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CENTRAL INTERMEDIATE UNIT 10, 200 SHADY LANE, SUITE 100, PHILIPSBURG, PA 16866

TO: All Vendors Submitting Bids to the Central Intermediate Unit 10
Joint Purchasing Committee

FROM: Jon Rice - Director of Business Services, Joint Purchasing Committee

SUBJECT: Proposal for 2024/2025 Copy Paper

DATE: February 23, 2024

Sealed bids for **COPY PAPER**, as per specifications, will be received by Jon Rice, Director of Business Services, via email at RFP@ciu10.org or mailed to 200 Shady Lane, Suite 100, Philipsburg PA 16866 until 4:00 PM on Friday, April 5, 2024.

Attached is a copy of the Central Intermediate Unit 10 Joint Purchasing Committee's proposal for Copy Paper informing vendors of the conditions/specifications related to items contained on the bid list.

All vendors are requested to read the information carefully and return a signed copy of this agreement along with their bid prices and other information requested by the Committee by the bid deadline.

JOINT PURCHASING COMMITTEE - GENERAL CONDITIONS

INVITATION TO BIDDERS

The Joint Purchasing Committee of the Central Intermediate Unit 10 invites Vendors to submit bids for **COPY PAPER** in accordance with the specifications and instructions set forth. All bids shall show the price per item as well as an extended price. **Items should be bid on as per requested unit or quantity.**

PERIOD BID IN EFFECT

All bids must be received on or before Friday, April 5, 2024, at 4:00 PM (EST). No bid may be withdrawn during the sixty days after the scheduled closing date for receiving bids. Most purchasing members will not be ordering items until after July 1, 2024, to coincide with their fiscal year spending for 2024/2025. Please indicate the period the bid prices will be in effect.

DELIVERY

Unless specified, delivery of materials covered by these specifications may not be made later than August 15, 2024. Participating schools will be ordering all the paper at one time using the July pricing. January pricing may be offered as an alternative but may not be utilized.

If the bid is accepted, each bidder will be required to make delivery of the indicated supplies on the purchase order to the various individual School Districts. Delivery data sheets are available from the participating schools.

PAYMENT

The School District shall make payment only after all conditions and terms of the contract have been fulfilled and approved as meeting the specifications as outlined herein or otherwise as may be agreed upon between the Joint Purchasing Committee and Vendor.

QUANTITY

Quantities are approximate and may be increased or decreased in our order on a pro rata basis.

TAXES/SHIPPING

The Board of Education is a governmental agency, and therefore, is exempt from all federal, state, and municipal taxes. Each School District will give the necessary cooperation and assistance to the Vendor in securing exemption from payment of taxes for all bid items purchased. In all cases, bids shall not include these taxes.

Unit price, extensions and totals must be given as called for in the bid sheet. All prices FOB destination.

GENERAL TERMS

1. The Joint Purchasing Committee reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the CIU 10 Joint Purchasing Cooperative.
2. The contract is subject to the approval of the CIU 10's board and is effective only upon their approval.
3. Terms of Bid:
 - a. RFP Release February 23, 2024
 - b. Proposals Due April 5, 2024
 - c. Proposals Opening/Review April 8, 2024
 - d. Anticipated announcement of award April 25, 2024 at the regularly scheduled Board Meeting

PROPOSAL RETURN

COPY PAPER 2024/2025

COMPLETE AND RETURN TO:

Jon Rice, Director of Business Services
Central Intermediate Unit 10
Joint Purchasing Committee
200 Shady Lane, Ste 100
Philipsburg PA 16866

Having carefully examined the General Conditions and the Detailed Specifications, the undersigned hereby offers to furnish and deliver to the individual school districts, in accordance with the conditions and specifications previously stated, the items contained in the specifications that reflect a unit price and extension for the stipulated sum of the unit price and extension.

NAME OF COMPANY

ADDRESS

TELEPHONE NUMBER

FAX NUMBER

PRINT NAME OF AUTHORIZED REPRESENTATIVE

EMAIL

SIGN NAME OF AUTHORIZED REPRESENTATIVE

DATE