



Clarion County Career Center

447 Career Lane Shippenville, PA 16254
814.226.4391 Fax 814.226.7350

Vendor:

Vendor Phone:

STANDARD INSTRUCTIONS TO BIDDERS

Title of Bid:

Specifications:

Project Description:

This support includes, but is not limited to:

- **Network Support (connectivity)**
- **Internet access**
- **Email management for staff and students**
- **Domain account management for staff and students**
- **Google Admin management**
- **Google Classroom and associated Apps**
- **Website management**
- **Application Management and support for Instructors**
- **Desktop support (remote and/or onsite)**
- **Printer support**
- **Microsoft VLSC management**
- **Infrastructure support, wired and wireless**
- **Network and PC Security**
- **Window Updates**
- **Disaster Recovery**
- **Device Management (desktop, laptops, Chromebooks, iPads, Kindles, printers)**
- **Web filter management**

- **Maintenance & repair of existing devices, network server, etc.**
- **Server management including routine backups and verification**
- **Assist with obtaining quotes for IT related needs**
- **Software Management**
- **Any other technology related issues as needed.**

- **Availability on-site 4 hours per day, Monday through Friday 7:30 am to 11:30 am on school calendar days (183 days)**
- **Up to 10 days in the summer months for a maximum of 75 hours at the discretion of the Director.**
- **On-call for IT needs as needed.**

Sealed proposals as requested by the Clarion County Career Center and as set forth in the specifications above and are by reference a part of these instructions will be received in the business office located at the Clarion County Career Center, 447 Career Lane, Shippenville, PA 16254.

THE DEADLINE FOR SUBMISSION OF COMPLETED BIDS:

March 22, 2023 at 12:00 pm

Bids will be awarded at the Joint Operating Committee meeting on:

March 27, 2023 7:00 pm

Bid is to be delivered in a sealed envelope to the Clarion County Career Center business office on or before the hour and day stated above. Envelope must be endorsed on its face with the name of the person, firm or corporation making such bid; the date of the bid opening; and the title of the bid.

Bid is to be addressed to:

**Traci Wildeson – Director of Career & Technical Education
Clarion County Career Center
447 Career Lane
Shippenville, PA 16254**

Email: twildeson@clarioncte.org

Bidder is to use the Official Bid form supplied by the Clarion County Career Center. The form shall be completed in full. The company submitting the proposal shall supply the unit price and total price. All prices firm. Any errors made in the unit cost or total cost shall be the fault of the company submitting the proposal.

No charge will be allowed for federal, state or municipal sales and/or excise taxes from which the school is exempt. The price bid shall be set and shall not include the amount of any such tax. Exemption certificate, if required, will be furnished on forms provided by the bidder.

Bid is to include delivery to the delivery point included in the specifications. Bid is to be FOB Shippenville with all transportation charges paid to the delivery point. Delivery is to be completed on or before ninety (90) days. Bidders are to check with their suppliers before agreeing to this indicated date of delivery. If there is to be a delay in delivery of an awarded bid for any reason, the Clarion County Career Center shall be notified immediately. Deliveries shall be made between the hours of 8:00am and 2:30pm, Monday through Friday. No deliveries will be accepted on Saturdays, Sundays or legal holidays. The Clarion County Career Center business office must accept all deliveries before unloading. Bidders must note all exceptions.

Upon receipt of invoice, payment for items included in this bid will be made on or before 30 days. Companies receiving Clarion County Career Center purchase orders shall invoice each purchase order separately.

Manufacturers' name and/or catalog reference listed in the specifications are intended as a standard of quality. The product of another manufacturer may be submitted for consideration, if that product is considered equal to the product specified in the bid except for a few items individually labeled "No Equivalent Bid Accepted:

Bidder is to include with the bid catalog cuts and specifications for the items on which he/she is bidding. Any variations from specifications are to be included in a letter attached to the bid.

No bidder may withdraw his/her bid for a period of ninety (90) days after the date set for opening thereof.

The Joint Operating Committee reserves the right to reject or to waive any information in any or all bids in whole or in part. The Joint Operating Committee reserves the right to award a bid that is in the best interests of the Clarion County Career Center.

CLARION COUNTY CAREER CENTER

Traci Wildeson
Director of Career and Technical Education

The Clarion County Career Center will not discriminate in its educational programs, activities or employment practices, based on race, age, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, creed, marital status, veteran's status or any legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990. The Clarion County Career Center employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Title IX Coordinator, Clarion County Career Center, 447 Career Lane, Shippenville, PA 16254, 814-226-4391.

For information regarding civil rights or grievance procedures contact the Director at 447 Career Lane, Shippenville, PA 16254. Telephone: 814.226.4391

Official Bid Form

Vendor Name:	
Vendor Address:	
Vendor Phone:	
Vendor Fax:	
Authorized By: (SIGNATURE)	
Authorized By: (PRINTED NAME)	
Title:	
Email Address:	
Total Number of Items Bid:	
Total Cost:	