10, 2011	12:00	12
General Supplies	September 25, 2011	October 25, 2011	12:00 am	12
HIGH SCHOOL ART	March 30, 2011	April 20, 2011	15:00	12
SCIENCE	March 30, 2011	April 20, 2011	15:00	12
SHOP	March 30, 2011	April 20, 2011	15:00	12
SPRING ATHLETIC	September 20, 2011	October 15, 2011	12:00 am	12

## Help

Click on the Help link for documentation on using the Vendor Portal.



CENTRAL SUSQUEHANNA INTERMEDIATE UNIT  
Application: Bidding

Vendor Portal Instructions



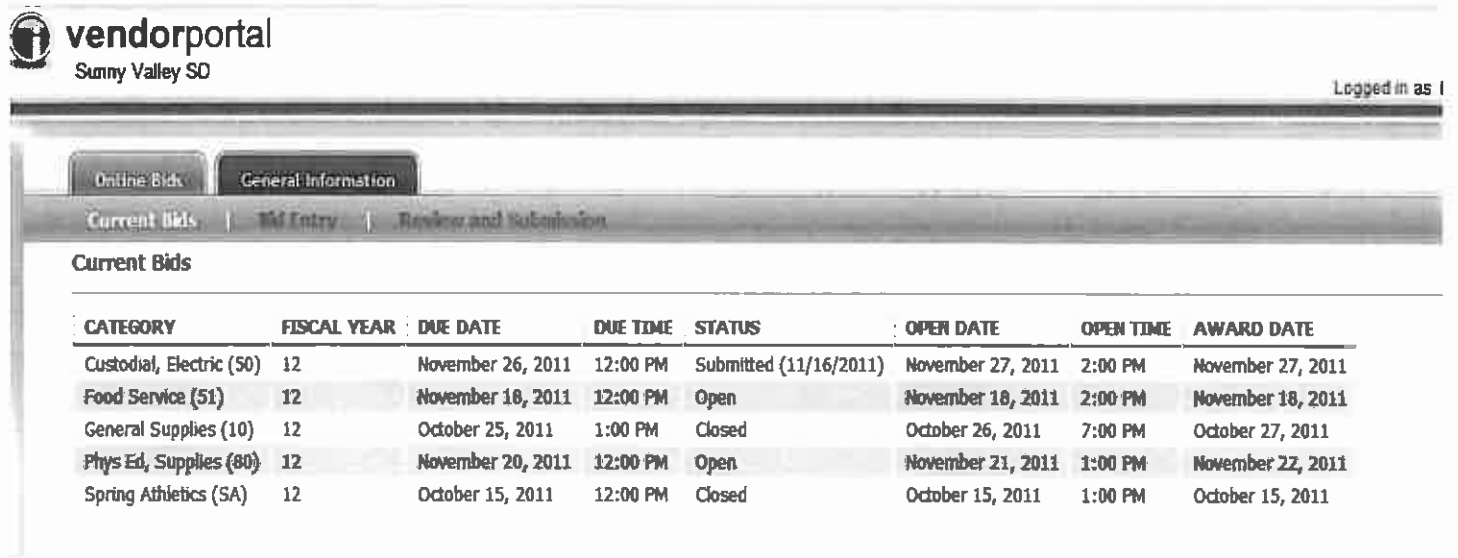
The Non-Collusion Affidavit and any General Instruction from the District will appear under the Instruction Tab.

## Online Bids Tab

The Online Bids Tab gives access to the Current Bids, Bid Entry and Review and Submission.

### Current Bids

The Current Bids sub tab lists the bids in which you can participate for which the Due Date has not yet passed, The Status shows whether the bid is still 'open' or that you've already 'submitted' a bid.



The screenshot shows the Vendor Portal interface for Sunny Valley SD. The user is logged in as 'I'. The 'Current Bids' tab is selected, displaying a table of active bids.

