

Joint Purchasing Council Bid Information

Name of Bid	When is the bid started?	How many different items are in the bid?	Actual or Estimated Quantity Intend to Purchase	How is the bid awarded?	How are Purchase Orders (PO's) handled?	Re-order information	Notes
Calendars	May - for Fall delivery	15	Actual quantity	Awarded by line item	PO's are created by bid participants, gathered by Bi-State and sent to awarded vendors all at one time.	Prices are good for reorders until 9/30 with PO's sent to the vendor.	
Printer/Fax Supplies	May, December (2 times/year)	30	Estimated 6 month usage	Awarded by line item	PO's are created by bid participants and sent by them directly to awarded vendors as needed.	PO's sent directly to the vendor. Prices are good for four months.	
White Copier Paper	January, June, September (3 times/year)	5-8	Actual quantity	Items awarded as one group	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Prices guaranteed firm for 45 days after bid open to allow time for approval by participants. No reorders.	All paper is process chlorine free and FSC certified. Majority of Spring bid contains recycled content paper with various percentages of post consumer content paper.
Colored Copier Paper	January 1 time/year with Spring paper bid	10-15	Actual quantity	Items awarded as one group	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Prices guaranteed firm for 45 days after bid open to allow time for approval by participants. No reorders	.
Ice Melt	July for delivery by October 1.	3-6	Actual quantity	Awarded by line item	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Bid price is guaranteed until April 1. (If there is supply.) Participants work directly with awarded vendors to purchase as needed after initial purchase is completed.	
Janitorial Supplies	October Annual Bid - March delivery	About 96	Actual quantity	Awarded by line item	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Prices guaranteed firm for 90 days after bid open to allow time for testing samples and approval by participants. . No reorders.	Preference is for "green" products.) Participants must come to Bi-State to approve samples the end of January.
Can Liners	October Annual Bid - March delivery	About 21	Actual quantity	Awarded by line item	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Prices guaranteed firm for 90 days after bid open to allow time for testing samples and approval by participants. . No reorders.	Participants must come to Bi-State to approve samples the end of January.
Food Service Supplies	October Annual Bid - March delivery	About 12	Actual quantity	Awarded by line item	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Prices guaranteed firm for 90 days after bid open to allow time for testing samples and approval by participants. . No reorders.	Participants must come to Bi-State to approve samples the end of January.

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Sign Posts	September Annual Bid	About 9	Actual quantity	Items awarded in 3 groups.	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Prices are good for 1 year from date of bid open. Participants work directly with awarded vendors to purchase as needed after initial purchase is completed.	Delivered as requested on PO's.
Sign Materials Sign blanks and Sign Faces and Hardware	September Annual Bid	About 60	Actual quantity	Items awarded in 3 or more groups.	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Prices are good for 1 year from date of bid open. Participants work directly with awarded vendors to purchase as needed after initial purchase is completed.	Delivered as requested on PO's
Water Treatment Chemicals	August Annual Bid	About 26	Estimated 1 year actual usage	Awarded by line item	PO's are created by participants and sent directly to awarded vendors as chemicals are needed	Prices are good for one calendar year for additional orders. PO's are created by bid participants and go directly to the vendors.	
Utility Supplies – Marking Paint, Hydrants, water valves, clamps, pipe, couplings, valve boxes, etc	March Annual Bid - Late Spring delivery)	About 85	Actual quantity	Awarded in 10 groups.	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Prices are good for 1 year from date of bid open. Participants work directly with awarded vendors to purchase as needed after initial purchase is completed.	
Turf Chemicals & Seed	October Annual Bid - Early Spring or as needed	About 138	Actual quantity - re-orders allowed	Awarded by line item	PO's are created by participants, gathered by Bi-State and sent to awarded vendors all at one time.	Bid price is guaranteed until 9/30. Participants work directly with awarded vendors to purchase as needed after initial purchase is completed	

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