

PHILIPSBURG OSCELOA AREA SCHOOL DISTRICT
200 SHORT STREET
PHILIPSBURG, PA 16866
BID #: YR210002

Sheet Number: 1 of 12

Sealed bids for the services listed herein (this document serves as the official bid response contract) will be received at the Philipsburg Osceola Area School District (POASD) Administration Office, located at 200 Short Street, Philipsburg, PA 16866- ATTN: Mr. Michael Conte until 10:00 A.M., JANUARY 31, 2018. Respondents are invited to attend the bid opening however no bid modifications will be permitted, only clarifications pertaining to submitted responses or defining deliverables within the RFP. Bidders are responsible for checking the website where they acquired this bid for any potential addendums and/or change of dates (opening and/or walk-throughs).

1. **Two (2) hard copies** (signed with original signatures where noted) and **two (2) soft copies on USB drive** of the official Bid document and the corresponding Respondent-populated Excel file (as defined in this document) for this bid inquiry are to be returned to **POASD** as instructed below in item numbers 2 and 3. **All items identified to be returned shall constitute a complete bid response to this inquiry. Incomplete responses shall not be considered. This bid document modified from its original format in any manner by the respondent shall not be considered.**
2. All bid responses shall be returned in sealed envelopes and addressed to **POASD** at the address stated above. **Please show the bid number (BID#: YR210002- POASD) on the outside of the envelope.**
3. **Additionally, a soft copy of the Respondent's documents (signed submitted proposal in .word or .pdf and corresponding excel spreadsheet in excel format only!) MUST be attached and emailed with a subject line of "POASD BIDYR200002" to e-rateyr21bidresponse@ advanedgesolutions.com** The email must be sent prior to the date/time as outlined above.
4. The Bidder is responsible for ensuring that the Bid response, inside a sealed envelope, is received **via U.S. mail and/or carrier service with tracking** prior to 10:00 A.M. on the date stated above. Delivering that Bid document to a **POASD** employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. **POASD** is not responsible for the failure of any of its employees or any mail delivery service to receive this bid document prior to the time and date for the public opening of this Bid.
5. Bid responses shall be submitted on this official Bid document which must be signed by a duly authorized agent or officer of the Company making the bid response. Absence of original signature of person duly authorized to sign for the Company submitting this bid response will automatically leave this bid response null and void.
6. Prices quoted must include all costs for delivery of requested services including any and all installation, support and engineering charges. Pricing quoted by the respondent shall be valid for the complete term requested in this bid. Optional related equipment may be quoted separately.
7. Not more than one alternate service may be quoted on any single item of the bid. Description and pricing for any such alternate/hybrid/migration solutions must be attached separately and be accompanied with a valid signature from the submitting vendor.
8. The Board of School Directors shall have full power and authority to reject any and all bid responses furnished which in their opinion, are not in strict compliance and/or conformity with the specifications. The decision of said group shall be final, conclusive, and without challenge.
9. **POASD** reserves the right to reject any or all bid responses, and to accept or reject any item or group of items, for which a bid has been submitted. Bid Proposals received after the date and time set for the Bid opening shall be considered non-responsive and returned unopened to the Bidder.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____