

Southern Maine Regional Service Center

Biddeford Schools, RSU 21, RSU 23, RSU 55, RSU 57, RSU 60
Dayton, Saco Schools, Sanford Schools, Yarmouth Schools

Guidelines and Information for Suppliers

The Southern Maine Regional Service Center participants consist of ten School Districts servicing Southern Maine School Districts. A directory is enclosed for your convenience. The FY 23 Facilitator is Brenda Bussey (SMRSC), smrsced@gmail.com.

All quotes are due no later than 2:00 PM on ***Tuesday June 14, 2022***. Mail to: Brenda Bussey, PO Box 493, Limerick, ME 04048. Make sure that your Company name is clearly marked on all correspondence. Bids will be awarded by Friday, June 17, 2022.

The Product Information Sheets have been sent electronically with this email and must be completely filled out and returned with **one product sample per item**, unless otherwise noted. Please submit one sheet per item bid.

Each school district will be placing orders using their own purchase orders. Delivery dates and sites will be at the discretion of each school district. Calls concerning delivery should be made directly to the contact provided in this packet.

Quotes and product samples will be reviewed and bids will be awarded by Friday, June 17, 2022. **Understand that items will be awarded separately.** Items are not exclusively awarded to the lowest bidder; delivery and product quality are a major consideration and are given careful thought during the bid process.

School budgets take effect on July 1, 2022. Do not expect payment for any goods shipped prior to July 2022 to be issued until new budgets take effect.

All merchandise shall be shipped to respective districts at no cost, the seller paying all shipping costs.

Brenda Bussey, Executive Director