

CHARLOTTE PUBLIC SCHOOLS
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

Charlotte Public Schools hereby invites the submission of bids as per the attached bid form.

Bids to receive consideration must be made in accordance with the following instructions and such bids and any awards made thereon shall be subject to all the terms and conditions hereof:

1. SPECIFICATIONS

All equipment or material furnished must be in conformity with the specifications and will be subject to inspection and approval after installation or delivery. The right is reserved to reject and return at the risk and expense of the vendor such portion of any shipment which may be defective or fail to comply with specifications, without invalidating the remainder of the order.

2. VARIATIONS FROM SPECIFICATIONS

All variations from the specified material or equipment shall be fully explained and included with the bid. Manufacturer numbers shall be used in all cases. All prices quoted shall be on a unit price basis. Alternates to the specified manufacturers and models will be considered.

3. PROPOSALS

- A. The proposal sheets of these specifications shall be signed.
- B. Proposals shall be submitted on the forms provided by Charlotte Public Schools, and all blank spaces in the forms shall be fully filled; amounts shall be stated legibly in figures. The unit price stated in the bid will govern in case of error.
- C. Bids are subject to acceptance at any time within 30 days after opening of same, unless otherwise stipulated.
- D. Charlotte Public Schools reserves the right to award components or segments of this bid to more than one vendor.

4. TAXES

In compliance with the regulations of the Michigan Sales Tax Commission, no Sales Tax is to be included in the proposal; also no Use Tax is to be included in the proposal. School districts are exempt from Federal Excise Tax.

5. BID OPENING

A. All bids shall be sent in a sealed envelope and addressed to Charlotte Public Schools, Attn. Mark D. Rosekrans, Associate Superintendent for Operations, 378 State Street, Charlotte, Michigan 48813. The name and address of the bidder and the title of the bid identical in wording to that appearing on the bid form must appear on the outside of such envelope.

B. Under no circumstances will a bid be considered if filed after the hour specified in the announcement and specifications calling for proposals. No oral, telegraphic, or telephonic proposals or modifications will be considered.

6. WITHDRAWAL OF BIDS

Any bidder may withdraw his bid at any time prior to the scheduled time of opening the bids upon the presentation of proper identification.

7. AWARDING OF BID

Bids will be awarded based upon the following considerations:

1. Price.
2. Quality of product(s) based upon samples submitted.
3. Ability to deliver in a timely manner.
4. Availability and quality of repair services.
5. Availability and quality of customer support services.
6. Availability of training.
7. Any other criteria that arise during the selection process.

8. RIGHTS OF ACCEPTANCE OR REJECTION

Charlotte Public Schools herein expressly reserves the following rights:

- A. To reject any or all bids.
- B. To waive any or all irregularities in the bids submitted.
- C. To increase or decrease quantity of any item listed herein with the understanding that bid price per unit will apply on the revised quantity.

9. REFERENCES

Each bidder will be requested to provide four references with which they have done business of a similar nature within the last year.

Please provide a list of references for which you have provided services to.

| | <u>NAME OF COMPANY</u> | <u>CONTACT PERSON</u> | <u>PHONE #</u> |
|----|------------------------|-----------------------|----------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |

BIDS ARE DUE: On the date noted in the bid specifications.

CHARLOTTE PUBLIC SCHOOLS
Mark D. Rosekrans, Associate Superintendent for Operations
378 State Street
Charlotte, MI 48813

ENVELOPE MUST BE MARKED WITH BID NAME.

These instructions are to be considered an integral part of all proposals.