



Central Intermediate Unit 10

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*The "Go To" IU*

345 LINK ROAD • WEST DECATUR • PENNSYLVANIA • 16878-8351

**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 2021/2022 Copy Paper**

**DATE:** **February 26, 2021**

SEALED BIDS FOR **COPY PAPER**, AS PER SPECIFICATIONS, WILL BE RECEIVED BY JON RICE, DIRECTOR OF BUSINESS SERVICES, REPRESENTING THE CENTRAL INTERMEDIATE UNIT 10 JOINT PURCHASING COMMITTEE, 345 LINK ROAD, WEST DECATUR PA 16878, UNTIL 4:00 P.M. ON FRIDAY, APRIL 9, 2021.

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.

All bids shall be sealed and addressed to the Central Intermediate Unit 10 Joint Purchasing Committee, 345 Link Road, West Decatur PA 16878, Attention Jon Rice, marked "**Bid for Copy Paper 2021/2022**" on the envelope.

All bids shall show the price per item as well as an extended price.

**Items should be bid as per requested unit or quantity.**

The quality of all materials for which a bid is made shall be in accordance with the specifications attached.

*Please send samples.*

**PROPOSAL RETURN**

**COPY PAPER 2021/2022**

**COMPLETE AND RETURN TO:**

Jon Rice  
Director of Business Services  
Central Intermediate Unit 10  
Joint Purchasing Committee  
345 Link Road  
West Decatur PA 16878

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.

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**NAME OF COMPANY**

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**ADDRESS**

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**TELEPHONE NUMBER**

**FAX NUMBER**

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**PRINT NAME OF AUTHORIZED REPRESENTATIVE**

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**SIGN NAME OF AUTHORIZED REPRESENTATIVE**

**DATE**

**ADDRESS TO SEND PURCHASE ORDERS**

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CENTRAL INTERMEDIATE UNIT 10  
345 LINK ROAD  
WEST DECATUR PA 16878

**JOINT PURCHASING COMMITTEE - GENERAL CONDITIONS**

**INVITATIONS TO BIDDERS**

The Joint Purchasing Committee of the Central Intermediate Unit 10 invites Vendors to submit bids on **COPY PAPER** in accordance with the specifications and instructions set forth.

**PROCEDURE FOR SUBMITTING**

Bids are to be submitted in a sealed envelope marked “**Bid for Copy Paper 2021/2022**” and delivered to the office of the Director of Business Services. If bids are mailed they should be sent registered with return receipt to:

Jon Rice, Director of Business Services  
Joint Purchasing Committee  
Central Intermediate Unit 10  
345 Link Road  
West Decatur PA 16878

**PERIOD BID IN EFFECT**

All bids must be received on or before Friday, April 9, 2021 at 4:00 p.m. (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, 2021 to coincide with their fiscal year spending for 2021/2022. Please indicate the time period the bid prices will be in effect.

## SIGNATURE OF QUOTING AGENTS

Each bid shall contain the name, residence, and place of business of the person or persons making the bid and must be signed by the person submitting the quotations with his usual signature. Bids by partnerships must furnish the full name by one of the members of the partnership or by an authorized representative followed by the signature and designation of the person signing.

## INTENT OF SPECIFICATIONS

It is the purpose of these specifications to describe the minimum requirements for individual items similar in quality to the manufacturer's product listed herein. Reference in the specifications to any article, product, material, fixture, forms or type of construction by proprietary name, manufacturer, make or catalog number shall be interpreted as establishing a standard of quality or design and shall not be considered as limiting competition.

## DELIVERY

**Unless specified, delivery of materials covered by these specifications may not be made later than August 15, 2021. Participating schools reserve to order all the paper at one time using the July pricing. January pricing is being offered as an alternative, but may not be utilized.**

All deliveries must be made to the building specified on the purchase order and all supplies or equipment is to be properly identified and labeled. Master drop point lists are attached.

The Joint Purchasing Committee of the Central Intermediate Unit 10 is composed of the following School Districts:

Bald Eagle Area School District	Glendale Area School District
Bellefonte Area School District	Harmony Area School District
Cen-Clear Child Services	Keystone Central School District
Central Intermediate Unit 10	Moshannon Valley School District
Central PA Institute of Science/Technology	Penns Valley Area School District
Clearfield Area School District	Philipsburg-Osceola School District
Clearfield County Career/Technology Center	State College Area School District
Curwensville Area School District	West Branch School District

If the bid is accepted, each bidder will be required to make delivery of the indicated supplies on the purchase order to the various component individual school Districts.

## **CONTRACT**

A purchase order from individual school District shall consummate a contract between the Vendor and the School District initiating the purchase order. The Advertisement for bids, specifications, bid form, general conditions and all other documents herewith shall comprise and complete contract documents. Return "specifications" and "Bid Forms" intact, properly signed as outlined above.

## **PAYMENT**

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

## **QUALIFICATIONS OF BIDDERS**

All persons or firms submitting bids must be known to be engaged in the business and well qualified to carry out their contract and satisfactory testimonials to that effect must be furnished when required.

## **QUANTITY**

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

## **TAXES**

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

## **BID CALCULATION**

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

## **ON-LINE ORDERING**

If ordering on-line could reduce the cost of items, please let us know by indicating in the pricing.

## **BOARD OF EDUCATION**

The Joint Purchasing Committee reserves the right to waive any informalities, to reject any or all bids, or select a single item from any bid when it is believed to be in the best interest of the School District.

## **QUALITY OF MATERIAL**

All materials furnished shall be new, unless otherwise specified, and of the best quality of their respective kinds. If requested, samples of materials, colors, shades, etc., must be sent to the school authorities. The decision of the Joint Purchasing Committee is final.

All items bid must conform to the description and specifications where special make of any article is specified. The bidder may quote a price on any "Approved Equal" article. In this case, the bidder must give the following information regarding the proposed substitute:

1. The manufacturer's name
2. Catalog number
3. Give all other pertinent information and submit or make available for inspection a sample of the proposed substitute if requested.

Failure to change the descriptions as above indicated will be interpreted to mean the bidder intends to furnish the particular make of article called for in the specifications and the Board will insist upon delivery of the specified item. Substitutions are not permitted after bids have been opened and accepted by the Board.

## **SUBSTITUTIONS**

If substitutions were made, the bidder must indicate the brand manufacturer and manufacturer's name identification and shall call attention to the details that vary from these specifications. Substitutions will not be permitted after bids have opened and been accepted by the Joint Purchasing Committee. At the request of the Joint Purchasing Committee any bidder must submit for inspection or have available for inspection actual samples of such items within ten days after such request. Failure to comply with the above may be sufficient reason to reject bid.