

# 2024-2025 OFFICIAL NEW NCPA SMALL EQUIPMENT BID DEALER INVITATION

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**Johnston County Public Schools**

**March 10, 2025**

**510- 2024-2025**

*This invitation is issued to Dealers with interest in submission of a NEW CONTRACT for the procurement and delivery of products as listed for federally-funded School Nutrition programs operating in our School District. The awarded contract becomes the **FIRST YEAR** of a contract with the potential of four – one-year renewals provided Dealer and School District agreement terms are accepted.*

## **INVITATION TO DEALER WITH NEW 2024-2025 NCPA SMALL EQUIPMENT BIDS**

**BID OPENING DATE: April 21, 2025 TIME OF BID OPENING: 10:00 AM**

**BID OPENING LOCATION: Johnston County Public Schools Facility Services Building – Office of School Nutrition**

**ADDRESS OF BID OPENING LOCATION: 601-C West Market Street, Smithfield, NC 27577**

### **DEALERS SUBMITTING NEW IFB/CONTRACT BIDS:**

- Information needed to complete this bid is found in the attached **Dealer Checklist, Dealer New Bid Documents, Attachments, Official IFB/Contract and Official NCPA Small Equipment Spreadsheet**. The **2024-2025 Official NCPA New Small Equipment Bid Certification and Agreement** details the required documents. Please use the Dealer Checklist to track progress!!
- **HAND DELIVERED DEALER BIDS** - Label the outside of the **SEALED BID ENVELOPE** containing both the **REQUIRED HARD COPIES** and **DIGITAL** documents as follows: DEALER NAME, SCHOOL DISTRICT NAME
- **MAILED DEALER BIDS** - Label the outside of the **SEALED BID ENVELOPE** containing both the **REQUIRED HARD COPIES** and **DIGITAL** documents as follows: DEALER NAME, SCHOOL DISTRICT NAME. Place the sealed bid envelope inside of a mailer envelope addressed to:

**Johnston County Public Schools**

**ATTN: Jennifer Lawson**

**601-C West Market Street**

**Smithfield, NC 27577**

It is the Vendor's sole responsibility to assure a mailed bid is received by the deadline, no exceptions. It is highly recommended Dealers mailing bids use a delivery service that offers mail tracking. Send an email to [Jenniferlawson@johnston.k12.nc.us](mailto:Jenniferlawson@johnston.k12.nc.us) after mailing the bid package and receipt of your package will be verified via return email.

### **BID OPENING PROCEDURES:**

- Required (1) bid signatures and (2) evidence of contract language changes will be reviewed by the School District representative at the opening. These are non – negotiable contract requirements and will result in immediate bid disqualification.
- A School District representative may appoint a designee to receive and open bids on their behalf.
- Only Bid Totals and the Apparent Preliminary Bid winner will be announced at the Bid Opening.
- Absolutely no open discussion or questions will be allowed regarding the bid procedures or bid language at the Opening.

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- Dealer questions pertaining to such shall be put in writing and delivered to **Jennifer Lawson** for clarification. Official clarification will be e-mailed to all bidders after the Official Bid Opening.

## **ACTIONS REQUIRED PRIOR TO SCHOOL DISTRICT ANNOUNCEMENT OF BID AWARD**

- Dealer bid tabulations by line items are reviewed, corrected and Dealer Bid Total is verified by the School District or Co-Op. Mathematical errors made by the Dealer are reported by the School District to the vendor in writing (e-mail) and corrected.
- **Preliminary Award Letter** is sent from the School District to ALL Dealers submitting bids noting the verified bottom line bid totals from each bidder.
- **The Official Bid Certification and Agreement** page is signed by School District/Co-Op Representative after local approval. One copy is filed by the School District (Co-Ops should provide copies to all school district members) one copy is mailed to Awarded Dealer.
- **Final Official Notification** of bid award is the issuance of a **Purchase Order** to the Awarded Vendor.

## **BID QUESTIONS – SCHOOL DISTRICT CONTACT**

**Name: Jennifer Lawson**

**E-Mail: [jenniferlawson@johnston.k12.nc.us](mailto:jenniferlawson@johnston.k12.nc.us)**

**Phone: 919-934-1304 ext 7028**