

The Chickamauga City School Systems reserves the right to accept or reject all or part of the items bid, to waive formalities, and to do what is in the best interest of the Chickamauga City Board of Education. Unless otherwise stated, all specs are minimums.

You must print the following, sign and return with bid.

**CHICKAMAUGA CITY SCHOOLS
TERMS AND REQUIREMENTS FOR BIDDING**

- 1. MAILING ADDRESS:** Chickamauga City Schools,
Attention: Myrt Catlett, 402 Cove Road, Chickamauga, GA 30707.
Phone # (706) 382-3100.
- 2. OPENING OF BIDS:** All bids will be opened at the date, time and place specified.
- 3. COMPLETING BID FORM:** All bids submitted shall list each item unit price, extended price, manufacturer, size or amount, etc.
- 4. AWARDING OF BID:** Bids will be awarded on the basis of service dependability, performance of product, warranty, training capability, and cost. We are not required to accept low bid without considering all aspects of the product and company. The award of bids may be made on groups of items, individual items or the entire bid. The System reserves the right to continually purchase items from previous bidders as long as items continue to comply with specifications and performance requirements.
- 5. GUARANTEE OF PRICE:** Where applicable, bid items should be submitted with price guarantee period in writing.
- 6. CONTRACT AGREEMENT:** Each bidder must sign and submit with his bid the "Contract Agreement" form which states that the items quoted meet specifications in every respect. If there is any variation from specifications, they must be noted.
- 7. QUANTITIES:** The quantities shown on the Bid Form are estimates determined by the System. Quantities may vary resulting from usage or budget concerns. It is understood that the system reserves the right to purchase additional quantities at the price quoted, as long as your purchase price remains constant.
- 8. DELIVERY:** Delivered prices must be included in quoted bid. All deliveries must be on the premises of the specified point within 15 days of order unless otherwise indicated in the bid. All orders must be delivered between the hours of 8:00 a.m. and 4:00 p.m.

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9. TAX EXEMPTION: The Chickamauga City School System is not subject to taxation; therefore, upon request, tax exemption certificates will be furnished.

10. FINANCIAL STATEMENT: The System reserves the right to require any bidder to submit a financial statement or rating.

11. PAYMENT: Payment will be made from the original invoice after final delivery, inspection, and acceptance of the entire purchase order. Early payment credit should be extended so as not to be affected by backordered items.

12. GIFTS: The Chickamauga City Schools Board of Education prohibits the distribution of any token gift to any school employee for personal use. Please adhere to this policy and avoid any embarrassing situations for any vendor or salesman.

CONTRACT AGREEMENT

I agree that all items supplied under the terms and conditions of this bid will meet or exceed all specifications. I further agree that any item or items not meeting bid specifications will be removed from Chickamauga City Schools premises at my expense, and that the System will not be responsible for any cost or expense in regard to such items.

VENDOR

AUTHORIZED SIGNATURE

DATE