



Tuscola Intermediate School District

989-673-2144

1385 Cleaver Road, Caro, MI 48723

www.tuscolaisd.org



INVITATION TO BID

DIVISION: ☐ CTE ☐ SPECIAL ED ☐ GEN ED ☐ OTHER

BID NUMBER: _____

ADMINISTRATION

Eugene W. Pierce
Superintendent

Scott E. Richards
Assistant Supt.
Special Ed.

BIDDING AGENT:

Tuscola Intermediate School District
1385 Cleaver Road
Caro, MI 48723

INSTRUCTION TO BIDDERS

PLEASE NOTE:

1. The purchaser reserves the right to revise quantities and/or to reject any and all bids and to waive any informalities therein.
2. Unless otherwise noted by the bidder, it is assumed that items bid are identical to make, model, accessories and/or quantities as specified. Any deviations are to be noted on a "Deviation Sheet" and appropriate descriptive literature is to be supplied.
3. Bids are to be firm for at least 60 (SIXTY) days.
4. Delivery dates are to be within the dates specified on the individual specifications or as promised on the accepted bids.
5. **All shipping costs are to be included in the bid price** and shipped to the rooms for which they are being purchased. Bidders shall include all delivery costs. The supplier must assume all liability for any damage and/or injury that might occur in the process of unloading and handling the items being delivered. Each vendor, upon completion of their division of work or at other times as required by the Tuscola Intermediate School District, shall collect and remove all rubbish and debris pertaining to their work.

BOARD OF EDUCATION

James Welke
President

Charles Squires
Vice President

James Brown
Secretary

Dean Nichols
Treasurer

Louise Hodges
Trustee

6. RETURN SEALED BIDS TO:

Tuscola Intermediate School District

Attention: _____

Bid Number: _____

1385 Cleaver Road

Caro, MI 48723

7. Sealed bids are due at: _____ E.S.T.
on: _____, at which time bid
acceptance will be closed, publicly opened and read at:

Tuscola Intermediate School District, 1385 Cleaver Road., Caro, MI 48723

8. Even though bids will be awarded on: _____,
delivery is expected to be made no later than: _____.
9. Final payment to the vendor shall be due 30 days after completion of their contract work and acceptance by the owner or as indicated by the vendor on the accepted bid.
10. Each vendor shall furnish the owner with two sets of all guarantees and operating instructions.
11. Any quantity discounts through multiple item ordering must be indicated in writing at the time of the bid opening by the manufacturer.
12. All items shall be fully guaranteed free of all physical and material flaws and free of any engineering and/or construction defects for a minimum of one year from the date of acceptance by the Tuscola Intermediate School District. Any repair, replacement or adjustment expense involved under the guarantee is to be assumed by the vendor.
13. All bid proposals shall be signed by the legal company president or their designee.
14. All furniture and equipment shall meet or exceed M.I.O.S.H.A or O.S.H.A. standards.
15. Information pertaining to service of equipment shall be included in writing at the time of the bid opening by the manufacturer. This must include availability of service contracts and their cost; also location of service representative and procedures to assure minimum down time of equipment.



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SPECIFICATION SHEET

BID NUMBER: _____

QUANTITY: _____

ITEM: _____

SPECIFICATIONS:

Item #	Description

AS SPECIFIED ABOVE OR APPROVED SUBSTITUTE

C:\Users\jshelito\Downloads\Specification Sheet.doc

A commitment to serve . . . a promise to educate.

SUMMARY SHEET
(RETURN ONLY THIS SHEET AND DEVIATION SHEETS)

BID REVIEWER:_____ SIGNATURE:_____

BID DIVISION: ☐ CTE ☐ SPECIAL ED ☐ GEN ED ☐ OTHER

BID NUMBER: _____

BID DATE: _____

It is understood:

1. The purchaser reserves the right to reject any and all quotations to waive any informalities therein.
2. In addition to meeting the specification set forth on the Specification Sheet, all items supplied must meet all appropriate criteria listed under the INSTRUCTIONS TO BIDDERS AND SPECIFICATIONS.
3. Delivery dates are to be within the dates specified on the individual specifications or as promised on the accepted bids.
4. Unless otherwise noted by the supplier, it is assumed that items bid are identical to make, model, accessories and/or quantities as specified. Any deviations are to be noted on a "Deviation Sheet" and appropriate descriptive literature is to be supplied.

VENDOR	ITEM	EXACTLY AS SPEC?		QUANTITY	UNIT PRICE	TOTAL PRICE	ASSURED DELIVERY DATES
		YES	NO***				

***Fill out and attach a 'Deviation Sheet' for each item(s) checked in this column.

Superintendent's Signature:_____ Date:_____