

VENDOR REQUIREMENTS: Furnace Filters

This program is open to all school districts within Kansas. All bids are to be firm from **March 1, 2018 to February 28, 2019**. Should a sudden change occur making it impossible for delivery to be made at the bid price, the vendor shall contact the purchaser prior to delivery, with the purchaser having the right to accept or reject delivery on an individual school district basis.

As a value added service to vendors, Smoky Hill creates online catalogs. Those catalogs are posted at www.eschoolmall.com for its member districts.

VENDORS WISHING TO PARTICIPATE IN OUR VOLUME PURCHASING PROGRAM NEED TO RETURN THIS SIGNED AGREEMENT BEFORE BID OPENING.

Due: 5:00 P.M. February 15, 2018

Smoky Hill furnishes item totals that were purchased for this same quarter one year ago to assist vendors in determining bid pricing.

Vendors wishing to participate in our volume purchasing program must first register with SHESC and sign a contract agreeing to the following conditions.

1. All items are to be bid as shown on accompanying specifications, but may exceed minimal specifications. **PLEASE DO NOT SUBSTITUTE.**
2. All prices are to be quoted FOB as specified to individual district sites. Deliveries are to be made to one location within each Unified School District as specified on the individual school purchase orders. Orders must be packaged individually with the P.O. Number identified on the package.
3. The Smoky Hill Education Service Center reserves the right to refuse any and all bids.
4. Purchase Orders will be issued by the individual school districts in which vendors will be required to invoice individual schools directly.
Districts will create Purchase Orders 2 ways:
 - A. Online by way of eSchoolmall and EMAILED OR FAXED directly to vendors identified by "Smoky Hill Education Service Center" in the top left of the PO.
 - B. District purchase orders done outside of eSchoolMall will be sent to SHESC to be stamped "per Smoky Hill bid" and emailed or faxed to the vendor.
5. **ANY PO "created outside eSchoolMall" WITHOUT THE SMOKY HILL STAMP MUST BE REPORTED TO SHESC.**
6. All deliveries are to be made between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, except on holidays. All items shall be properly shipped by the supplier to ensure delivery in good condition.
7. **All freight and delivery charges must be stated clearly in the bid submission.** (Delivery should be by the most economical means possible).

8. The vendor shall, at its own expense, amend or make good any defective or unsatisfactory items. Each district reserves the right to return any item, which, in the purchaser's mind, does not meet its requirements.

9. Items received prior to the request delivery date may be rejected. Items received after the requested delivery date are subject to cancellation. Bidders are reminded of the necessity of adherence to the delivery dates so delivery will occur within the specified time period. Any vendor in noncompliance with this condition may be denied the opportunity to participate in subsequent bid.

10. Any disputes between vendors and participating districts relative to the quality of products shall be submitted to the Volume Purchasing Director and will be settled by the Volume Purchasing Committee. The committee's decision will be final.

11. The value brought to vendors via the Smoky Hill Purchasing Consortium is tremendous. The following fee schedule is a required attribute for all Smoky Hill Purchasing Center vendors.

Fee Schedule

Catalog Purchases: Smoky Hill Education Service Center charges a 3% Administrative Maintenance Fee.

- Formula - (3% X Total Purchase Value = Administrative Maintenance Fee)

Catalog Purchases – Invoiced by Smoky Hill Education Service Center Quarterly.

12. Questions – Submit all questions regarding this Invitation for Bid referencing to Vicki Eustice via e-mail at veustice@smokyhill.org prior to the published bid closing time. Our responses will be made via email and will include all bidders affected by the answer. Questions that are unrelated to this or any bid may be submitted to the e-mail address above or by calling Vicki at 785-825-9185.

I HAVE READ AND UNDERSTAND VENDOR REQUIREMENTS:

_____	_____
Representative Name	Company
_____	_____
Address	City, State, Zip

1-____-____-_____	_____	_____-_____-_____
Toll free number	E-mail Address for PO's	Fax PO's to

New Vendors ONLY: We request 2 references preferably school districts, names and phone number.

1.
NAME: _____ PHONE #: _____/_____/_____

2.
NAME: _____ PHONE #: _____/_____/_____