

## SEALED BID LABEL – CUT OUT

Cut this label along the outer border and affix it to your sealed bid envelope to identify it as a “SEALED BID”. Complete the RETURN ADDRESS section.

**Bids submitted via “Express/Overnight” services must be shipped in a separate, sealed inner envelope identified as above and enclosed within the carrier’s shipping container. Outside of Carrier’s shipping container must be marked “SEALED BID ENCLOSED”.**

NO RESPONSIBILITY WILL ATTACH TO THE SCHOOL DISTRICT OR ANY DISTRICT EMPLOYEE FOR THE PRE-OPENING OF, POST OPENING OF, OR THE FAILURE TO OPEN A BID NOT PROPERLY ADDRESSED AND IDENTIFIED.

BIDDER'S NAME AND ADDRESS

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**SEALED BID - DO NOT OPEN**

BID: 010502

COMMODITY: SERVER ROOM HVAC UPGRADES

SUBMITTAL DEADLINE: 4/22/20 @ 2:00 AM

**WEST ADA SCHOOL DISTRICT  
ATTN: PURCHASING DEPARTMENT  
1303 EAST CENTRAL DRIVE  
MERIDIAN, ID 83642**