Sealed Bid Label—Cut Out

This label may be cut out along its border and affixed to the sealed envelope/package, to assist the bidder with the proper submission of its sealed bid. Use of this label is not required, it is provided as a convenience to bidders. If the label is not used, bidders should take care to see that the envelope or container is clearly marked with its company name and return address, properly addressed for delivery, featuring the title of the proposal being submitted as well as the words “Sealed Proposal – Do Not Open” prominently marked on the container.

Should the sealed envelope or other container be enclosed within a shipper’s container, the outside of said shipper’s container should be marked with “Sealed Proposal Enclosed”.

No responsibility will attach to the school district or any district employee for the pre-opening of, post opening of, or the failure to open a proposal not properly addressed and identified.