

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 704.2.4.1P Adopted June 1993 Revised December 2013

Title Call for Bids, Instruction to Bidders and Official Bid Form

**1. Call For Bids**

- 1.1 Sealed bids will be received for the purchase of \_\_\_\_\_.  
(product or service)
- 1.2 Bid forms and specifications may be obtained at the District Office of Independent School District 196, 3455 153<sup>rd</sup> Street West, Rosemount, MN 55068-4946.
- 1.3 A five percent Bid Bond, Certified Check or Cashier's Check must be submitted with the bid.
- 1.4 Bids will be opened on \_\_\_\_\_(day), \_\_\_\_\_(date) at \_\_\_\_\_(time) at the District Office of Independent School District 196, 3455 153<sup>rd</sup> Street West, Rosemount, MN 55068-4946.
- 1.5 The School Board reserves the right to reject any or all bids and to waive any informality in bidding.

\_\_\_\_\_, Board Clerk  
Independent School District 196  
3455 153<sup>rd</sup> Street West  
Rosemount, Minnesota 55068-4946

**2. Instructions to Bidders**

- 2.1 Notice for Bids – Sealed bids will be received for the purchase of \_\_\_\_\_  
\_\_\_\_\_  
(product or service).
- 2.2 Obligation of Bidder to Examine Instructions and Specifications – Before submitting a bid, each bidder is required to examine all bidding requirements and specifications. Submission of a bid shall be proof that such examinations have been made and that bidder has recorded his or her own investigation and has become thoroughly familiar with all requirements.
- 2.3 Interpretations – Interpretations, classifications, modifications and supplemental instructions in the form of written addenda will be provided to all bidders on record in the District Office. District 196 will not be responsible for nor honor any claims resulting from or alleged to be the result of misunderstanding by the bidder.
- 2.4 Inquiries Regarding Bid – All inquires concerning the bid shall be directed to Independent School District 196, 3455 153<sup>rd</sup> Street West, Rosemount, MN 55068-4946, telephone (651) \_\_\_\_\_. It is the bidder's responsibility to bring all discrepancies, ambiguities, omissions or matters in need of clarification to the attention of \_\_\_\_\_.
- 2.5 Specifications – Specifications and bid forms are attached.

- 2.6 Preparation of Bid – Submit bids to District 196 in accordance with the following requirements:
  - 2.6.1 Bidders must bid all quantities per item;
  - 2.6.2 Bid must be submitted on the prescribed form which is furnished with the specifications, with full name and address of bidder;
  - 2.6.3 All blank spaces on the bid form must be completely filled in with ink or typewriter, without interlineations, alteration or erasure, and
  - 2.6.4 Bid must be signed in longhand, executed by a principal duly authorized to enter into an agreement.
- 2.7 Bid Security – A bid bond, certified check or cashier's check equal to five percent of the total amount of maximum bid, made payable without recourse to Independent School District 196, must be submitted with the bid. **No other form of security will be accepted.** Bid security in the form of bid bond, certified check or cashier's check will be returned to all but low bidder within 10 days after award of bid by the School Board.
- 2.8 Receiving and Opening Bids
  - 2.8.1 Bids must be sealed in an envelope with the name and address of the bidder and the words "**BID FOR** \_\_\_\_\_ (product or service)" on the outside of the envelope. (Faxed bids will not be accepted.)
  - 2.8.2 Bids will be received as stated in the Call for Bids and will be opened immediately after the bid closing hour of \_\_\_\_\_(time), \_\_\_\_\_(day), \_\_\_\_\_(date).
  - 2.8.3 Submit bids to: Independent School District 196, District Office, Attention: \_\_\_\_\_ 3455 153<sup>rd</sup> Street West, Rosemount, Minnesota 55068-4946, on or before the time and date specified. Bids received after this time will not be opened or considered.
  - 2.8.4 Bids will be tabulated and then awarded at a regular School Board meeting.
- 2.9 Withdrawal of Bids – A bidder may withdraw his or her bid at any time prior to the date set for receiving bids, or authorized postponement thereof. Thereafter, bids may be withdrawn only after 30 days have elapsed after bid date, provided District 196 has not acted thereon. Bids may be withdrawn only by written request.
- 2.10 Qualification of Bidders – District 196 may make such investigations as deemed necessary to determine the ability and responsibility of the bidder and any bidder shall furnish to District 196 all such information and data for this purpose, as the district may request. District 196 reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the district that such bidder is properly qualified to perform under the terms of the specifications. The competence and responsibility of the bidder will be considered in making an award.
- 2.11 District Rights – District 196 reserves the right to: 1) delete from or add to quantities listed; 2) purchase by specific item, 3) reject all bids and 4) waive minor irregularities or discrepancies as defined by the district in the bidding procedure.

3. **Official Bid Form**

Bid Specifications: \_\_\_\_\_

Date and Time of Opening: \_\_\_\_\_

Check One: \_\_\_\_\_ A bid bond representing five percent of the total bid is enclosed.

\_\_\_\_\_ A certified check or cashier's check representing five percent of the total bid, in the amount of \$ \_\_\_\_\_ is enclosed.

Bidder acknowledges receipt of: A. Specifications and bid form, and  
B. Instruction to Bidders.

Total of enclosed bid: \$ \_\_\_\_\_

PLEASE PRINT OR TYPE

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ (zip code)

Phone Number: \_\_\_\_\_

Bidder certifies that the bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting the bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. The bidder understands collusive bidding is a violation of state and federal law, and can result in fines, prison sentences and civil damage awards.

Bidder agrees to abide by all conditions of this bid and certifies that the person submitting this bid is authorized to enter into an agreement.

Submitted By \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_