



# Joint School District No. 2

## PURCHASING DEPARTMENT

911 Meridian Street – Meridian, Idaho 83642-2299

(208) 855-4500 Fax (208) 888-6700

E-Mail: [bidinfo@meridianschools.org](mailto:bidinfo@meridianschools.org)

DATE: \_\_\_\_\_

### To All Interested Parties:

1. You are hereby invited to submit a bid for: \_\_\_\_\_ BID # \_\_\_\_\_, DUE: \_\_\_\_\_, 2001 at 3:00 PM local time (MDT).
2. Bids will be received, opened, and read aloud thereafter at the District Administration Office, 911 Meridian Street, Meridian, ID 83642-2299. Bidders and other interested parties are invited to be present at the bid opening.
3. Bids received after the time set for bid opening will not be considered.
4. Envelopes must be sealed and clearly marked on the outside "Sealed Bid." A cut-out label for this purpose is enclosed. **All bids must be submitted on the enclosed forms, signed by a legal officer of the company, with company name, date, etc., otherwise bid is subject to discard.**
5. On any bid which exceeds \$15,000.00, a bid bond or bank cashier's check made payable to Joint School District # 2 in an amount not less than 5% of the total bid must accompany the bid. The bid security of successful bidders will be held until the terms specified in the bid have been satisfactorily completed, at which time it will be returned to the vendor. Cashier's check of unsuccessful bidders will be returned upon award of the bid.
6. The Board of Trustees reserves the right to waive minor formalities in any bid, to accept any bid which they consider to be in the best public interest, and to reject any part of, or any and all bids; alternate bids will be considered. However, awards will be made to the lowest responsible bidder in the opinion and at the option of the Board. Their decision shall be final and conclusive.
7. All merchandise called for in these specifications shall be delivered in good order f.o.b. destination (freight prepaid), inside delivery, within the time specified, or will be subject to cancellation. A packing list must accompany all shipments. Bids are to be held firm for a period of 90 days from the date of bid opening to allow for fill in orders. In addition, the District reserves the option to extend the period and quantities of this bid, or any portion thereof, for an additional time not to exceed 365 days from date of award. This extension, including all terms and conditions of the original bid documents, shall be by mutual agreement in writing.
8. Failure to read or comply with the enclosed general information form in no way relieves a bidder from his liabilities arising hereunder and no bid may be withdrawn after the time of opening. Any bidder may withdraw his bid either personally or by written request, at any time prior to the time set for bid opening.
9. Prior to issuance of purchase orders for the commodities contemplated herein, Joint School District No. 2 shall conduct such investigation as it deems necessary to determine the performance record and ability of the apparent low bidder to supply the type and quantity of commodity specified in this invitation to bid. Upon request, the bidder shall submit such information as deemed necessary for such evaluation.