



705 N. Shady Retreat Rd.  
Doylestown, PA 18901  
Tel: 215-348-2940  
www.BucksIU.org

---

## BUCKS COUNTY SCHOOLS

### COOPERATIVE PURCHASING GROUP

#### Catalog Discount Bid #20-001

Effective: TWO YEARS (January 1, 2020-December 31, 2021)

**ADDRESS BIDS TO:**

Bucks County Intermediate Unit #22  
Attn: Bid Department  
705 N. Shady Retreat Road  
Doylestown, Pennsylvania 18901

**MARK ON OUTSIDE OF SEALED ENVELOPE:**

Catalog Discount Bid #20-001

**BIDS MUST BE RECEIVED BY:** \_\_\_\_\_

September 26, 2019 @ 3:00 PM

**NAME OF BIDDER:**

Address:

City, State & Zip:

Phone Number:

Fax Number:

Email Address:

\_\_\_\_\_  
(Name of authorized person-PLEASE PRINT)

\_\_\_\_\_  
(Company position)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**SPECIFICATIONS AND BID SHEET - CATALOG DISCOUNT BID 20-001**

The Bucks County Schools Cooperative Purchasing Group is soliciting sealed bids for the BUCKS COUNTY SCHOOLS COOPERATIVE PURCHASING GROUP Catalog Discount Bid for the two-year period January 1, 2020 to December 31, 2021.

A catalog discount bid is defined as a bid containing all or part of a vendor's catalog without specific quantities defined at the line item level.

This bid is extended to Bucks County's thirteen public school districts (Local education agencies, i.e. LEA's), three vocational-technical schools, the Intermediate Unit and other governmental and non-profit educational organizations as allowed by state law.

**SPECIFICATIONS**

1. Catalog discount will be based on deliveries of standard catalog supplies as needed throughout the year. Deliveries are to be within 5 days upon receipt of Purchase Order, or when item is not in stock, delivery shall be the time mutually agreed upon between the LEA and bidder. Discounted catalog price shall include delivery cost or note any exception on the bid sheet. When purchasing from sale flyers, the LEA is to be billed the lower of the discounted catalog price or special sale flyer price.
2. Successful vendor(s) must be a stocking distributor or have immediate access to all of the items in the catalogs.
3. Current discount or discount schedule, and price lists are to be included with the bid proposal. If you use only a computerized catalog, please provide instruction for access. Please state any conditions or exclusions placed upon discount and furnish discount schedule if discounts vary for different categories of items.
4. The Bucks County Cooperative Purchasing Group members reserve the right to purchase or not purchase from the catalog. It will be up to the individual agencies to determine which company offers the lowest cost, responsive service and provides the most efficient turnaround time for the items needed.
5. Upon request, bidders must provide and distribute current catalogs or Internet access to current online catalogs to the agencies represented by the Bucks County Schools Cooperative Purchasing Group.
6. This bid is designed for routine day-to-day supply purchases not included on other bids and is not meant to replace or eliminate any annual bids for similar products.
7. Payment for all goods will be made in accordance with the payment schedule of the LEA and current Pennsylvania law. In those instances where payment schedules and/or practices differ from Pennsylvania law, the LEAs payment schedule and/or practice will prevail.
8. Bidders may request one update or change to information furnished on the original bid after January 1, 2019 for the remainder of contract.
9. Bidders shall state, in the appropriate place on the Bid Submission Form, what discount, if any, is offered for prompt payment of bills; and if such cash discount is offered it shall also be stated within what period of time the discount will be allowed.
10. Bid must be submitted in paper format with all necessary signatures.

**DO NOT BIND THE BID PACKET. KEEP PACKET SEPARATE FROM OTHER PAPERS.**

**Bucks County Intermediate Unit**

---

**INFORMATION FOR PLACING PURCHASE ORDERS**

Bidder Name:

Address:

City, State & Zip:

Contact Person:

Phone Number

Fax Number:

Email Address:

---

Name and Date of Published Catalog(s): (Attach additional sheet if required)

Percentage Discount:

Minimum order, (\$ amount) if any, required for free delivery:

Items excluded from discount:

Are prices adjusted on a periodic basis? If so, how often?

Do you accept purchase orders? YES or NO

\_\_\_\_\_ % Discount If Paid Within \_\_\_\_\_ Days.

Reference number you would like on all purchase orders:\_\_\_\_\_

List cooperative public government contracts that your company participates in: (ex.-GSA, Costars, PEPPM, US Communities)

Provide contract name and contract #.

**Bucks County Intermediate Unit**

---

**PLEASE INDICATE THE NATURE OF YOUR BUSINESS BY CHECKING THE CATEGORY(S):**

- AG SCIENCE
- ADAPTIVE EQUIPMENT
- APPLIANCES
- ART SUPPLIES
- ATHLETIC/PE SUPPLIES
- AUDIO VISUAL SUPPLIES
- AUTOMOTIVE/BUS SUPPLIES
- BREAKROOM
- CAFETERIA SUPPLIES
- CLOTHING/UNIFORMS
- CUSTOM PRINTING, AWARDS, CERTIFICATES, PLAQUES
- EARLY CHILDHOOD/PRE-SCHOOL
- EDUCATIONAL MATERIALS
- EDUCATIONAL SOFTWARE
- ELECTRICAL SUPPLIES
- FAMILY & CONSUMER SCIENCE
- FITNESS EQUIPMENT & ACCESSORIES
- FURNITURE
- GENERAL OFFICE SUPPLIES
- HELMET RECONDITIONING
- INDUSTRIAL ARTS
- JANITORIAL SUPPLIES
- LIBRARY/BINDING SUPPLIES
- MEDICAL/NURSE/DENTAL SUPPLIES
- MAINTENANCE/REPAIR/OVERHAUL/TOOLS
- MUSIC SUPPLIES/INSTRUMENTS
- OFFICE EQUIPMENT
- PLUMBING SUPPLIES
- PRINTING
- PROFESSIONAL DEVELOPMENT MATERIAL
- REPAIRS/PARTS (A/V & COMPUTER)
- SCHOOL SUPPLIES
- SCIENCE/LABORATORY SUPPLIES
- SHREDDING
- TECHNOLOGY SUPPLIES
- OTHER (PLEASE INDICATE) \_\_\_\_\_