

CLARKSDALE MUNICIPAL SCHOOL DISTRICT
526 S CHOCTAW
P. O. BOX 1088
CLARKSDALE, MS 38614

Bid Proposal

FOR: **Surplus Stoves Bid #2019-06**

DATE OF BID OPENING: **Friday, February 11, 2019** TIME: **10:00 A.M.**

INVITATION TO BID

The Clarksdale Municipal School District is soliciting proposals for the sale of surplus stoves, previously used in Home Economics classes. Sealed bids will be received in the office of the Business Manager of the Clarksdale Municipal School District, 526 S Choctaw Street, Clarksdale, MS 38614, not later than the date and time set forth above.

Proposals must be executed in accordance with and subject to instructions and specifications contained herein.

SPECIAL INSTRUCTIONS

1. No proposal may be withdrawn for a period of thirty (30) days following the opening of the proposals without consent of the Clarksdale Municipal School District.
2. For pictures of the equipment located at Higgins Middle School please go to the district's website (www.cmsdschools.org) and click the link Bid 2019-06 Surplus Stoves Bid.
3. To view the stoves, contact Kamilah Woods via email (kwoods@cmsd.k12.ms.us) or phone (662-627-8500), no later than Friday, February 1, 2019, to set up an appointment.
4. All equipment is in working condition and will be sold as-is. Equipment must be removed from site within five (5) days of bid award at the bidders' expense.
5. Bidders may bid on a single stove or all the stoves as one unit.

STANDARD INSTRUCTIONS TO BIDDERS - SUPPLIES, MATERIALS & EQUIPMENT

These instructions are standard for all proposals issued by the Clarksdale Municipal School District for the purchase of all supplies, materials and equipment. The Board of Education may delete, supersede, or modify any of these standard instructions for a particular proposal by indicating such change in the selection headed "Special Instructions to Bidders".

1. The attached proposal is signed by the bidder with full knowledge of and agreement with, the general specifications, conditions, and requirements of this bid.
2. Return proposal in a sealed envelope.
3. Submit proposal in an envelope marked with the bidder's name and address in the upper left-hand corner.
4. Bids should be addressed to: Kamilah Woods, Business Manager, Clarksdale Municipal School District, P. O. Box 1088, Clarksdale, MS 38614. In the bottom, left-hand corner clearly mark the envelope with the title of the bid (Surplus Stoves Bid #2019-06), date and time of opening as shown on the "Invitation to Bid-Surplus Stoves".
5. Bids received later than the time specified will not be considered. Amendments to, or withdrawals of bids received later than the time and date set for bid opening will not be considered.
6. Bidders may be present at opening of bids.
7. The bidder shall indicate the quantity they desire of each item (where multiple quantities are available), price per stated unit and extend a total price for each item. In the event there is a discrepancy between the unit price and the extension, the unit price will govern.
8. All bid pages must be returned even if there is a page for which a bid is not being offered.
9. Clarksdale Municipal School District is not responsible for injuries of prospective bidders when inspecting surplus equipment.
10. The Clarksdale Municipal School District Board of Education reserves the right to reject any and all bids, to waive technical defects and to make awards by item or total as may be in the best interest of the Board of Education. If a bidder desires to bid on an "all or nothing" basis, he shall so indicate on the bid schedule. When an "all or nothing" bid is submitted, the bidder must bid on every item on the bid schedule.

STANDARD INSTRUCTIONS TO BIDDERS (Continued)

11. Inquiries concerning this bid should be directed to Kamilah Woods, Business Manager, Clarksdale Municipal School District.
Telephone: 662-627-8500.
12. Successful bidders will be notified within five working days. Prior to removing surplus equipment, bidders must submit cash or certified check for the total amount bid on the items.