CALL FOR BIDS

Notice is hereby given that Missoula County Public Schools, Missoula, Montana, will accept sealed bids at 909 South Avenue West, Building A, Missoula, Montana 59801. Bids are being solicited for instruction, office and custodial supplies. Specifications are available at the following link: https://www.mcpsmt.org/our-district/business-department

The bid opening date is May 14, 2026, at 3:00 p.m. (MDT) in the District Administration Building A located at 909 South Avenue West, Missoula, Montana. No late bids will be accepted.

BID BOND: All bids of $80,000 or more must include a bid bond which must be in the form of a certified check, cashiers check, U.S. currency, money order, or original bid bond in an amount of not less than 10% of the total bid amount.

The District reserves the right to reject any and all bids, and if all bids are rejected, to re-advertise under the same or new specifications, or to make such an award as in the judgment of its officials best meets the District's requirements. The District reserves the right to waive any technicality or informality in the bidding process which is not of substantial nature.

Bids must be sealed and should be submitted through the U.S. mail or hand-delivered to the District's Administration Building A at 909 South Ave West, Missoula, MT, 59801. Bids must be plainly marked on the outside of the envelope or package: **Instruction, Office and Custodial Supplies Bid**. An electronic version (Excel spreadsheet preferred) of the bid should also be included in the bid packet on a USB memory devise.

ALL ITEMS ARE TO BE F.O.B. MISSOULA, MONTANA

For information on bid requirements contact:
Terry Phelan
Transportation and Operations Supervisor
PHONE (406) 728-2400 EXT 3041
E-mail: tphelan@mcpsmt.org

Or,
Chris Madsen
MCPS Warehouse Coordinator
PHONE (406) 728-2400 EXT 3033
E-mail: cmadsen@mcpsmt.org

PROSPECTIVE BIDDERS PLEASE READ CAREFULLY

- **Please read** the following as well as all parts of this document **carefully**
- **Provide a paper copy of bid as well as an electronic copy on a USB memory device. Each version should include the price per item, the extended price per item and finally the grand total dollar value of all items bid.**
- All bids of $80,000 or more, must be accompanied by a bid bond of 10% of total bid dollar amount for all items bid. Please see the Terms and Conditions section of this document to understand acceptable forms of a bid bond.
- Bid bond will be held until product is delivered to District Warehouse and product and prices are verified as correct.
- Any bid of $80,000 or more, not accompanied by a 10% bid bond, will be rejected as non-responsive. Please see the Terms and Conditions section of this document to understand acceptable forms of a bid bond.
- Vendor is responsible to carefully read full bid and to bid specifically what is requested. Bids are binding and bidder must supply bid items according to bid price and the correct product as requested in bid.
- **Pricing for each item must not be contingent upon any other event**. Each item must be bid with a price that is fixed and not dependent on any other purchase or event.
- Bids must be sealed and mailed or hand-delivered to the District Administration Building A at 909 South Avenue West by 3pm (MDT), May 14, 2026. Emailed bids will not be accepted.
- Please bid only new items, **no remanufactured, refilled or renewed items will be accepted.**
- MCPS recommends to anyone submitting a bid to email Terry Phelan at tphelan@mcpsmt.org and/or Chris Madsen at cmadsen@mcpsmt.org to inform MCPS of the impending bid submission.

Terms & Conditions of this Bid

General Guidelines: All bidders must abide by all state and federal guidelines dealing with Workman's Compensation, Minimum Wage, EEO, and all must abide by all applicable discrimination policies and guidelines as outlined in section 49 of "SCHOOL LAWS OF MONTANA". Additionally, the requirements listed on the preceding page labeled "PROSPECTIVE BIDDERS PLEASE READ CAREFULLY", are also incorporated into the terms and conditions of this bid.

Addendums, Modifications and Changes: MCPS may amend or change this bid prior to bid opening. All known bidders will be notified of such changes.

Changing or Modifying of Sealed Bids: Any bidder may change, modify or withdraw a bid either personally or in writing at any time prior to the time set for bid opening. No bid may be withdrawn or modified after the time set for opening unless the award of contract is delayed for a period exceeding forty-five days.

Withdrawal of Sealed Bids**:** Any bidder may withdraw his or her bid at any time prior to the "Bid Opening" date. If, however the bid is withdrawn after "Bid Opening" and before formal "Board Approval", that bid may not be resubmitted for consideration.

