



## **BID INVITATION OFFICE/INSTRUCTIONAL SUPPLIES**

### **STORE AND/OR CATALOG GOODS AND SERVICES**

The Christian County Board of Education is accepting bids on Office/Instructional Supplies. Multiple bids contracts may be awarded by the Board, if following evaluation of all bids received, a decision is reached that awarding contracts or accepting bids on a multiple basis is in the best interest of the Christian County Board of Education.

Bids will be received until 10:45 a.m., March 30, 2023, at which time all bids will be opened. Bids must be sealed in an envelope that is clearly marked **“OFFICE/INSTRUCTIONAL SUPPLIES”** and delivered to the Christian County Board of Education, 200 Glass Ave, PO Box 609, Hopkinsville, KY 42240; ATTN: Jessica Darnell.

The District reserves the right to accept or reject any and all bids and to waive any informality in bids if that action is in the best financial interest of the Board. Any questions can be directed to Jessica Darnell at (270) 887-7006.

### **SPECIFICATIONS**

Bid items shall include all goods and/or services that may be obtained from the bidding business.

Each bidder must submit a copy of their latest catalog with their bid. Successful bidders must send updated catalogs or price lists as they become available. If no catalog is available a bidder shall be required to give phone quotes or a written price list upon request from an employee of the Christian County Board of Education.

Bid price is to be effective July 1, 2023 through June 30, 2024 with the option to renew for an additional one year period, provided such renewal is mutually agreeable to both parties.

This bid has no total dollar guarantee. The board of education shall be obligated only to the extent of such purchases that are actually made. Purchases will be made as needed with quantities to be determined at that time.

Bidders shall indicate on bid form the percentage of discount off established prices\* at time of purchases. Discounts will be expected on all merchandise sold by successful bidder needed in the various schools or by the Board.

Successful bidders shall provide a sales ticket for each purchase that reflects the following:

1. Date of purchase
2. Established Price

3. Amount of Discount
4. Net costs to the Board of Education or various schools
5. Signature of person making the purchase
6. Properly Approved Christian County Board of Education Purchase Order

\*Established prices shall mean the most current prices to the buying public on price lists or schedules that could be inspected by customers, including Board employees.

PERCENTAGE OF DISCOUNT OFF ESTABLISHED PRICE \_\_\_\_\_%.

We, the undersigned, have carefully examined the specifications and other bid documents as listed on this and any attached sheets to furnish these items in accordance with all bid documents at the price stated herein.

The undersigned further declares that his/her bid is in all respects fair and without collusion or fraud, that no member of this board of education of the Christian County School District, or other office of said school district, or any person in the employ of said school district, is directly or indirectly interested in this bid or any portion of the profits thereof.

<b>Company Name</b>	_____
<b>Authorized Signature</b>	_____
<b>Date</b>	_____
<b>Printed Name</b>	_____
<b>Title</b>	_____
<b>Address</b>	_____ _____
<b>Website</b>	_____
<b>Phone Number</b>	_____
<b>Fax Number</b>	_____
<b>Email Address</b>	_____

**Bids will not be considered if they do not contain the signature of an authorized officer of the company.**