

SIoux FALLS SCHOOL DISTRICT 49-5
1101 N. Western Avenue
Sioux Falls, South Dakota 57104

SPECIAL CONDITIONS

TITLE: PHYSICAL EDUCATION SUPPLIES 2024-25

DATE OF ISSUE: TUESDAY, APRIL 8, 2024

TIME AND DATE DUE: 11:00 A.M., MONDAY, MAY 6, 2024

LOCATION OF BID OPENING: Purchasing Department - Central Services

SEND BID DOCUMENTS TO: Purchasing Department - Central Services

1101 North Western Avenue

Sioux Falls, South Dakota 57104

OR email them to sfsdpurchasingdept@k12.sd.us

1. **TIME OF DELIVERY:** NO DELIVERIES WILL BE ACCEPTED PRIOR TO JULY 1, 2024. Delivery is to be made between the hours of 8:00 A.M. and 3:00 P.M. Special arrangements must be made for delivery after 3:00 P.M. at all locations.
2. **MANNER OF DELIVERY:** All deliveries are to be made to the principal or to the custodian of the various buildings. No deliveries are to be made without securing the written receipt of the principal or custodian as to the number of packages delivered. A duplicate of this receipt must be left with the principal or custodian. A detailed packing list of all items must accompany each shipment.

Acceptance of cartons and packages shall not be considered as verification of quantities and condition of contents in said cartons and packages. Such verification will be made as soon as possible following delivery.

The successful bidders will be responsible for delivery of all supplies in good condition. Any loss and/or damage in shipment and any replacement required by such loss or damage will be the responsibility of the successful bidders.

The successful bidder has the option to combine purchase orders that total less than \$100.00 and ship the items to Central Services Warehouse Attn Missy Braak, 1101 N Western Ave, Sioux Falls, SD 57104. Please include a separate packing list for each purchase order issued. Any orders totaling \$100.00 or more must be delivered to the location listed on the purchase order.

3. **AWARDING OF CONTRACTS:** The Board reserves the right to contract with the lowest responsible bidder whose unit price, per item, is lowest. The bid prices are to be on the basis of delivery to various locations in said school district, as subsequent purchase orders shall direct. All transportation and cartage are to be included in the bid price.
4. **QUANTITIES:** The quantities shown on the Bid Proposal Form are the district's estimated requirements. The right is reserved to increase or decrease quantities at the time contracts are awarded, but not more than ten percent (10%) of the quantities indicated. Bidders will be furnished with exact quantities to be ordered with the notice of contract awards.
5. **PAYMENT OF INVOICES:** The building principal or his designee will make payments of invoices upon approval. Payment will be made as soon as the claims for merchandise delivered during the summer are approved. In our opinion, payment of service charges for "late" payment is not legally permissible.

SPECIAL CONDITIONS – PHYSICAL EDUCATION SUPPLIES 2024-25

- 6. **ADDITIONAL QUANTITIES:** The successful bidder shall deliver additional quantities of any item during the period beginning July 1, 2024, and ending June 30, 2025, if the district finds it necessary to order additional quantities and providing the successful bidder is able and willing to fill the order. It is assumed that the bidder will do all he can to fill all additional orders at the contract price. It is understood, however, that the bidder is merely urged to hold to the bid price if he can possibly do so.
- 7. **IDENTIFICATION OF PRODUCTS:** Bidders are **required** to identify bids on alternate products by indicating the **name of the manufacturer, the manufacturer’s item number and the bidders catalog page number to facilitate accurate identification.**

When an alternate product is bid, please comply with the following procedures (failure to comply may render your bid unresponsive).

- A. Furnish complete literature on the item you bid. Full line catalogs will be appreciated.
- B. Indicate the manufacturer’s name, item number, and any other information as requested.

It will be assumed if the bidder does not indicate their part number on the bid proposal form that the item they are bidding is of the same standard of quality, performance, and characteristics as the specified item. If the District determines, after the awarded items have been delivered, that they are not of the same quality, performance, and characteristics of the specified item the items may be returned to the vendor at their own expense with full credit to be given on the order(s) for that item.

Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term “or equal” if not inserted shall be implied. Although certain manufacturers’ trade name and numbers may be specified, an alternate will be considered. The use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

The School Board reserves the right to determine which products offered will best meet its requirements. Said determination will be made in the District’s best interest and shall, therefore, be considered final.

- 8. **SAMPLES:** Bidders must submit samples of **all alternate items** on which bids are submitted to the Purchasing Department, 1101 N Western Ave, Sioux Falls, SD 57104 by the bid opening date and time. The Board reserves the right to reject any items where the bidder does not furnish a sample as herein required.

For means of identification, the bidders name, item number, manufacturers catalog number and catalog page number shall be printed on a durable card, which shall be securely attached to the sample submitted.

- 10. **ADDITIONAL INFORMATION:** For additional information regarding any item in the Special Conditions or on the Bid Proposal Form, please contact Missy Braak, Purchasing Supervisor (605-367-7901).

- 11. **IDENTIFICATION OF BID:** If you are submitting your bid via email, please indicate the **bid title** in the subject line of your email and attach the Bid Proposal Form to the email. Please email your bid to sfsdpurchasingdept@k12.sd.us by the time and date due. If you are submitting your bid via mail please indicate the bid title on the outside of the envelope and mail it to Central Services, Purchasing Department Attn Missy Braak, 1101 N Western Ave, Sioux Falls, SD 57104 by the time and date due. Thank you.

SIoux FALLS SCHOOL DISTRICT 49-5
Todd Vik
Business Manager

By: Missy Braak,
Purchasing Supervisor