



FINANCE DEPARTMENT

ELLEN SANBORN
Finance Director

PARKER MADDEN
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Bid #36-22 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, Friday, May 6**, at which time they will be publicly opened. Bids received after the above stated day and time will not be considered.

Bids shall be submitted on the attached form, along with any additional information, either electronically to cselberg@southportland.org, or in sealed envelopes plainly marked "Bid #36-22 General Teaching Supplies" and mailed to the Purchasing Agent, 25 Cottage Street, South Portland, Maine, 04106. If mailed, the vendor must also provide the completed spreadsheet contained on a flash drive, CD rom, or comparable electronic storage device. **Interested vendors may obtain the bid form in an Excel spreadsheet format by contacting Colleen Selberg, Purchasing Agent, on cselberg@southportland.org.**

This material is being purchased for fiscal year **2022-2023** and purchase orders will be issued after 6/1/22. Questions regarding the supplies specifications may be directed to Accounts Payable at 207-871-0555. Successful bidders must honor bid pricing from June 1, 2022 through June 30, 2023.

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, 130 Wescott Road, South Portland, Maine.

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.

Corporation, Firm or Company

Officer, Authorized Individual or Owner

Street Address

City, State and Zip Code

Contact Name and Contacts' Phone Number and Email Address

Date

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