CATEGORY	FISCAL YEAR	DUE DATE	DUE TIME	STATUS	OPEN DATE	OPEN TIME	AWARD DATE
Custodial, Electric (50)	12	November 26, 2011	12:00 PM	Submitted (11/16/2011)	November 27, 2011	2:00 PM	November 27, 2011
Food Service (51)	12	November 18, 2011	12:00 PM	Open	November 18, 2011	2:00 PM	November 18, 2011
General Supplies (10)	12	October 25, 2011	1:00 PM	Closed	October 26, 2011	7:00 PM	October 27, 2011
Phys Ed, Supplies (80)	12	November 20, 2011	12:00 PM	Open	November 21, 2011	1:00 PM	November 22, 2011
Spring Athletics (SA)	12	October 15, 2011	12:00 PM	Closed	October 15, 2011	1:00 PM	October 15, 2011

### Bid Entry

When you are ready to enter bid information, click the Bid Entry sub tab. Select a Bid Category and Sub Category from the drop down list boxes. Enter a Reference Number, if applicable. You can use the Item Number and Search button to locate a particular item. Otherwise, ALL items on which you can bid are listed.

**vendorportal**  
Sunny Valley SD

Logged in as **KS.KURTZ**

Online Bids | General Information

Current Bids | **Bid Entry** | Bidding and Submissions

**Bid Entry**

Category:  Sub Category:

Reference Number:  Item Number:

After you have selected a bid Category and Sub Category, a screen will display a list of items and bid entry fields. Prior to doing your data entry you have the option to select the Print Worksheet button which will give a printable version of the list of items.

Online Bids | General Information

Current Bids | **Bid Entry** | Bidding and Submissions

**Bid Entry**

Category:  Sub Category:

Reference Number:  Item Number:

DEL	ALTERNATE	SUBMITTED BID PRICE	ITEM NUMBER	ITEM	QTY	UNIT SIZE	DELIVERY UNIT	ORDER NUMBER	BRAND NAME	SAMPLE REQUIRED	MESSAGE
<input type="checkbox"/>		<input type="text"/>	000001	Transparency, Overhead Projector, Acetate, 8 1/2 x 11, 100/box	55	1/BX	BX	<input type="text"/>	<input type="text"/>	No	
<input type="checkbox"/>		<input type="text"/>	000005	Transparency, Overhead Projector Acetate, 8 1/2 x 11, 10/pk - Assorted Colors	45	1/PK	PK	<input type="text"/>	<input type="text"/>	No	
<input type="checkbox"/>		<input type="text"/>	000010	Transparency Film, AVATAR AT 1300, Copier	35	1/PK	PK	<input type="text"/>	<input type="text"/>	No	
<input type="checkbox"/>		<input type="text"/>	000015	Books, #5703 E.z. Grader	15	1/EA	EA	<input type="text"/>	<input type="text"/>	No	
<input type="checkbox"/>		<input type="text"/>	000025	Report Covers, 3 Hole, w/Pockets, NO pockets, 25/box Assorted Colors, 8 1/2 x 11	30	1/BX	BX	<input type="text"/>	<input type="text"/>	No	
<input type="checkbox"/>		<input type="text"/>	000045	Desk Supplies, Blotter Refill, 8 1/2 x 2 1/2, Dark Blue	20	1/EA	EA	<input type="text"/>	<input type="text"/>	No	
<input type="checkbox"/>		<input type="text"/>	000055	Crystal Board, 22 x 28, 2 Ply, Cardwal	15	1/EA	EA	<input type="text"/>	<input type="text"/>	No	
<input type="checkbox"/>		<input type="text"/>	000080	Book, Spelling Blanks, #304 Modern, 12/pk 8 1/2 x 7, Elementary	25	1/PK	PK	<input type="text"/>	<input type="text"/>	No	

PAGE: 1

Send to Print

Close

Sunny Valley SD  
Custodial, Electric

CATCH-ALL

ORDER NUMBER	BRAND NAME	BID PRICE	ITEM NUMBER	ITEM NAME	ITEM SPECIFICATIONS	UNIT SIZE	DELIVERY UNIT	ALTERNATE ALLOWED	QUANTITY REQUESTED	NOTES
			006000	Ballast,	#446, for 40w Lamps	1 / EA	EA	Yes	10	
			006005	Ballast,	#447, for Two 20w Lamps	1 / EA	EA	Yes	10	
			006010	Ballast,	for Use With Two F72L12 & F96L12 Lamps	1 / EA	EA	Yes	10	
			006015	Ballast,	Rapid Start, Ge, Cat #8g1021	1 / EA	EA	Yes	10	
			006020	Ballast,	#8g3900, GE, Use With Two T12 Lamps	1 / EA	EA	Yes	10	
			006025	Ballast,	#89g600, GE, Two Tube Single Pin F40	1 / EA	EA	Yes	10	
			006030	Ballast,	#vm2s40, 277 Volts	1 / EA	EA	Yes	5	
			006035	Ballast, #7s 40p		1 / EA	EA	Yes	5	
			006040	Ballast, Rapid Start	#443 L-4-c-p For Two F40w112 Lamps	1 / EA	EA	Yes	5	
			006045	Ballast, #16g2309w16	G.E.	1 / EA	EA	Yes	5	
			006050	Ballast, #7g1022f,	G.E.	1 / EA	EA	Yes	5	
			006055	Connectors, Female,	Nylon 15a, 125v, 2 Pole, 3 Wire Grounding	1 / EA	EA	Yes	5	
			006060	Fuses, 50 Amps,	One Time	1 / EA	EA	Yes	5	
			006065	Fuses, 40 Amps,	One Time, 250 Volts, D-1ay	1 / EA	EA	Yes	5	

