

REQUEST FOR PROPOSAL

OBSOLETE BOOK SALE

FOR SALE

USED K-12 Text and Library Books

FILE: 502-08-11-M

DUE DATE: December 23, 2008

2:00 p.m.

CENTRAL VALLEY SCHOOL DISTRICT #356

Purchasing Department

19307 E. Cataldo Avenue

Spokane Valley, Washington 99016

Purchasing Manager: Darren King, C.P.M.

E-Mail: dking@cvsd.org Web Site: www.cvsd.org/purchasing

Phone: (509) 228-5476

Fax (509) 228-5479

RELEASE DATE: November 26, 2008

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INVITATION TO BID (section II)

To Whom It May Concern:

Faxed bids will be received by the Central Valley School District, #356 until the due date listed under the Bid Schedule, below.

This bid consists of used K-12 text books, library books, and resource material. The District is looking for a buyer of used books to purchase the entire available quantity and arrange shipping of the books. It is estimated, once the displayed books are palletized, there are 13 pallets of books containing 25% student texts, 15% teacher materials, and 60% library books. There is no minimum bid.

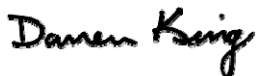
Viewing is available December 15 - 19, 9:00 a.m. to 3:00 p.m. by appointment only. Arrange viewing time with Colette Suebert at (509) 228-5423.

The buyer must provide a cashier's check made payable to the district with 10 days of award and have all books picked up by January 30, 2009 from our warehouse.

Most books are in open boxes or on tables and available for viewing. Questions that affect the content of the bid shall be clarified and followed up by addenda. So, information given verbally isn't binding, see Addendums below.

We look forward to working with you to obtain a proposal. Good luck!

Sincerely,



Darren King, C.P.M.
Purchasing Manager

Central Valley School District No. 356 is soliciting bids for:

USED K-12 TEXT AND LIBRARY BOOKS

If your company is interested in providing a bid, please read the following information carefully and return as directed on the Bid Proposal NO LATER THAN the bid due date listed below.

1. BID DATES

BID DUE DATE:

December 23, 2008

TIME

2:00 P.M.

LOCATION

VIA Fax (509) 228-5479

EXPECTED AWARD OF BID:

January 5, 2009

EARLIEST PICKUP DATE:

January 5, 2009

LATEST PICKUP DATE:

January 30, 2009

END OF SECTION III

TERMS AND CONDITIONS (section IV)

(Chronologically Sorted by Event)

BID COMPLETIONS:

- The bid must be completed insofar as possible on the enclosed bid document and signed by an authorized representative.
- Illegible bids will be rejected.
- Take a copy of the bid submitted for your records.
- Return your bid by fax as designated on the proposal form.

PREPARATION COSTS: Costs incurred by Bidders in preparation of their proposal, including travel and personal expenses, may not be charged as an expense of performing the contract. Central Valley School District shall not pay for costs incurred for proposal or contract preparation as a result of termination of this bid or termination of the contract resulting from this bid.

PROPOSALS DISCLOSURE: All proposals and other material submitted become the property of the Central Valley School District and may be returned only at Central Valley School District's option. Central Valley School District reserves the right to use any ideas presented in response to the bid. Public records are open to reasonable inspection by the public.

ADDENDUMS: If Central Valley School District considers it necessary to revise any part of this bid, addenda will be posted on our website at www.cvsd.org/purchasing under the AUCTIONS section. All official clarifications or interpretations of the proposal documents will be by written addenda. Clarification given in any other form will be informal and unofficial. Check the Purchasing website at www.cvsd.org/purchasing under the AUCTIONS section to check on any published addendums prior to submitting a bid. The sole responsibility for obtaining and learning of Addendum belongs to the Bidder. The District accepts no responsibility or liability and will provide no accommodation to Bidders who fail to check for addendums and submit inadequate or incorrect responses.

EQUAL EMPLOYMENT: Unless exempted by rules of the Secretary of Labor and issued to appropriate sections of Executive Order 11246, as amended by 11375, the Bidder agrees to supply District No. 356 a completed "**Equal Employment Opportunity Compliance Certificate**" if such is requested. The vendor agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or forms of compensation, selection for rendition of services.

MINORITY OWNED AND WOMEN OWNED BUSINESS ENTERPRISES: Central Valley School District #356 encourages the participation of Minority Owned and Women Owned Business Enterprises in this Invitation to Bid.

SAVE HARMLESS: Bidder agrees to protect and save harmless District No. 356 against all claims, suits, or proceeding for patent, trademark, copyright or franchise infringements, and against any damage cost or liability for any injuries to persons or property arising from acts or omission of the Bidder or his/her agents, any of which result from the purchase of goods or services from his/her bid.

PROPOSER'S CERTIFICATION: By signature on their proposal, Bidders certify that; they have read this Request for Proposal; are authorized to bind the Vendor (or individual); and agree to purchase the books in accordance with this bid.

BID COMPLETION: Bids must be completed insofar as possible on the enclosed bid document and signed by an authorized representative of the Bidder. Return a completed and signed Bid Proposal to the District Purchasing Office via fax to (509) 228-5479. Bids will be due at the time and date designated above.

