



February 6, 2017

Dear Prospective Bidder:

The Nor-Cal Schools JPA, is pleased to announce the 2017-18 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](http://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 21, 2017, at 10:00 a.m.**, at the Twin Rivers Unified School District, Purchasing Services, **3222 Winona Way, 2<sup>nd</sup> 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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