

**LANCASTER LEBANON IU13**  
**COLLABORATIVE PURCHASING PROGRAM**  
**VENDOR BID ACCESS APPLICATION**

*Current commodity categories offered under IU13 bids and RFPs are listed below.*

*Please indicate with a checkmark the bid category(s) you are interested in. Then fill out the rest of the application with your company's information.*

*Once completed, please email the form to [collaborativeservices@iu13.org](mailto:collaborativeservices@iu13.org).*

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**Line Item Bid Categories:** Line Item Bids are bids that list a number of item(s) in a particular commodity that districts purchase often throughout the school year. Bids are awarded by the Lancaster-Lebanon Intermediate Unit 13 Board of School Directors, and can be utilized by public procurement agencies. The bids are distributed to participants during the fall and awarded in the winter/ spring for use beginning on July 1 of the following school year. Bid information and documentation can be accessed by returning your completed Bid Access Application to the IU13 Collaborative Services Team via email: [collaborativeservices@iu13.org](mailto:collaborativeservices@iu13.org).

☐ Athletic Trainer / Medical Supplies

☐ Instructional Classroom Supplies

☐ Custodial Supplies

☐ Instructional Art Supplies

☐ Copy Paper

**Catalog Discount Bid Categories:** The IU13 facilitates and manages the process for bi-yearly bids which are awarded to various vendors for use of their catalog at discounted prices. If your company is interested in participating in our Catalog Discount bid, please fill out this section of the Vendor Bid Access Application form and email it to [collaborativeservices@iu13.org](mailto:collaborativeservices@iu13.org). Someone will return your email with information on the status of the current bid and bid timelines.

☐ Agriculture Supplies and Equipment

☐ Books and Textbooks

☐ Appliances

☐ Binding Supplies and Equipment

☐ Art Supplies

☐ Carpentry Supplies and Equipment

☐ Athletic Trainer / Physical Education  
Supplies

☐ Chemicals

☐ Audio Visual Supplies

☐ Computers / Technology / Digital Media

☐ Book Jacket Covers

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| ___Cosmetology/Barber Supplies                | ___Painting Supplies                             |
| ___Curriculum                                 | ___Personal Protective Equipment (PPE)           |
| ___Custodial Chemicals, Supplies, & Equipment | ___Plumbing Supplies                             |
| ___Early Childhood Educational Supplies       | ___Printing and Graphic Arts Supplies            |
| ___Educational Classroom Supplies             | ___Professional Development                      |
| ___Electrical Supplies                        | ___Promotional Products and Apparel              |
| ___Family and Consumer Science Supplies       | ___Safety and Security                           |
| ___Fitness Equipment Supplies                 | ___Science Equipment                             |
| ___Furniture/Equipment/Fixtures               | ___Science Supplies                              |
| ___ID / Badging Supplies                      | ___School and Office Furniture                   |
| ___Interactive Displays                       | ___Software                                      |
| ___Lamination Supplies and Equipment          | ___Special Education Supplies                    |
| ___Library Supplies                           | ___Specialty Paper                               |
| ___Maintenance Repair and Operation Supplies  | ___Sports and Weight Room Equipment              |
| ___Musical Instruments / Sheet Music          | ___Sports Uniforms                               |
| ___Nursing and Medical Supplies               | ___STEM/STEAM                                    |
| ___Makerspace                                 | ___Wood, Metal and Technology Education Supplies |

**CAFCO (Cafeteria Food Co-Op) Categories:** The IU13 also facilitates annual bids for School Entities who are members of CAFCO (Cafeteria Food Co-Op). All bid items are specified, reviewed and recommended for award by a dedicated team of school district food service professionals. The bids are awarded to the lowest priced qualified vendors who meet the bid specifications. CAFCO is comprised of the Food Service Directors from each participating entity. The CAFCO Advisory council (typically 7 members) represent the rest of the participating entities. CAFCO is open to all school districts (current participation stands at over 90 districts). If your company is interested in participating in any of the below CAFCO bids, please fill out this section of the Vendor Bid Access Application form and email it to [collaborativeservices@iu13.org](mailto:collaborativeservices@iu13.org).

Someone will return your email with information on the status of the current bid and bid timelines.

\_\_\_ Cafeteria Grocery Bid:

\_\_\_ Cafeteria Bakery Bid

\_\_\_ Cafeteria Ice Cream Bid

\_\_\_ Cafeteria Tea Drinks Bid

\_\_\_ Cafeteria Paper and Small Wares Line Item Bid

For vendors to gain access to any bids being facilitated by the Lancaster-Lebanon IU13 Collaborative Purchasing program, the following bid access application must be completed and emailed to the Collaborative Services Team at [Collaborativeservices@iu13.org](mailto:Collaborativeservices@iu13.org).

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Company Name: \_\_\_\_\_

Mailing Address (1): \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Toll Free Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Website address: \_\_\_\_\_

***Bid Contact Information:***

Contact to which bids should be made accessible: \_\_\_\_\_

\* Email address: \_\_\_\_\_

\*Email address where bid information is to be sent (if different than above):

\_\_\_\_\_

*Order Placement/Customer Service Contact Information:*

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

*\*A valid email address is required for access to bids.*