DEFAULT

ORDER NUMBER	BRAND NAME	BID PRICE	ITEM NUMBER	ITEM NAME	ITEM SPECIFICATIONS	UNIT SIZE	DELIVERY UNIT	ALTERNATE ALLOWED	QUANTITY REQUESTED	NOTES
			000080	Book,	Spelling Books, #304 Modern, 12/pk 6 1/2 X 7, Elementary	1 / PK	PK	Yes	10	
			004010	Applicator,	Lamb's Wool, 14" Head Only	1 / EA	EA	Yes	10	
			005000	Caulk,	Dap, Metal, Glazing, 1 Gal Cans, No Sub	1 / EA	EA	Yes	10	
			005130	Primer,	Red Metal	1 / EA	EA	Yes	10	
			005260	Spray,	Athletic White, Fox Valley, No Sub Aerosol Can, 18 Oz	1 / EA	EA	Yes	10	
			005400	Brushes,	Wall, 3" Polyester Fibry, 3 1/2" Length	1 / EA	EA	Yes	10	
			006000	Ballast,	#446, for 40w Lamps	1 / EA	EA	Yes	10	
			006005	Ballast,	#447, for Two 20w Lamps	1 / EA	EA	Yes	10	
			006015	Ballast,	Rapid Start, Ge, Cat #8g1021	1 / EA	EA	Yes	10	

Enter the Bid Price, Order Number, and Brand Name, if applicable. The information will be saved automatically. Select the Alternate checkbox option to provide an alternate bid. An alternate must be added if the unit of measure is different then the listed unit of measure. The Notes field then displays for you to enter information regarding the alternate.

**Bid Entry**

Category: 
 Reference Number:

Sub Category: 
 Item Number:

DEL	ALTERNATE	SUBMITTED BID PRICE	ITEM NUMBER	ITEM	QTY	UNIT SIZE	DELIVERY UNIT	ORDER NUMBER	BRAND NAME	SAMPLE REQUIRED	MESSAGE
+	<input checked="" type="checkbox"/>	<input type="text" value="15.0000"/>	000080	Book, Spelling Blanks, #304 Modern, 12/pk 8 1/2 x 7, Elementary	10	1/PK <input type="text" value="Each"/>	PK <input type="text" value="Each"/>	<input type="text" value="123"/>	Taylor Notes: Unit/Del Unit of measure is differen	No	saved
+	<input type="checkbox"/>	<input type="text" value="25.0000"/>	004010	Applicator, Lambs Wool, 14" Head Only	10	1/EA	EA	<input type="text"/>	<input type="text"/>	No	
+	<input checked="" type="checkbox"/>	<input type="text" value="35.0000"/>	005000	Caulk, Dap, Metal, Glazing, 1 Gal Cans, No Sub	10	1/EA <input type="text" value="Package"/>	EA <input type="text" value="Package"/>	<input type="text"/>	<input type="text"/>	No	Notes: Unit/Del Unit of measure is different
+	<input checked="" type="checkbox"/>	<input type="text" value="115.5000"/>	005130	Primer, Red Metal	10	1/EA <input type="text" value="Each"/>	EA <input type="text" value="Box"/>	<input type="text"/>	<input type="text"/>	No	Notes: delivery unit different
	<input type="checkbox"/>	<input type="text"/>	005250	Spray, Athletic White, Fox Valley, No Sub Aerosol Can, 16 Oz	10	1/EA	EA	<input type="text"/>	<input type="text"/>	No	
	<input type="checkbox"/>	<input type="text"/>	005400	Brushes, Wall, 3" Polyester Filly, 3 1/2" Length	10	1/EA	EA	<input type="text"/>	<input type="text"/>	No	
	<input type="checkbox"/>	<input type="text"/>	006000	Ballast, #446, for 40w Lamps	10	1/EA	EA	<input type="text"/>	<input type="text"/>	No	
	<input type="checkbox"/>	<input type="text"/>	006005	Ballast, #447, for Two 20w Lamps	10	1/EA	EA	<input type="text"/>	<input type="text"/>	No	
	<input type="checkbox"/>	<input type="text"/>	006015	Ballast, Rapid Start, Ge, Cat #8g1021	10	1/EA	EA	<input type="text"/>	<input type="text"/>	No	

