

Rockwood School District

Small Equipment Bid 2024-25

Due Date: May 8, 2024 by 10:15 am

- Quantities: The quantities indicated on the bid are based on estimates of what could potentially be needed. However, Offerors must understand that a quantity stated on an item does not constitute a guarantee to purchase that item.
- Small equipment items are purchased throughout the school year as replacements and we will not award pricing based on hundreds. Please bid items that can be purchased by each or by the case.
- If shipping is an extra cost, please disclose that there will be extra fees. Before items can be purchased, the cost per each combined with shipping will be calculated before the purchase is made. If the cost exceeds the cost of the next lowest bidder, we will purchase items from the vendor with the lowest cost. Please fill out the Contractor Shipping Disclosure in the contract.
- Awards for small equipment are by line item and an award is **not** a purchase order for every item listed on the bid.
- All items bid are to be NSF certified to meet quality standards. Brand items may be requested, unless “or equal” is stated. This is to ensure that lids and bases fit together, as well as parts that will match with items we currently have on-hand.
- The Small Equipment Bid will list items by each and not by case. This is to ensure that we are able to compare the cost per item equally. We will purchase items by the case if the case quantity coincides with need.
- We will keep bid pricing from all vendors. This is to ensure that we are able to purchase from vendors with secondary bids if the vendor with the primary award is unable to supply the items or if shipping costs have exceeded the initial bid.