

Seneca Highlands Intermediate Unit Nine  
Cooperative Purchasing Board  
Smethport, Pennsylvania

## INSTRUCTIONS TO BIDDERS

### A. BIDS

1. Sealed bids will be received until 10:00 a.m., our prevailing time, on **April 12, 2024**, in the Intermediate Unit Office, Attention: **Mrs. Kimberly DeGolier, Chairperson**, Seneca Highlands Intermediate Unit 9 Cooperative Purchasing Board, 119 S. Mechanic Street, Smethport, Pennsylvania 16749. Sealed bids will be publicly opened and read at the time and place stated above.
2. Bids will be awarded at a meeting of the Cooperative Purchasing Board at 9:00 a.m. on **April 26, 2024** in the Intermediate Unit Office Building, 119 S. Mechanic Street, Smethport, Pennsylvania. **Samples are essential for Bid Awarding. If samples are not provided, your bid may not be considered. If you would like your samples returned, please enclose prepaid return labels. Orders are to be filled with the same items as provided in your samples.**
3. All bids shall be submitted in sealed envelopes marked "Sealed Bid for \_\_\_\_\_".  
(bid category name)
4. Bids **must be typed** and must be signed by the bidder on the form provided. **Please include item brand in bid. Include colors when indicated. Unsigned bids will not be considered.**
5. Bids **MUST** be made according to Seneca Highlands Intermediate Unit Nine Cooperative Purchasing Board specifications **as they are written**. If product does not meet exact written specifications, bidder **must list product brand, item description and item number** on bid sheet in order for your bid to be considered.
6. Bids shall show both unit and total prices. Should figures be irreconcilable, the unit price and the number of units shall govern and awards will be made on this basis.
7. Bid figures shall include permit fees, inspection fees, **and all charges including delivery at the destination** called for in these specifications, as well as all taxes which are in effect at the time of bid submission. The participating School Districts will furnish Tax Exemption Certificates in cases where Federal Excise and State Taxes would otherwise be collectible.

## B. PURCHASE PROCEDURES

After bids have been awarded, the successful bidders will be informed by letter **via email**. Each participating School District will then issue purchase orders for the items specified in the bid. All purchase orders will be issued within forty-five (45) days of the date of the bid award. Purchase orders **will not contain product items numbers, please communicate this to your order department.** **Please do not combine multiple purchase orders into one packaged order for one delivery.**

## C. DELIVERY

1. Delivery shall be made at the destination called for within the time indicated on the bid, unless otherwise specified or agreed to by both buyer and seller. All deliveries shall be inside deliveries and made between the hours of **7:30 a.m.** and **2:30 p.m.**, Monday to Friday inclusive, unless otherwise specified.
2. For all deliveries made from the vendor via special transportation; other than Fedex, UPS, or regular mail: deliveries **must be** confirmed with the district prior to delivery date. If delivery company does not have a lift-gate, they must notify the delivery location 24 hours prior to arrival to ensure accommodations can be made within the district.
3. The enclosed Bid Lists specify the quantities of each item which will be ordered by the participating School Districts and the number of delivery points. The delivery point locations and specific amounts to be delivered to each will be specified in the purchase orders submitted by the School Districts.
4. Some School Districts require delivery after **July 1, 2024** but prior to **August 14, 2024**, while others prefer delivery and invoicing prior to **July 1, 2024**. **Please note specific requirements on district purchase orders.**
5. All deliveries must be shipped prepaid, **no fuel tax surcharges will apply.** **Costs must be included in bid pricing.** As referenced above.

## D. PAYMENT

Individual School Districts will issue payment within sixty (**60**) days of latest specified delivery date **if delivery has been satisfactorily completed.**