



2 West Lafayette Street | Norristown PA 19401 | 610-755-9400 | www.mciu.org

COOPERATIVE PURCHASING BID

OVERVIEW OF VENDOR REGISTRATION AND BID PRICING

******* Instructions for line item bids only: Art, General Supplies, Custodial Supplies, Medical/Athletic Trainer Supplies and Paper**

1/17/2017

WEBSITE: <http://bids.mciu.org>

WELCOME TO THE MONTGOMERY COUNTY ONLINE COOPERATIVE PURCHASING WEBSITE

Please register to gain access to this website - You **will NOT** be able to access the Vendor Bid information as soon as you register. Access is given manually and may take up to one business day, you will be notified by a second email.

Click on register to create your user name and password (the password must be 7 characters). An email will be sent to you when you have been assigned access to the website. You may then login with the user name and password you created. (remember to keep your user name and password in a safe place)



With an ever present need to reduce expenses and control costs within our schools, the Office of Business Services coordinates numerous cooperative purchasing bids for the schools in Montgomery County.

The following is a list of cooperative purchasing bids performed by the Management Services Division:

The below bids are featured on this bidding website



Website: <http://bids.mciu.org>

Click on Register (**circled**)

Complete all information and click on Register at the bottom. **REMEMBER: YOUR PASSWORD MUST BE AT LEAST 7 CHARACTER'S . Keep password in a safe place. * You must enter a valid email address.**

The image shows a registration form titled "Bids > Home" overlaid on a website. The form includes a blue informational box at the top with the following text: "*Note: Membership to this website is Verified. Once your account information has been submitted, you will receive an email containing a link that you can use to verify your account. All fields marked with a red asterisk are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)". Below this, there are several input fields: "User Name:" with a red asterisk and an information icon; "Password:" with a red asterisk, an information icon, and a "7-character minimum" indicator; "Confirm Password:" with a red asterisk and an information icon; "Display Name:" with a red asterisk and an information icon; "Email Address:" with a red asterisk and an information icon; and "Security Code:" with an information icon, a purple box containing the code "edN3sJ", and the instruction "Enter the code shown above in the box below" with an empty input field. At the bottom of the form, there are two buttons: "Register" (highlighted with a red circle) and "Cancel". The background website has a "HOME" button in the top right corner and some text on the left side, including "COUNTY ONLINE" and "site."



MONTGOMERY COUNTY INTERMEDIATE UNIT

An Educational Service Agency Supporting School Excellence

testvendor3 Logou

[HOME](#) [TERMS & CONDITIONS](#)

You are using an unverified account. Please verify your account by clicking on the link contained in the verification email we've already sent to you.

Bids User Registration

Thank you for enrolling in Montgomery County Cooperative Purchasing.

Please fill out the following info to complete your registration.

Please identify yourself

Select I am a Vendor.

You are using an unverified account. Please verify your account by clicking on the link contained in the verification email we've already sent to you.

Bids User Registration

Thank you for enrolling in Montgomery County Cooperative Purchasing.

Please fill out the following info to complete your registration.

Please identify yourself

Name testvendor3

Email mklaustest@mciu.org

Company Name *

Contact Person *

Phone *

Fax

Address *

Address1

City *

State *

Zip *

Fill in the required information and select Complete Registration.

You will not be able to see the bid information until you receive a confirmation email that you have been approved. Once you receive the email you can login.

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With an ever present need to reduce expenses and control costs within our schools, the Office of Business Services coordinates numerous cooperative purchasing bids for the schools in Montgomery County.

The following is a list of cooperative purchasing bids performed by the Management Services Division:

The below bids are featured on this bidding website



Click [Login](#) (circled)

Log In with the User Name and Password that you created

WELCOME TO THE MONTGOMERY COUNTY ONLINE COOPERATIVE PURCHASING WEBSITE

Please register to gain access to this website - You **will NOT** be able to access the Vendor Bid information as soon as you register. Access is given manually and may take up to one business day, you will be notified by a second email.

Click on register to create your user name and password (the password must be 7 characters). An email will be sent to you when you have been assigned access to the website. You may then login with the user name and password you created. (remember to keep your user name and password in a safe place)

Click on Vendor Menu (circled)

[Place Bids](#)[View/Change My Bids](#)[Report](#)

Click on "Place Bids" (circled)

Place Bids

Welcome to Cooperative Purchasing.

Available Items Report

- CUSTODIAL SUPPLIES
- GENERAL ART SUPPLIES
- GENERAL SCHOOL SUPPLIES
- MEDICAL AND ATHLETIC SUPPLIES
- PAPER PRODUCTS

To place a bid please select a Category or Sub-Category. All requested items for your selection will be displayed.

Find Items by

Category

OR

Sub-Category

0 Bid(s) have been placed so far.

By selection the circled report(s) you will be able to view the items requested and download the items into excel.

Place Bids

Welcome to Cooperative Purchasing.

Available Items Report

- CUSTODIAL SUPPLIES
- GENERAL ART SUPPLIES
- GENERAL SCHOOL SUPPLIES
- MEDICAL AND ATHLETIC SUPPLIES
- PAPER PRODUCTS

To place a bid please select a Category or Sub-Category. All requested items for your selection will be displayed.

