



## INVITATION TO BID

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX  
Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

### **Bid #01-22 General Teaching Supplies**

#### **Bid Requirements**

Sealed bids for furnishing General Teaching Supplies to the City of South Portland, 25 Cottage Rd., South Portland, Maine will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine, 04106, until **2:00 PM, Monday, May 24, 2021** at which time they will be publicly opened. Bids received after the above stated day and time will not be considered.

**Interested vendors may obtain the bid form in an Excel spreadsheet format by contacting Colleen Selberg, Purchasing Agent, on [cselberg@southportland.org](mailto:cselberg@southportland.org).** Vendors shall submit both this completed, signed bid form and the completed spreadsheet contained on a flash drive, CD rom, or comparable electronic storage device in a sealed envelope, plainly marked "Bid #01-22 for General Teaching Supplies" that is addressed to the Purchasing Agent at the above address.

This material is being purchased for fiscal year **2021-2022** and purchase orders will be issued after June 1<sup>st</sup> but will be dated 7/1/2021. Questions regarding the supplies specifications may be directed to Accounts Payable at 207-871-0555. Successful bidders must honor bid pricing from June 1, 2021 through June 30, 2022.

No deviations will be accepted as all products must be as specified. Since a prompt delivery is needed, delivery time as well as price may be made a factor in determining the award of this bid. All items must be received within 30 days of the date the order is received by the vendor unless the School Accounts Payable Department is notified otherwise in writing. Interested vendors do not need to submit a bid for each item listed in the teaching supply list.

The School Department is looking for the lowest price of each item for the total number of the items to be ordered across the School District. The price bid should reflect any and all levels of quantity discounts available. **The bid may be awarded to multiple bidders based upon the lowest per unit price for each item submitted or the bid may be awarded to the bidder with the lowest total cost for all items listed.**

Separate Purchase Orders will be created for each District school or Department. Vendors must package these items by the individual school or Department; orders from different schools/departments cannot be combined into the same box. Delivery shall be made upon receipt of a purchase order from the School Department and shall be **F.O.B., Central Receiving, 1142 Highland Avenue**, *(please note the new delivery address)* South Portland, Maine. Items may not be received on School Department property until July 1, 2021. Items received prior to July 1, 2021 will be returned to the shipping vendor at their cost.

It is the custom of the City of South Portland to pay its bills within 30 days following the delivery of and receipt of invoice for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in

accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg  
Purchasing Agent

**The UNDERSIGNED hereby proposes to furnish General Teaching Supplies to the South Portland School Department, City of South Portland, Maine in accordance with the enclosed electronic Invitation to Bid. The UNDERSIGNED will furnish these supplies at the specifications and per unit prices contained within the electronic Invitation to Bid.**

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Corporation, Firm or Company

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Officer, Authorized Individual or Owner

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Street Address

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City, State and Zip Code

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Contact Name and Contacts' Phone Number and Email Address

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Date

- **PLEASE INCLUDE A SIGNED W-9 FORM DATED WITHIN THE LAST 30 DAYS.**