BID CHANGES OR WITHDRAWAL: All changes must be made before bid due date/time and initialed. Bidder may not withdraw his/her bid after the bid due date/time.

ACCEPTANCE / REJECTION: The District reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities, and to contract in the best interests of the District. Successful Bidder shall enter into contract with the District within ten (10) days from date of purchase authorization from the District's Board of Directors.

AWARDS: Preference will be given in order of bidder type: Public Schools, Government Agencies, Private Schools, Business or General Public. The highest responsive bidder will be awarded this bid by bidder type.

JURISDICTION: This bid has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this bid shall be governed by laws of the State of Washington, both as to interpretation and performance. Any action of law, suit in equity, or judicial proceeding for the enforcement of this bid or any provisions thereof, shall be instituted and maintained and venue shall be only in the courts of competent jurisdiction in Spokane County, Washington.

LAW COMPLIANCE: The Bidder agrees to fully comply with all Federal, State, and local laws, orders, rules, regulations, and ordinances including, but not limited to, those relating to industrial insurance, unemployment compensation, social security, minimum wages, equal employment, safety standards and building codes, and the Bidder shall indemnify and save harmless the District for any claim liability or expense by reason of the failure of the Bidder or any of his/her subcontractors to comply with such laws, orders, rules, regulations, or ordinances.

PAYMENT: The buyer must provide a cashier's check made payable to the district with 10 days of award. Shipping may be arranged after payment is received and has cleared the Bidder's bank.

FAILURE TO PROVIDE PAYMENT: If the Bidder fails to provide payment within 10 days of award the District may choose to award to the next highest Bidder or solicit new proposals. The Bidder who failed to make payment agrees to pay the District either the difference between the original awarded amount and the new award or \$500.00, whichever is greater. This amount is considered liquidated damages and is used in lieu of requiring a bond to ensure the awarded Bidder follows through with their bid.

SHIPPING: The Bidder shall arrange and pay for all shipping costs. Shipping may be arranged after payment is received and has cleared the Bidder's bank. Arrangements for pick up of the pallets must be made after confirmation of the payments having been cleared. The pallets will be shrink-wrapped and ready for shipping at the vendor's request. Otherwise they will be in the same condition when viewed to allow easy access to sorting in our warehouse. If all books will be picked up by a freight company, the shipping shall be FOB Central Valley School District, #356, 19307 E. Cataldo Ave., Spokane Valley, WA 99016. Call in advance for appointment to Brad Morris, Warehouse Manager, (509) 228-5478.

QUESTIONS: Questions regarding bids or requests for additional bids should be directed to **DARREN KING, C. P. M., Purchasing Manager (509) 228-5476, or via e-mail at dking@cvsd.org**. There are generally two types of questions regarding the bid. One involves directing the questioner to the specific section of the bid where the answer may be found. The second type of question involves clarifying or interpreting parts of the bid and will require addenda to confirm the additional information for all potential Bidders. The Bidder must confirm telephone conversations in writing if an addenda is to be considered. Responses to these questions are provided to all potential Bidders by written addenda.

END OF SECTION IV

DESCRIPTION OF BOOKS FOR SALE (section V)

Most of the books are in open boxes or on tables in our warehouse, waiting for viewing. Once the bid is complete, the books will be palletized for shipping at the vendor's request. Otherwise, the awarded vendor will be able to sort and palletize the books prior to shipping in our warehouse.

This bid consists of used K-12 text books, library books, and resource material. The District is looking for a buyer of used books to purchase the entire available quantity and arrange shipping of the books. It is estimated, once the displayed books are palletized, there are 13 pallets of books containing 25% student texts, 15% teacher materials, and 60% library books. There is no minimum bid.

Viewing is available December 15 - 19, 9:00 a.m. to 3:00 p.m. by appointment only. Arrange viewing time with Colette Suebert at (509) 228-5423.

The awarded Bidder must arrange shipping from 19307 E Cataldo, Spokane Valley, WA 99016. The District is looking for a buyer of used books to purchase the entire available quantity and arrange shipping of the books.

END OF SECTION V

PICTURES OF BOOKS FOR SALE (section VI)

Below is a sample of some of the books available on this bid.



END OF SECTION VI

BID PROPOSAL - BID (section VII)

INSTRUCTIONS TO BIDDER

1. Complete this page and fax to (509) 228-5479 by the due date/time for this proposal.

Description
BASE BID

1. **BID PRICE FOR: USED K-12 books and materials as described in this document.**

Price

\$ _____ In dollars, not by the pound.

BIDDER TYPE

2. **TYPE OF BUYER (Circle One)**

- A. PUBLIC SCHOOL**
- B. GOVERNMENT AGENCY**
- C. PRIVATE SCHOOL**
- D. BUSINESS OR GENERAL PUBLIC**

ADDENDA

3. **Acknowledgement Receipt of Addenda Number...(if any)**

(Check our website for addenda at <http://www.cvsd.org/auctions.asp> before submitting proposal.)

Respectfully Submitted by:

Representative (Please Print)

Phone

Company Name (if any)

Signature

Fax

Address

Date / Time

E-Mail Address

City, State and Zip

(I am a legal representative of the company, accept the terms and conditions above, and my signature binds the company.)

END OF SECTION VII