

Dear Vendor:

Unified Purchasing Cooperative (Cincinnati, OH) has instituted a new procedure for some of its bids. All pricing for these bids must be submitted electronically, and all documents requiring a signature must be submitted by mail.

Bid packets are released on various dates throughout the year (see below). In order to receive a bid packet on the release date, please follow the instructions below:

Go to: https://rfp.itctech.com/home_product/pmanager_login.asp?orgid=UPC

Click on Register as a new vendor and follow the directions.

You will be notified via e-mail when you have been approved.

BID RELEASE DATES

The following bids are currently bid on line:

Audio Visual Equipment & Supplies	late November
Custodial Supplies	early January
Electrical Lamps, Ballasts, Light Fixtures, Alkaline Batteries & Supplies	early January
General School & Art Supplies	mid September
Office Supplies	mid September

**Please follow the aforementioned instructions to receive these bids.

The following bids are currently not bid on line:

Cafeteria Food & Paper Products	late April
Diesel Fuel & Gasoline	mid June
Library Books, Supplies & Furniture	late October
School Scientific Supplies	early January

**Please contact Rich Pingilley at pingilley_r@hccanet.org to receive these bids via e-mail.

These bids must be returned in paper format.

Rich Pingilley
Unified Purchasing Cooperative
Cincinnati, OH
(513) 728-7908