



# George-Little Rock Community Schools BID SHEET

To be considered, Respond by: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Late bids will not be accepted. Fax responses to 712-475-3574 or submit to the address below:

Agency: George-Little Rock Community School District Bidder: \_\_\_\_\_  
Reference: \_\_\_\_\_  
309 S. Lincoln Street, Suite 1 \_\_\_\_\_  
PO Box 6 \_\_\_\_\_  
George, IA 51237 \_\_\_\_\_  
712-475-3311 \_\_\_\_\_  
712-475-3574 (fax) \_\_\_\_\_

Refer questions to: \_\_\_\_\_ Phone number: 712-475-3311

This solicitation is subject to the provisions of the State of Iowa, George-Little Rock 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 George-Little Rock Community School District in the County of Lyon, State of Iowa. Bidders acknowledge compliance with the attached insurance requirements and will provide documentation of such if the bid is awarded. Bidders ensure that all workers or subcontractors have cleared state and federal background checks to perform services at a school district.

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

Delivery Date (ARO): \_\_\_\_\_ Page Grand Total: \_\_\_\_\_

The Board of Education requests that the bid be held firm for a maximum period of sixty (60) days. If your bid price does not comply with the 60 day period, indicate the maximum period bid price will be held. The George-Little Rock Board reserves the right to accept or reject any or all bids.

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

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

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



## George-Little Rock Community Schools

### Contractor Insurance Requirement

Contractor shall purchase and maintain such insurance as will protect the Contractor and George-Little Rock CSD from claims which may arise out of, or result from Contractor or subcontractor operations. The insurance to be maintained by the Contractor shall be written as follows:

**1. Workers' Compensation and Employers Liability Insurance - Minimum limits shown below:**

- a. Workers' Compensation: Statutory Limits
- b. Employers Liability: \$100,000/ \$500,000/ \$100,000

The Workers' Compensation policy shall include a *waiver of subrogation clause* in favor of George Little Rock CSD.

**2. Commercial General Liability Insurance - Minimum limits shown below:**

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$ 100,000
Medical Expense	\$ 5,000

**3. Automobile Liability Insurance - Minimum combined single limit of \$1,000,000.**

**4. Insurance Certificates - Each policy noted above shall be issued by an admitted insurance company authorized to write such insurance in the State of Iowa, and with an AM Best rating of A- or better. A properly executed Certificate of Insurance showing evidence of these insurance requirements shall be delivered to George - Little Rock CSD prior to the commencement of this contract.**