



**2015/2019 Authorization to Participate
Southeast KS Education Service Center (Greenbush)**

The USD _____, _____ School District wishes to participate in the Southeast Kansas Education Service Center (Greenbush) Cooperative Purchasing Program with the following guidelines:

- 1) **The Southeast Kansas Education Service Center Cooperative Purchasing Program** pricing is offered to all participating members. Copies of this document will be on file at Southeast Kansas Education Service Center.
- 2) Bids administered by Southeast Kansas Education Service Center fall under the guidelines of Kansas Statutes Annotated regarding Interlocals.
- 3) School districts processing purchase orders from bids awarded by the Southeast Kansas Education Service Center Cooperative Purchasing Bidding Advisory Committee:
 - a. Make purchase orders to the appropriate vendor.
 - b. When using online vendor specific software process all orders directly to vendor, identifying purchases under appropriate bid ID#s
 - c. If purchase orders are sent to Southeast Kansas Education Service Center (Greenbush), Greenbush staff will compile and forward to the appropriate vendor(s)
- 4) Items purchased from the Southeast Kansas Education Service Center bid shall be shipped by vendor to the location as specified on school purchase order and according to the Invitation for Bid (IFB) and the Request for Proposal (RFP).
- 5) All orders placed with vendor during the length of the bid contract shall receive the item pricing approved by the Southeast Kansas Education Service Center Bid Award Committee.
- 6) Prompt payment will be made by school district to vendor for all materials received and invoiced in accordance with bid specifications.
- 7) This document serves as a participation agreement between the school district and the Southeast Kansas Education Service Center, and in no way obligates the school district to purchase items from Southeast Kansas Education Service Center approved bids or participate in other programs offered by the Southeast Kansas Education Service Center (Greenbush).

**2015/2019 Authorization to Participate
Southeast KS Education Service Center (Greenbush) and School Specialty Bid Award**

Authorizes participation in the Southeast Kansas Education Service Center (Greenbush) bids awarded to School Specialty titled **“ESC-INMAT2015RFP”** and the **AEPA bid program**:

- 1) ALL supply orders from within the school district may be sent directly to School Specialty, Attn: Dawn Moericke – Greenbush Account Coordinator, phone 1-888-388-3224 ext 5178, email Dawn.Moericke@schoolspecialty.com. Orders may also be sent electronically @ SchoolSpecialtyonline.com or through punch-out systems if applicable, by Fax (1-920-882-4496 which is a direct Fax to Dawn Moericke), by mail (*Note: Please do not send in hard copy orders when using electronic ordering as these orders may be duplicated, resulting in duplicate shipments.*), or to the Southeast Kansas Education Service Center (Greenbush).
 - a. All items in the current School Specialty 2015 Education Essentials Catalogs, which are not listed on the Southeast Kansas Education Service Center requisition/order form, may be added to the order. These additional items (beginning with prefix 8 or 9) will receive an additional 34% discount off the List Price. These include:
 - i. School Specialty Instructional Solutions Catalog
 - ii. School Specialty Art Education Catalog featuring Sax
 - iii. School Specialty Office Supplies Catalog
 - iv. School Specialty Physical Education Catalog featuring Sportime
 - v. School Specialty Early Childhood Catalog featuring Childcraft
 - vi. School Specialty Special Needs Catalog featuring Abilitations
 - b. All items will ship free of charge.
 - c. An additional 12% discount (with prefix beginning with 6 or 7) will be given on the 2015 School Specialty Furniture and Equipment Catalog and will ship free of charge.
 - d. No additional discounts apply to School Specialty Net Priced catalogs including Teacher Direct and Classroom Direct.
- 2) Bid Award Number **7776774940** must be referenced on all purchase orders.
- 3) Orders will be shipped by School Specialty directly to specific schools as noted on purchase orders, wrapped by individual teacher, department, grade level or in bulk. School Specialty will ship these orders according to the dates specified on the

Purchase Order by the School District. The length of this contract shall extend until January 31, 2019 and bid prices will apply for that time frame.

- 4) All invoicing will be issued to the participating Southeast Kansas Education Service Center member that issued the purchase order.
- 5) Prompt payment (net 45 days) will be made to School Specialty for all materials received and invoiced in accordance with bid specifications.
- 6) All pricing awarded on the above-mentioned Southeast Kansas Education Service Center bids includes freight and administration fees in accordance with bid specifications.
- 7) Coop bid award is offered to all participating members, and growth rebates will be calculated as outlined in the bid award.
- 8) By participation in this pricing program, it is agreed and understood that all other School Specialty discount programs are superseded with this implementation.
- 9) Allow 72 hours after receipt of this 'Authorization to Participate' by School Specialty for pricing to be implemented.
- 10) All other terms and conditions of the bid are agreed to.
- 11) Invoice payments are to remain current as compliant with the Southeast Kansas Education Service Center bid specifications.
- 12) When products are received, please check for any shipping damage and verify carton count. Have the driver note any damage or shortage on delivery receipt. Refuse any shipment if the product has obvious damage. Damaged freight claim must be reported to School Specialty within 10 days from delivery to receive credit. If concealed damage is discovered, retain the items and the packaging and call School Specialty's Customer Service Department at 888-388-3224 as soon as possible.

As an official of the above school district I authorize our district to participate in the pricing of the Southeast Kansas Education Service Center (Greenbush) Cooperative Purchasing Program and the AEPA School Specialty bid contracts and agree to the above terms and guidelines.

Name of School

Signature of Superintendent or Authorized Officer / Date

Phone # Fax #

Printed Name and Title

Address, City, State, Zip

Please return this form completely filled out to:
Southeast Kansas Education Service Center
Attention: Cinda Holmes
PO Box 189 – 947 West 47 Hwy
Girard KS 66743
Fax: 620/724-6284
Email: cinda.holmes@greenbush.org

<p>To be completed by School Specialty:</p> <p>Sales Representative: _____</p> <p>Customer Account #: _____</p> <p>Date Received: _____</p> <p>Date activated: _____</p>
