



February 9, 2016

Dear Prospective Bidder:

The Nor-Cal Schools JPA, is pleased to announce the 2016-17 cooperative purchasing bid. Please refer to the attached Notice To Bidders for information new to this year's bid.

The Instructions and General Conditions, Proposal Form, and Non-Collusion Form, is available on our web site, along with the commodity lists. You may access all of the commodity lists for print out and submission in hard copy with password access.

Website address: www.norcaljpa.org

Create your own user name and password under the Vendor section on the web site.

The Proposal Page must be included in your bid package with original signatures.

A non-mandatory Pre-Bid Meeting will be held on **February 23, 2016, at 10:00 a.m.**, at the Twin Rivers Unified School District, Purchasing Services, **3222 Winona Way, 2nd Floor Conference Room, North Highlands, CA 95660**. Vendors are encouraged to attend if they need assistance with the web based bid packages or have questions on the bidding procedures.

Please feel free to contact us with any questions you may have.

Sincerely,

Ruth Ann Hall

Ruth Ann Hall
Director of Purchasing Services
Twin Rivers Unified School District
Nor-Cal Schools JPA Lead Agency

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