

# BID SHEET

**To be considered, respond by: Date: \_\_\_\_\_ Time: \_\_\_\_\_**

Late bids will not be accepted. Fax responses to 515-457-5018 or submit to the address below:

Agency: Urbandale Community School District      Bidder:  
 11152 Aurora Ave.  
 Urbandale, Iowa 50322  
 515-457-5000

Refer questions to: Mary Beth Fast, CFO      Phone number: 515-457-5003

This solicitation is subject to the provisions of the State of Iowa, Urbandale Community School District Policies/Procedures and special terms/conditions as attached. The Business Office and/or the School Board reserve the right to reject any and all bids or any part thereof, to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Urbandale Community School District in the County of Polk, State of Iowa.

The right is reserved to make an award on a line item, group or total sum basis.

The following checked specifications and/or bid procedure applies to this request:

- ( ) Service: Submit quote based on description of service.
  - ( ) Generic: Bidder must list make, model and/or product description offered that will meet the below specified performance requirements.
  - ( ) Brand name or Equal: Bidder is not restricted to the specific brand name, but if an equal is quoted, sufficient descriptive literature must be faxed with the quote.
  - ( ) Proprietary: Quotes will only be accepted for the exact brand and model listed.
- Quote F.O.B. Destination

Item	Description of Item/Service	Quantity	Unit	Price	Total

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 Delivery Date (ARO): \_\_\_\_\_

Page Grand Total: \_\_\_\_\_

Prompt Payment Discount Terms: \_\_\_\_\_

Bidder Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

FIN/FEI Number: \_\_\_\_\_ Date: \_\_\_\_\_