



INVITATION TO BID

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Choral Risers

Sealed bids for furnishing the City of South Portland School Department with Choral Risers with siderails and backrails sufficient to accommodate 170-230 students per attached specifications will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine until **4:00 P.M., Friday, August 5, 2016** at which time they will be publicly opened and read aloud. Bids received after the above stated date and time will not be considered.

Bids shall be submitted in sealed envelopes, plainly marked "Bid #07-17 for Choral Risers" and shall be addressed to the Purchasing Agent at the above address. The sealed envelope should contain the following: 1) the completed proposal attached to this bid solicitation, and 2) a CD Rom or flash drive containing the completed bid specification file that has been created in Microsoft Excel. An electronic version of the Excel file will be emailed to interested bidders upon request to Colleen Selberg, Purchasing Agent. She can be reached on cselberg@southportland.org.

The winning bidder will make F.O.B. destination delivery upon receipt of a purchase order to the South Portland High School, 637 Highland Avenue, South Portland, Maine. Questions regarding the specifications may be made by contacting Ken Kunin, Superintendent of Schools, at (207) 871-0555.

The bidder will state in his bid the name and model number of the equipment he is offering and will include with his bid a catalog or brochure marked to indicate the standard factory equipment of the model on which he is bidding. In the Excel specification file, bidders must indicate if their bid meets the minimum bid specifications. If necessary, bidders should indicate how their bid exceeds or does not meet the bid specifications.

If the equipment offered by a bidder meets the specifications except for minor factors or reasonably small amounts in dimensions, and if it shall be determined by the City that these minor variations from the specifications do not prevent the equipment being bid from performing as satisfactorily or from being as good as equipment fully meeting these specifications, then these minor variations from the specifications may be waived by the City, if it deems it to be to its advantage, and the equipment with the waived variations in specifications will be accepted as fully meeting these specifications.

Since a prompt delivery is needed, delivery time as well as price may be made a factor in determining the award of this bid.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting their bids, 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 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

Mailing address: P.O. Box 9422, South Portland, ME 04116-9422

PROPOSAL

The UNDERSIGNED hereby proposes to furnish Choral Risers with siderails and backrails sufficient to accommodate 170-230 students per specifications to the South Portland School Department, F.O.B. Destination, 637 Highland Avenue, South Portland, Maine, with delivery to be made upon receipt of purchase order, in accordance with the attached Invitation to Bid, the bid specifications contained in the electronic Excel file, and at the following prices and delivery times:

Item Description

1. Ten (10) Choral Risers with siderails and backrails per specification including delivery

Price \$ _____

Make, Model # _____

Delivery Date _____

Warranty _____

Signed: _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Title: _____

Mailing Address: _____

Zip Code: _____ Date: _____

Telephone: _____ Fax: _____

Email: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.