Attached are the bid specifications for 2019-07 Music Instruments and Supplies. Please be reminded of the following information as you complete the bid process:

1. **Confirm receipt of the bid specifications.**

2. Supply information as requested.

3. **Submit two complete copies of your bid submission.**

4. Do not alter documents.

5. Any questions pertaining to this bid must be done in writing to David Pawlowski, either via email, [David.Pawlowski@sbschools.org](mailto:David.Pawlowski@sbschools.org) or via fax 732-422-8054. If submitting questions via fax, please call 732-297-7800 x5105 to confirm receipt.

6. All bid submissions must be done in a sealed envelope clearly labeled “2019-07 Music Instruments and Supplies” and either hand delivered or sent via UPS, FedEx, etc. to South Brunswick Board of Education, Attn: David Pawlowski, 231 Blackhorse Lane, North Brunswick, NJ 08902 by 11:00 am on Wednesday, May 29, 2019. **Bids CANNOT be submitted through the US Postal Service or through email.**

**Special Notations:**

1. All bid prices must stay firm for the period of July 1, 2019 through June 30, 2020.

2. All bid prices must have both unit prices and extended (or total) prices listed for every item bid.

3. Unit prices must not be bid more than two (2) decimal places.

4. Bidder must bid the same unit of measure as specified in the bid, i.e., each, dozen. Bids that change the unit of measure will not be considered.

5. Bids will not be accepted in the case when the bidder states that they have a minimum dollar amount for purchase orders, or that they will add freight charges.

6. Awards will be made for unit prices on an item by item, total award, or bulk award basis for each supply group, whichever is in the best interest of the District.

7. The Board of Education reserves the right to increase or decrease quantities in the bid.

8. Catalogs and/or samples are required for all substitutions. Substitutions must be equal to or greater than the item specified.

Thank you!