PAGE: 1



Vendors can enter more than one bid for an item, this is done by double clicking on the + symbol it will duplicate the item information so you can enter another bid for that item

**Bid Entry**

Category: Custodial, Electric (50)

Sub Category: Default

Reference Number: 12345

Item Number:

DEL	ALTERNATE	SUBMITTED BID PRICE	ITEM NUMBER	ITEM	QTY	UNIT SIZE	DELIVERY UNIT	ORDER NUMBER	BRAND NAME	SAMPLE REQUIRED	MESSAGE
+	<input checked="" type="checkbox"/>	15.0000	000080	Book, Spelling Blanks, #304 Modern, 12/PK, 8 1/2 X 7, Elementary	10	1/PK Each	PK Each	123	Taylor Notes: Unit/Del Unit of measure is differen	No	
+	<input type="checkbox"/>	25.0000	004010	Applicator, Lambs Wool, 14" Head Only	10	1/EA	EA			No	
+	<input checked="" type="checkbox"/>	35.0000	005000	Caulk, Dap, Metas, Glazing, 1 Gal Cans, No Sub	10	1/EA Package	EA Package			No	
+	<input type="checkbox"/>	36.00	005000	Caulk, Dap, Metal, Glazing, 1 Gal Cans, No Sub	10	1/EA	EA	XYZ-458	Smith	No	saved
+	<input checked="" type="checkbox"/>	115.5000	005130	Primer, Red Metal	10	1/EA Each	EA Box			No	
	<input type="checkbox"/>		005260	Spray, Athletic White, Fox Valley, No Sub Aerosol Can, 18 Oz	10	1/EA	EA			No	
	<input type="checkbox"/>		005400	Brushes, Wall, 3" Polyester Filly, 3 1/2" Length	10	1/EA	EA			No	
	<input type="checkbox"/>		006000	Balast, #446, for 40w Lamps	10	1/EA	EA			No	
	<input type="checkbox"/>		006005	Balast, #447, for Two 20w Lamps	10	1/EA	EA			No	
	<input type="checkbox"/>		006015	Balast, Rapid Start, Ge, Cat #8p1021	10	1/EA	EA			No	

PAGE 1

If an item information needs deleted, select the delete button and it will remove the information entered for that item.

DEL	ALTERNATE	SUBMITTED BID PRICE	ITEM NUMBER	ITEM	QTY	UNIT SIZE	DELIVERY UNIT	ORDER NUMBER	BRAND NAME	SAMPLE REQUIRED	MESSAGE
	<input type="checkbox"/>	15.00	000001	Transparency, Overhead Projector, Acetate, 8 1/2 X 11, 100/box	15	1/BX	BX			No	saved
	<input type="checkbox"/>	11.25	000005	Transparency, Overhead Projector Acetate, 8 1/2 X 11, 10/pk - Assorted Colors	15	1/PK	PK			No	saved

**NOTE:** It is very important to pay close attention to the item list and how the items have their inventory and delivery unit of measure listed. If a bid has a different inventory or delivery unit of measure the item needs flagged as an alternate item and select the inventory and delivery unit of measure.

Once you have entered all your information you can go to the Review and Submission tab.



### Review and Submission

The Review and Submission sub tab is to review and submit the data entered. Select the category from the drop down and the bid will appear for your review.

