

## **HOPKINS COUNTY PUBLIC SCHOOLS 2020-21 INVITATION TO BID**

The Hopkins County Board of Education will receive sealed bids for **OFFICE EQUIPMENT & SUPPLIES CATALOG** and services hereinafter described and specified, Bid #2021OFFICEEQUIPMENT&SUPPLIESCATALOG. Bids will open on April 21, 2020 and must be received no later than 12:00 pm (Central Time) on May 5, 2020 at the office of the Hopkins County Board of Education, 320 South Seminary Street, Madisonville, Kentucky 42431.

The Hopkins County Board of Education reserves the right to reject any and all bids. The Hopkins County Board of Education reserves the right to award the order or orders to other than the low bidder if it is in the best interest of ultimate economy and standardization to do so. Bidders are to give unit prices, totals for each item, and combined bid if awarded all items specified. Awarded bid vendor may present the District with option to renew 120 days prior to contract end (June 30, 2021). The District has the right to renew and enter into additional two (2) one (1) year contract(s) under the stipulation that both parties agree upon terms with Board consent and approval for the consecutive year(s).

All services and/or equipment shall be delivered prepaid to the Hopkins County Board of Education, 320 South Seminary Street, Madisonville, Kentucky 42431. Any deviation from this shall be covered with each item in the specifications.

If the bidder intends to offer any discounts, the bid shall include any discount available or any payment plan that would be of benefit to the Hopkins County Board of Education. All such discounts will be considered as a part of the bid determining the lowest bid price.

The terms and conditions as set forth in all other sections in this bid document are considered as included within the requirements of this Invitation to Bid. All persons submitting a bid shall therefore be bound by the requirements of these documents and are entitled to inspect same upon request.

Reference to brand names is for identification purposes only and in no way is to be construed as an attempt for comparative purposes.

All bidders shall furnish descriptive literature showing specifications of materials as a part of their bid.

If any emergency arises and the successful bidder is unable to furnish any items required from this stock and/or within the specified time, the Hopkins County Board of Education reserves the right to purchase the necessary items from another source of supply.

**When the bid is submitted, the bid number must be marked on the outside of the envelope and mailed or hand carried to the Hopkins County Board of Education at 320 South Seminary Street, Madisonville, Kentucky 42431. The Hopkins County Board of Education is not responsible for late mail or any delivery after the announced bid opening date and time. Please contact Eydie Tate, Director of Finance, at (270) 825-6000 with any questions pertaining to the bid process.**

### **THIS CERTIFICATE MUST BE EXECUTED BY BIDDER**

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid is accepted within the time stipulated above, to furnish any of all of the items upon which prices are quoted and for which a contract is awarded to the Hopkins County Board of Education in accordance with the specifications apply at the price set opposite each item.

FIRM NAME \_\_\_\_\_ BY \_\_\_\_\_

FIRM ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_

Hopkins County Board of Education  
Office Supplies and Equipment Bid  
2020-2021

The Hopkins County Board of Education invites you to submit a written, sealed bid for Office Supplies and Equipment.

A. **Time and Place of Bidding**

Bids will be received at the Hopkins County Board of Education, Attn: Eydie Tate, Director of Finance at 320 South Seminary Street, Madisonville, KY 42431 until 12:00pm, Tuesday, May 5, 2020, at which time the bids will be opened and read. Bids will be awarded at a regularly scheduled monthly board meeting. You are invited to attend the bid opening. All bids must be received by the time designated and none will be considered thereafter. All bids shall be sealed and clearly labeled “#2021OFFICESUPPLIES&EQUIPMENT”.

B. **Awarding the Contract**

Bids will be awarded at a regularly scheduled monthly board meeting. Bids will be effective from July 1, 2020 through June 30, 2021. Awards may be renewed for two additional one year period(s). The board reserves the right to accept and/or reject all bids.

C. **General Conditions**

- a. Bidders must indicate on bid form the percentage of discount off printed catalog prices at the time of purchase. Discounts will be expected on all merchandise sold by successful bidder to the Hopkins County Schools and district locations. Percentage of discount cannot be changed, due to increased cost to bidder, for the period of one year. Prices, if any, which may decrease during the bid period, shall also be passed on to the Hopkins County School District. Purchases will be made as needed with quantities to be determined at that time.
- b. Alternate bids will not be considered.
- c. Bidder will provide and deliver a catalog of their products to all schools and district locations. Catalogs must have the discount percentage written on the outside covers.
- d. The Board may award multiple contracts, if considered to be in the best interest of the Hopkins County Schools.
- e. Successful bidders will provide a sales ticket for each purchase that reflects the following:
  - i. Date of purchase
  - ii. Established price (catalog)
  - iii. Amount of discount
  - iv. Net cost to Board or various schools
  - v. Name of school or district location, plus the name of the person that placed the order.
- f. The bid awards will be made on the basis of the highest percentage discount.

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- g. Bidders shall submit their bids on the bid forms provided. Bidder should keep a copy of the bid and submit one to the following address with “**#2021OFFICESUPPLIES&EQUIPMENT**”, clearly marked on it:

Hopkins County Board of Education  
Attn: Eydie Tate, Director of Finance  
320 South Seminary Street  
Madisonville, KY 42431

- h. If a bid is not submitted, the bid from must be returned and marked “**NO BID**”, otherwise your company name will be removed from the bid list.
- i. The Board of Education has been issued a Kentucky Tax Exemption. Sales tax will not apply to any purchase.

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**BID FORM**

(Bid must be submitted on this form or an exact duplicate)

**Percentage of discount off printed catalog/shelf athletic equipment and supplies \_\_\_\_\_ %**

In compliance with the invitation to bid and in consideration of the detailed description attached thereon; and subject to all conditions thereof; the undersigned agrees, if this be accepted within the time stipulated, to furnish any or all the items which prices are quoted in accordance with the specifications applying at the price set opposite each item.

**DATE** \_\_\_\_\_

**FIRM** \_\_\_\_\_

**REPRESENTATIVE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_