Find Items by

Category

OR

Sub-Category

[0](#) Bid(s) have been placed so far.

To pull the report out as an excel document, select the category circled in blue, at the top of the screen, a new screen will appear and you can select download report as excel. To enter the bid price, item numbers and comments, you may select by category circled in red (Custodial Supplies, Duplicating), or sub-category (Custodial soaps and cleaners, Duplicating Card Stock)

Place Bids

Welcome to Cooperative Purchasing.

Available Items Report

- CUSTODIAL SUPPLIES
- GENERAL ART SUPPLIES
- GENERAL SCHOOL SUPPLIES
- MEDICAL AND ATHLETIC SUPPLIES
- PAPER PRODUCTS

To place a bid please select a Category or Sub-Category. All requested items for your selection will be displayed.

Find Items by

Category

OR

Sub-Category

0 Bid(s) have been placed so far.

Item #	Item Description	Sub Category	Unit	Qty Details	Bid Price	Comments	Save
5215	MULTI-FOLD TOWEL - 9 1/4 X 9 1/2 - WHITE - 16 PKG/CASE, 125 towels/pkg. - 2,000/case	PAPER TOWELS	CASE	4015	<input type="text"/>		Save
5671	Putney - P 200 B White Multifold Towels, 4000 PER CASE **NO SUBSTITUTE**	PAPER TOWELS	CASE	2040	<input type="text"/>		Save
5245	SAVOY BATH TISSUE - TM6120 - WHITE - 2-PLY, 500 SHEETS/ROLL - ROLL SIZE = 4.5 X 4.5 96 rolls/ case **NO SUBSTITUTE**	*** TOILET TISSUE ***	Case	1410	<input type="text"/>		Save
5216	KIMBERLY-CLARK EXTENDER ROLL TOWEL - 12 ROLL (WHITE) PER CASE - 9,600 FT. PER CASE	PAPER TOWELS	CASE	1010	<input type="text"/>		Save

Place Bid Price without a \$ sign. If you require a vendor item number to place an order, YOU MUST ENTER THE VENDOR ITEM NUMBER IN THE COMMENTS SECTION. Also if an item states NO SUBSTITUTE you must note in the comment section if you are bidding a substitute, not just your item number. To view district comments click on number - Qty details. **Click save button**. After clicking on “save” the item disappears. Just above the items you will see the number () bids placed.

To place a bid please select a Category or Sub-Category. All requested items for your selection will be displayed.

Find Items by

Category

OR

Sub-Category

Bid Placed for the item!

1 Bid(s) have been placed so far

Item #	Item Description	Sub Category	Unit	Qty Details	Bid Price	Comments	Save
2320	WHITE 8-1/2 x 11 Copy Paper, SOLD PER MONTHLY DELIVERY FOR 10 MONTH'S (total amount requested divided by 10) delivery charge must be included in the cost per case. 500 sheets per ream, 10 reams per case	***COPIER PAPER - 8 1/2 x 11" - minimum 92 Brightness - 20#	CART	9690	<input type="text"/>		Save

Click on “View/Change my Bids” item’s where you have already placed a bid price will appear.

You may edit your bid by clicking on edit and changing the bid cost, then click on update, or click the delete button to remove the item entirely.

View/Change My Bids

Welcome to Cooperative Purchasing.

Available Items Report

- ART SUPPLIES
- CUSTODIAL SUPPLIES
- GENERAL SCHOOL SUPPLIES
- MEDICAL AND ATHLETIC SUPPLIES
- PAPER PRODUCTS

Total Bids placed so far -2

Edit	Item #	Item Description	Unit	Total qty	Bid Price	Extended price	Comments	Delete
Edit	5245	SAVOY BATH TISSUE - TM6120 - WHITE - 2-PLY, 500 SHEETS/ROLL - ROLL SIZE = 4.5 X 4.5 96 rolls/ case **NO SUBSTITUTE**	Case	830	<input type="text" value="10.0000"/>	\$9,300.00		Delete
Edit	7399	Krylon workable fixatif spray clear, 11 oz clear matte finish, No Substitutions	Each	22	<input type="text" value="50.0000"/>	\$1,100.00	Item number 11111 this item is a Krylon but is a substitute of 10oz instead of	Delete

Grand Total for all your Bids
\$9,400.00

Once you have completed your bid, Click on Reports – all items you bid will be included in the report.


This report can also be download as an excel report.



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Vendor Report

 [Download report as excel](#)



vendortest
2 West Lafayette Street
Norristown, Pa 19401
Phone: 6107559343
Contact: missy

ART SUPPLIES

Adhesive

CUSTODIAL SUPPLIES

*** TOILET TISSUE *** - -

Item #	Description	Unit	Qty	Price	Ext. Price	Comments
7399	Krylon workable fixatif spray clear, 11 oz clear matte finish, No Substitutions	Each	22	\$50.00	\$1,100.00	Item number 11111 this item is a Krylon but is a substitute of 10oz instead of 11oz
5245	SAVOY BATH TISSUE - TM6120 - WHITE - 2-PLY, 500 SHEETS/ROLL - ROLL SIZE = 4.5 X 4.5 96 rolls/ case **NO SUBSTITUTE**	Case	830	\$10.00	\$8,300.00	

Grand Total \$9,400.00