Review Bid

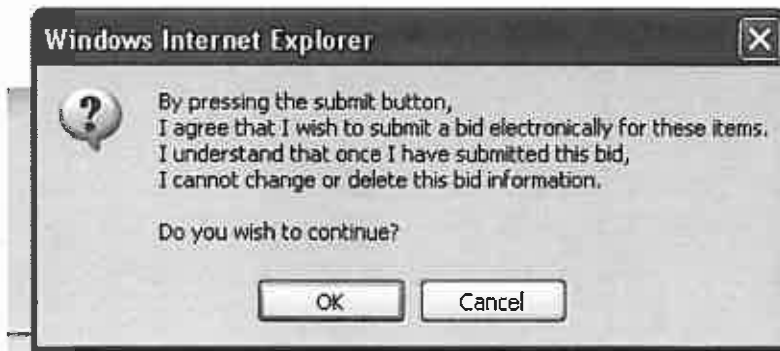
Category: Custodial, Electric (50)

ALTERNATE ITEM BID	SUBMITTED BID PRICE	ITEM NUMBER	ITEM NAME	QUANTITY REQUESTED	UNIT SIZE	UNIT	TOTAL BID PRICE	PRICE PER UNIT	VENDOR ORDER NUMBER	BRAND NAME	SAMPLE REQUIRED	
Yes	\$15,000 per EA	000080	Book, Spelling Blanks, #304 Modern, 12/pk	10	1/EA	EA	\$150.00	\$15,000	123	Taylor	Notes: Unit/Del Unit of measure is different	No
No	\$25,000 per EA	004010	Applicator, Lambs Wool, 14" Head Only	10	1/EA	EA	\$250.00	\$25,000				No
Yes	\$35,000 per PK	005000	Caulk, Dup, Metal, Glazing, 1 Gal Cans, No Sub	10	1/PK	PK	\$350.00	\$35,000			Notes: Unit/Del Unit of measure is different	No
No	\$36,000 per EA	005000	Caulk, Dup, Metal, Glazing, 1 Gal Cans, No Sub	10	1/EA	EA	\$360.00	\$36,000	XYZ-456	Smith		No
Yes	\$115,500 per BX	005130	Primer, Red Metal	10	1/EA	BX	\$1,155.00	\$115,500			Notes: delivery unit different	No
							<b>Bid Grand Total</b>	<b>\$2,265.00</b>				

Submit Bid

Print Bid

At this time you can select to print the bid by clicking the print bid button. When you select the Submit Bid button, a message will display to confirm the intent to submit your bids. Read the statements, and if you are ready to submit your bids, click the OK button to continue with your bid submission. Otherwise, click the Cancel button to review/change information, as necessary.



Your bid has been submitted.

**Review Bid**Category: **General Supplies (10)**

ALTERNATE ITEM BID	SUBMITTED BID PRICE	ITEM NUMBER	ITEM NAME	QUANTITY REQUESTED	UNIT SIZE	UNIT	TOTAL BID PRICE	PRICE PER UNIT	VENDOR ORDER NUMBER	BRAND NAME	SAMPLE REQUIRED
No	\$15.0000 per BX	00001	Transparency, Overhead Projector, Acetate, 8 1/2 X 11,	15	1 / BX	BX	\$225.00	\$15.0000	ABC-123	Taylor	No
No	\$25.0000 per PK	00005	Transparency, Overhead Projector Acetate, 8 1/2 X 11,	15	1 / PK	PK	\$375.00	\$25.0000	X12-789	Smith	No
No	\$11.2500 per PK	00010	Transparency Film, AVATAR AT 1330, Copier	15	1 / PK	PK	\$168.75	\$11.2500			No
No	\$11.2500 per PK	00010	Transparency Film, AVATAR AT 1300, Copier	15	1 / PK	PK	\$168.75	\$11.2500	123-45	Smith	No
No	\$12.0000 per BX	00025	Report Covers, 3 Hole, w/fasteners, NO pockets, 25/bx	15	1 / BX	BX	\$180.00	\$12.0000	123-56E	Taylor	No
Yes	\$11.2500 per BX	00025	Report Covers, 3 Hole, w/fasteners, NO pockets, 25/bx	15	1 / BX	BX	\$168.75	\$11.2500	879-ABC	Taylor (Notes: Deliver 5/bx price quoted for 3 boxes)	No
<b>Bid Grand Total</b>							<b>\$1,286.25</b>				

Bid submitted on November 11, 2011

Print Bid

**NOTE:** Once you have submitted your bid the system will not allow you to make any changes. If the bid is still open and you need to make changes, call the district to retract your bid so you are able to make changes and then re-submit.

After you submit your bids, you will receive an email message acknowledging the submission of the bid.

