



West Ada

SCHOOL DISTRICT

DATE: October 8, 2018

To: All Interested Parties

- I. You are hereby invited to submit a bid for a **New Storage Shed- BID #830101- DUE: October 24, 2018 at 10:00 AM MDT.**
- II. Bids will be received up until the above noted date and time at the District Service Center located at 1303 E. Central Dr., Meridian, ID 83642. Bids will be opened, compiled, and acknowledged thereafter.
- III. All proposals submitted shall become public record upon approval of award by Board of Trustees or ten (10) days after opening date, whichever comes first.
- IV. Bids received after the time set for bid compiling will not be considered.
- V. Sealed bids should be submitted via mail or courier to 1303 E. Central Dr. address. Please put **STORAGE SHED** on the outer envelope. **No responsibility will attach to the school district or any district employee for the failure to open a bid not properly addressed and identified.**
- VI. All terms, specifications and instructions set forth in this invitation are incorporated by this reference into your response.
- VII. In the event of a conflict between the General Instructions and any Special Instructions attached hereto, the Special Instructions will have precedence.
- VIII. The Board of Trustees reserves the right to waive minor informalities in any bid, to accept any bid which they consider to be in the best public interest, and to reject any part of, or any and all bids; alternate bids will be considered. However, awards will be made to the lowest responsible bidder in the opinion and at the option of the Board. Their decision shall be final and conclusive.
- IX. Failure to read or comply with the enclosed general information in no way relieves a bidder from his liabilities arising hereunder and no bid may be withdrawn after the time of opening. Any bidder may withdraw his bid either personally or by written request, at any time prior to the submission deadline noted in paragraph I.

NOTE: The following instructions have been developed specifically for this bid and may or may not be the same as previous or future solicitations for this type of service or commodity. Therefore, all bidders are urged to review these instructions in detail before submitting their bids.

INSTRUCTIONS TO BIDDERS

1. General Bid Instructions: These are general instructions for bidding procedures only for West Ada School District, Meridian, Idaho and can be superseded by special instructions and addenda.

The school district shall not be responsible for oral interpretations given by a school district employee, representative, or others. The issuance of an addendum is the only official method whereby interpretations, clarification or additional information can be given that would change the terms and conditions of the bid. Prior to submitting a bid, it shall be the sole responsibility of each bidder to check the bid post on the website to determine if addenda were issued and, if so, to obtain such addenda for attachment to the bid. Should any questions arise concerning this bid, please e-mail all questions to Purchasing@westada.org.

2. All proposals must be typewritten or completed in **ink**. Proposals having corrections must be initialed by the bidder in ink. Proposals submitted in pencil are not acceptable.
3. **SIGNATORY AUTHORITY: ALL QUOTATIONS AND PROPOSALS MUST BE SIGNED IN INK (SEE LAST PAGE OF THE BID DOCUMENTS) BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRMS.**
4. Erasures: Erasures are not acceptable on bids. If changes are necessary, strike out or draw a line through incorrect price and write the correct price above. Vendor must initial all changes.
5. Conditional Bids: The Board specifically reserves the right to reject any conditional bid and will normally reject those which make it impossible to determine the true amount and quality of the bid.
6. Bid Compiling Attendance: All bidders have the right and are encouraged to attend the bid compiling, if desired.
7. Bid Results: Preliminary bid tabulations may be made available to any interested party attending the bid compiling depending on the complexity of the bid. Individual bid recommendations will not be given over the telephone or via fax due to the length of time involved. Bidders are encouraged to review the bid tabulations/recommendation postings during normal working hours in the District Service Center.
8. Conflict of Interest: All bidders must disclose – with their bid – the name of any officer, director or agent who is also an employee of Joint School District No. 2. Further, all bidders must disclose the name of any School District employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches.
9. Payment is due before item is removed. Payment accepted in the form of cashier's check, bank check, cash or credit card. No personal checks will be accepted.
10. Gratuities: In the event that any gratuities or "kickbacks" are offered or tendered to any school district employee or a subcontractor as an inducement for award of a bid, Request for Proposal (RFP), subcontract or order, the bidder's proposal shall be disqualified and shall not be reinstated.

11. Public Records: All information submitted in response to this request shall be subject to compliance with the Idaho Public Records Law.
12. Indemnification for Goods and Services: During the term of this bid the bidder shall indemnify, hold harmless, and defend West Ada School District, its agents, servants and employees from any and all costs and expenses, including but not limited to, attorney's fees , reasonable investigative and discovery costs, court costs and all other sums which the school district, its agents, servants and employees may pay or become obligated to pay on account of any actions founded thereon, arising or alleged to have arisen out of the products, goods, or services furnished by the bidder, his agents, servants or employees, or any of his equipment when such persons or equipment are on premises owned or controlled by the school district for the purpose of performing services.
13. Court venue: Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the District Court in and for Ada County, State of Idaho. The laws of the State of Idaho shall govern this transaction.

SPECIFICATIONS FOR BID #830101

Following are the item(s) available for bid:

- 1 each
- Shed(s) sold "as is" with no warranty, expressed or implied.
- Sheds are located at 1303 E. Central Dr., Meridian, ID 83642 on the East side of the building.
- Sheds are built by West Ada Residential Construction Level I students and the monies from the sale of the sheds will be put into a donation account to help offset costs of student travel to state and national competitions.
- In the case of a tie, the winning bid will be determined by the date and time the bid was received. The bid that is received at the West Ada office first will be declared the winning bid.
- Minimum bid is required. Idaho sales tax of 6% will be assessed to those buyers who are responsible for the payment of sales tax.
- Minimum bid on 8x10 sheds is \$1,183.
- Minimum bid on 6x10 sheds is \$1,114.
- Winning bidders will be notified after the November 13, 2018 School Board meeting.
- Winning bidder will have two (2) weeks after notification to pay for and remove the shed(s) from West Ada property.



1. Red 8x10 Shed with Workbench. Walls are 76" tall. 102" at the peak.



2. Tan 8x10 Shed with 89" Workbench. Walls are 88" tall. 109" at the peak.



3. Green 6x10 Shed with Gable Roof and 65" Workbench on back wall. Walls 76" tall. 94" at the peak.

**BID SUBMISSION FORM
SURPLUS SHED-BID #830101**

The undersigned, having examined the specifications and other related documents, hereby proposes to purchase the shed(s) indicated, and to provide the necessary equipment to remove surplus property, in accordance with the project specifications.

Shed #1: Red 8x10 (Minimum bid \$1,183) _____ Dollars (\$ _____)
**(AMOUNT SHALL BE SHOWN IN BOTH WORDS AND FIGURES.
In case of discrepancy, the amount shown in words will govern)**

Shed #2: Tan 8x10 (Minimum bid \$1,183) _____ Dollars (\$ _____)
**(AMOUNT SHALL BE SHOWN IN BOTH WORDS AND FIGURES.
In case of discrepancy, the amount shown in words will govern)**

Shed #3: Green 6x10 (Minimum bid \$1,114) _____ Dollars (\$ _____)
**(AMOUNT SHALL BE SHOWN IN BOTH WORDS AND FIGURES.
In case of discrepancy, the amount shown in words will govern)**

BIDDER'S SIGNATURE:

SIGNED THIS _____ DAY OF _____, 2018

NAME OF COMPANY (if applicable) _____

PRINCIPAL, OFFICER, OR INDIVIDUAL SIGNATURE _____

PRINTED NAME AND TITLE _____

MAILING ADDRESS _____

CITY, STATE, ZIP CODE _____

PHONE (____) _____ FAX (____) _____

E-MAIL _____