



**INVITATION FOR BID #015 & SPECIFICATIONS for purchase and delivery of:  
ART, ATHLETIC, CUSTODIAL, HEALTH, OFFICE and PAPER SUPPLIES  
for receipt beginning week of July 1, 2014**

Bids will be received by the InterMountain Education Service District (District) for furnishing supplies as described in these Invitation for Bids (IFB) Part B at the InterMountain Education Service District Office at 724 Airport Road, Pendleton, OR 97801 until:

1:00 PM, PT (Pacific Time)  
Thursday June 5, 2014

**NOTICE TO BIDDERS ALL BIDS SHALL BE:**

- Submitted to IMESD in a sealed envelope and delivered to:  
    "InterMountain ESD, Attn: Caryn Appler, Director of Procurement, 724 Airport Road, Pendleton, Oregon 97801"
- Received until 1:00 PM, PT (Pacific Time), June 5, 2014
- The outside of the envelope shall be clearly marked:  
    "SEALED BID IMESD IFB #015".
- All bids shall be clearly and distinctly typed or written with ink. No erasures are permitted.
  - Mistakes shall be crossed out and correction typewritten or written in ink adjacent thereto and initialed in ink by the party signing the bid or a confirmed authorized representative.
  - If a response is not legible, IMESD may determine that the bid is non-responsive.
- All bids shall be on the form furnished by InterMountain ESD, herein after referred to as IMESD, or they may be rejected by the IMESD.
- It shall be the bidder's responsibility to ensure that the bid is delivered to the IMESD at the specified address above before the time and date set for bid closing as noted in the solicitation.
- IMESD will not be responsible for bids delivered to any location other than the address listed above. Bids delivered to another address will be considered non-responsive.
- Each bid package will consist of three or more Parts:
  1. Part A: Notice to Bidders, Bid Procedures and General Terms and Conditions (same for all bid commodities)
  2. Part B: Specifications & Special Terms and Conditions
  3. Part C: Bids Forms
    - a. **Signature Page**
    - b. **Resident/non-resident bidder information**
  4. Part D: Vendor Checklist

(Continued on page 2...)



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**DESCRIPTION OF ITEMS BID**

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This InterMountain Cooperative Purchasing program exists to obtain a variety of products and supplies of specified quality in the most cost effective manner for the InterMountain Education Service District (hereinafter referred to as IMESD) and other cooperative members in Umatilla, Morrow, Baker, Gilliam, Grant, Harney, Hood River, Malheur, Union, and Wallowa Counties.

Consistent with the above general objective and in accordance with IMESD Part A: General Terms and Conditions each bidder is invited to submit a bid.

Bid documents may be obtained upon request via fax 541-966-3205, in writing via mail to 724 Airport Road, OR 97801, or e-mail Caryn Appler, InterMountain Director of Procurement at [caryn.appler@imesd.k12.or.us](mailto:caryn.appler@imesd.k12.or.us) or you may download the forms at <http://www.intermountaininitiatives.org/initiatives/cooperative-purchasing/bids-contracts>.

**QUESTIONS REGARDING BID DOCUMENTS**

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Questions regarding this IFB from the time the IFB is published until May 31, 2013 must be submitted via email to [procurement@imesd.k12.or.us](mailto:procurement@imesd.k12.or.us). Questions and answers will be posted on InterMountain Initiatives website <http://www.intermountaininitiatives.org/initiatives/cooperative-purchasing/bids-contracts>.

**ORAL INSTRUCTION OR INFORMATION CONCERNING THE INVITATION FOR BIDS OR THE PROJECT GIVEN OUT BY OFFICERS, EMPLOYEES OR AGENTS OF IMESD TO PROSPECTIVE BIDDERS SHALL NOT BIND IMESD AND SHALL NOT BE RELIED UPON**