Bid Guarantees**: The bid security requirement will be enforced**. A certified check or cashier's check, money order, U.S. dollars or original bid bond in the amount of ten percent (10%) of the total cost of material or service shall accompany each bid of $80,000 or more. A company, personal, or corporation check will not be considered an acceptable bid security for the purpose of this bid solicitation.

Firm Bids**:** Qualifying statements like, "price for item only valid with minimum quantity ordered" or "price is valid only if District orders five other items on bid list", will be cause for rejection of the proposal as unresponsive and unacceptable. THE BOARD OF TRUSTEES RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND TO AWARD THE CONTRACT FOR THE BID CONSIDERED TO BE THE BEST SUITED TO THE NEEDS OF THE SCHOOL DISTRICT, AND TO WAIVE INFORMALITIES.

Bid Results: Bid results are expected to be available by May 29, 2026, or sooner. Please do not inquire about bid results until that time. Inquiries prior to this date will not receive a response.

Specifications for Warehouse Instructional, Office and Custodial Supplies Bid
Missoula County Public Schools

Please see the detailed listing of items in the included bid documentation. Where noted, bid only specified brands. Substitutes for items where the brand name is specified will not be considered. If a brand is not specified, please indicate the brand name you intend to supply. Please annotate prices on the list of items being bid. Attach the completed list to the vendor response sheet and include a copy of the electronic file in spreadsheet format saved onto the USB storage device.

ALL ITEMS ARE TO BE F.O.B. MISSOULA, MONTANA

Warehouse Instructional, Office and Custodial Supplies Bid Response Sheet
Missoula County Public Schools
(Required)

Submit Sealed Bid by 3:00 p.m. (MDT), May 14, 2026. to:

Terry Phelan
Transportation and Operations Supervisor
909 South Avenue West, Building A
Missoula, MT 59801

Or to,

Chris Madsen
MCPS Warehouse Coordinator
905 South Avenue West
Missoula, MT 59801

Vendor Information:

Name of Vendor: _____

Address: _____

Phone Number: _____ Fax Number: _____

Bid Total $_____

Vendor authorizing signature_____ Date_____

Name and Position: _____

Include itemized prices, extended price and grand total bid on the list of items being bid as well as an electronic version (Excel preferred) on a USB memory device.

All bids must be sealed and must be plainly marked on the outside of the envelope: **Instruction, Office and Custodial Supplies Bid**

Bid Checklist
(Not required to be submitted)

1. BID SECURITY ATTACHED (10% OF BID TOTAL IS REQUIRED IF COMBINED TOTAL OF BID EQUALS OR EXCEEDS $80,000) _____

2. DEADLINE FOR THIS BID IS May 14, 2026 @ 3:00 P.M. (MDT) _____

3. IS THE BID RESPONSE SHEET ATTACHED TO THE BID? _____

4. IS VENDOR INFORMATION COMPLETELY FILLED OUT ON THE BID RESPONSE SHEET? _____

5. IS THE BID SIGNED BY AN AUTHORIZED OFFICIAL OF THE COMPANY? _____

6. IS A MEMORY STICK INCLUDED IN BID PACKET WITH AN ELECTRONIC FILE (EXCEL SPREADSHEET PREFERED) COPY OF BID? _____

7. IS THE UNIT PRICE AND EXTENDED PRICE INCLUDED FOR EACH ITEM IN YOUR BID, AND THE GRAND TOTAL OF ALL ITEMS INCLUDED IN YOUR BID INCLUDED ON THE PAPER VERSION AND THE ELECTRONIC VERSION? _____

ALL QUESTIONS AND CORRESPONDENCE CAN BE DIRECTED TO:

MISSOULA COUNTY PUBLIC SCHOOLS
FACILITIES AND OPERATIONS DEPARTMENT
909 SOUTH AVE W, BUILDING A
MISSOULA MT 59801

ATTN: Terry Phelan, Transportation and Operations Supervisor
PHONE: (406)728-2400, EXT. 3041
E-MAIL: tphelan@mcpsmt.org,

or

Chris Madsen, MCPS Warehouse Coordinator
PHONE: (406)728-2400, EXT. 3033
E-MAIL: cmadsen@mcpsmt.org