

December 22, 2009

INVITATION TO BID

The Little Tennessee Valley Educational Cooperative welcomes your competitive bid on any or all of the assistive technology and instructional technology products/product lines listed. Our Tennessee membership currently includes 45 public school systems along with other agencies within the state.

Please note that the items listed on the bid are those products that members have ordered (or for which they have sought pricing) during the last eighteen months and do not represent a guarantee of a particular quantity being purchased in the future. Because our members vary greatly in size, they order in varying quantities. Therefore we are providing space on the attached bid spreadsheets **to distinguish different prices for different quantities ordered.**

IMPORTANT: Winners MUST assure timely delivery or will forfeit to next lowest bidder.

BIDDING PROCEDURES

Please read all documents thoroughly.

Bid Participation

- The bid can be downloaded from the homepage of www.tnatcoop.org in either pdf or Excel format. Please use the pdf version if you will be clearly handwriting your response. You may use the Excel format if you want to type in your bids, however, when returning your bid, please include a disk or CD along with your printed bid so we can assure uniformity of printing for bid comparison. Do NOT alter the structure of the spreadsheet. Any additional comments or clarifications should be on a separate sheet with reference to the page number.
- **Sealed bids must be received at 1094 Mulberry Street Loudon, TN 37742 by 3:00pm Eastern Daylight Time on Wednesday, January 20, 2010.** Bids received after that time will be disqualified. Faxed or e-mailed bids will not be accepted. It is the bidder's responsibility to ensure that the bid is delivered to the proper place prior to the scheduled opening time of 3:00pm.
- PRODUCTS ARE ORGANIZED ALPHABETICALLY BY MANUFACTURER on the bid spreadsheets. There is a separate spreadsheet for vision-related products.
- Any clarification or explanation desired by the bidder, regarding the meaning or interpretation of the Invitation for Bid, or any part thereof, must be made in writing and transmitted by fax to 865-458-8626 or by email to littletnvalley@bellsouth.net , by 3:00pm EST on January 10, 2010 to allow sufficient time for a reply to reach all prospective bidders before the time and date scheduled for the return of the bid.
- Pricing will be effective from 2/16/2010 – 8/15/2010. Should a manufacturer increase charges to a winning distributor/vendor during the effective period, adjustments will be

allowed through discussion with the Little Tennessee Valley Educational Cooperative's Executive and Purchasing Directors. Documentation may be requested.

- You may bid on as many or as few products as you like.
- For “no-bid” items, please **do not** enter zero, “no-bid”, etc. Leave blank. If an entire page is blank, do **not** submit it.
- **If you believe there are any errors or omissions in current list price information stated, please indicate so on your response sheet.** We would welcome this information ASAP by email to littletnvalley@bellsouth.net so that we can determine whether it is necessary to inform all bidders.
- Return the completed ‘Bidders Registration sheet’ with your bid response.
- Be sure to **state your shipping and handling charges** as either a percentage of total, a flat fee, or a graduated scale (specify). **Bids will not be considered complete without shipping and handling charges. If you are not charging shipping and handling, you need to state that prominently.** For flat fees, indicate whether the shipping and handling is **per order** or **per item**.

Several options are effective with this bid. You may:

- 1) State a flat percentage discount for an entire product line or one percentage for hardware and another percentage for software. (Use the designated space at the top of each product line.) While every effort has been made to break out products which would typically have a different dealer discount than the rest of a product line, you may identify any that may have been missed in order to not negatively affect the discount on the remaining products.
- 2) Bid on individual products within a manufacturer's line by:
 - a. Stating a price, regardless of quantity (Place your bid in the <5 column and draw a horizontal

line through the other two columns.) Ex: <5 5-24 25+
\$12 ----->

- b. Assigning different rates to different quantities listed.

Bids are for TN AT Purchasing Co-op (Little Tennessee Valley Educational Cooperative) only

Bid Processing

Prior to the opening of the bids, your bid will be acknowledged by the close of business on the day it is received. Please be sure that your bid package is clear to us who it is from so that we will be able to confirm that we received it. Remember we will not open the packages until January 20, 2010 after 3:00pm. Please resist the urge to call. Barring unforeseen circumstances, winning bids will be acknowledged by fax for proof reading by January 30, 2009. If errors are not noted within 48 hours, the bid results will be considered final. *Although we conduct our bids every 6 months, bid responders may also be contacted between bids for quotation on new or additional items.*

Note: Items listed on the bid will not necessarily be included in our Discount Pricing Booklet if we feel the winning bid does not represent a reasonably significant discount. Approximately 500 print Discount Pricing Booklets are distributed annually. We do not publish prices on the web.

Thank you again for your continuing support of our efforts to see individuals progress through the use of Assistive Technologies!

BID PREP CHECKLIST TO AVOID ERRORS

- ___ My company name is in the upper right hand corner of each page.
- ___ I am only submitting pages which have items or product lines on which I'm bidding. (No blank pages. No copies of directions, etc.)
- ___ I am submitting an original and one copy of my bid with the pages paper clipped together – NOT stapled.
- ___ If I typed my entries onto the Excel format version of the bid, I have included a CD to assure the pages conform to the format of the pdf version.
- ___ I have completed, signed, and included in my bid packet a new Bidder Registration and Certification Form.
- ___ If I stated a shipping/handling fee as a flat dollar amount, rather than a percentage, I have clearly indicated whether it is per item or per order.
- ___ If I am offering free shipping, I have clearly indicated so.
- ___ I've written legibly.
- ___ If I am making one bid for all quantities, I've drawn a long arrow through to 25+.
- ___ I have shipped my bid in a sealed opaque envelope to arrive by the opening (3pm EDT on Wednesday, January 20, 2010) to Little Tennessee Valley Educational Cooperative c/o AT Purchasing Bids., 1094 Mulberry Street, Loudon, TN 37742.