

447 Career Lane Shippenville, PA 16254

814.226.4391 Fax 814.226.7350

Vendor:

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Vendor Phone:

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***STANDARD INSTRUCTIONS TO BIDDERS***

Title of Bid:

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| **Patch damaged areas and re-seal school drive** |

Specifications:

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| **Patch damaged areas and one (1) coat tar and chip of school drive from driveway entrance at Rt. 66 to the entrance of second drive by the Practical Nursing building.**  |

Sealed proposals for equipment and/or supplies 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**:

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| **Monday, 7/1/19 at 3:00 p.m.** |

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

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| **Monday, 7/22/19 at 7:00 p.m.** |

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: Doug Mays – Interim Director
 Clarion County Career Center
 447 Career Lane
 Shippenville, PA 16254

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 and completion of project, 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.

CLARION COUNTY CAREER CENTER

Doug Mays
Interim Director of Career and Technical Education

*The Clarion County Career Center will not discriminate on the basis of race, age, color, national origin, gender or disability in its admission procedures, educational programs, activities or employment practices as required by Title VI, Title IX, Section 504 and ADA.*

*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

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| 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: |  |