

INVITATION TO BID

Submit Bid To:

Central Valley School District #356
Attn: Purchasing Agent
19307 E. Cataldo
Spokane Valley, WA 99016

MARK ENVELOPE: "Paper Supplies Bid, 331-04-09-B"
"Due September 30, 2004, 11:00 a.m."

Date: **September 20, 2004**
Bid Number: **331-04-09-B**
Bid Name: **PAPER SUPPLIES**
Contact Person: **Darren King, C. P. M.**
Telephone Number: **(509) 228-5476**
Website: www.cvsd.org/pruchasing
Go to the BIDS section

Bids Accepted Until: September 30, 2004, 11:00 a.m.

Prices FOB: **Central Valley School District #356**
Central Warehouse
19307 E. Cataldo
Spokane Valley, WA 99016

DESCRIPTION OF BID

Located near Spokane, Washington, Central Valley School District, #356 is soliciting bids for paper supplies that will be purchased for the upcoming 2004/2005 school year. This bid accumulates orders from our entire district which has a FTE enrollment of over 10,000 students. There will be only one delivery point for this order. King County Director's Association pricing may be used in lieu of a bid, if necessary as determined by the Purchasing office, as they have already met the bid law requirements.

INSTRUCTIONS

This bid has two parts, this form with a description, instructions, spreadsheet definitions, and terms and conditions, and the electronic spreadsheet for submitting a bid – the Bid Form. The bid must be completed on our spreadsheet, saved, printed, signed, submitted in writing as described above, copied to a diskette and submitted with a copy of the bid, **AND** (using password protection to maintain the bid opening date) sent via e-mailed to dking@cvsd.org to ensure a error-free copy of the electronic file. Follow the steps below to create your bid response.

Getting the Bid Form

1. Go to our website, www.cvsd.org/purchasing
2. Click on Bids and Quotes menu.
3. Click on the Bids page.
4. Click on the name of the bid you desire to open.
5. From the Bids page, click on the Bid Form.
6. From the File Download window, click on Save to save the file to your computer to create a bid for your company. Save this file on your desktop or another location you will be able to find the file once it is completed.

Entering Data on the Bid Form

7. Open the file on your computer you saved in the steps above, Getting the Bid Form.
8. Complete your bid electronically but only the areas in yellow on the Bid Form (spreadsheet) provided. The bid must be completed on the Bid Form, printed, and signed by an authorized representative.

C E N T R A L V A L L E Y S C H O O L S

Central Valley School District #356

Purchasing Dept. (509) 228-5476

W O R K I N G T O G E T H E R W E M A K E A D I F F E R E N C E

9. Do not unprotect the spreadsheet; altering the form may be consideration for rejecting your bid.
10. Type in your company information into the areas provided in yellow. See below under Spreadsheet Definitions for instructions on inputting information for your company.
11. Items to be grouped together (all-or none bids or items grouped by manufacturer) must be done so in the group fields provided. See below under Spreadsheet Definitions for instructions on inputting information for groups.
12. For each item, the price bid is for the brand and model specified in the "Description" unless noted by the Bidder in the Vendor's Notes section for that line item. If no brand and model number is given in the Description, Bidder must type in the brand and model that is being bid in the Vendor Notes.

Saving Your Work

13. Save the spreadsheet to your computer for your records.
14. To save a file with a password, as required under Submitting Your Bid, in Excel choose Save As, Tools, General Options, and in the Password to Open area – type in a password. At the prompt, type in the password a second time. Use a filename for your spreadsheet (using your company name and this bid number would be good.) that will be easily identified.

Submitting Your Bid

15. Your bid is required to be submitted electronically in two ways.
One: On a diskette with your printed and signed bid. The file name should be the bid number and your company name.
Two: Password protected spreadsheet via e-mail to dking@cvsd.org. Provide your password as required on the printed bid so it won't be available to me until after all bids have been received. See Saving Your Work above for instructions. The file name should be the bid number and your company name.
16. Print a copy of your electronically completed spreadsheet.
17. Sign the spreadsheet.
18. Take a copy of the bid submitted for your records.
19. In an envelope place the following:
 - * A printed and signed spreadsheet completed electronically by a authorized agent of your company.
 - * A diskette with the electronically completed spreadsheet (the password is not required on this file).
20. On the envelope address it to:
Central Valley School District, #356
Attn: Darren King - Purchasing
19307 E. Cataldo
Spokane Valley, WA 99016

Include bid identification and bid opening time and date on your envelope. See Submit Bid To at top of the page.

21. Mail or hand deliver your bid. If delivering by hand, submit the bid to the receptionist at the front desk at the address provided on the envelope.

C E N T R A L V A L L E Y S C H O O L S

Central Valley School District #356

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W O R K I N G T O G E T H E R W E M A K E A D I F F E R E N C E

Our Bid Review

- 22. Each line item will be reviewed and awarded on its own.
- 23. Vendors will be notified only by purchase order. Bid tabs will be available on the website at www.cvsd.org/purchasing on the BIDS page under this bid number.

SPREADSHEET DEFINITIONS

COMPANY INFORMATION

- Vendor Name:** Complete vendor's name, including all designations, i.e., inc. corp., etc.
- Contact Name, Title:** Name and title of the person authorized to sign and bind your company for bidding.
- Address 1:** Street address of the company submitting a bid. Address for mailing purchase order to.
- Address 2:** Additional street address of the company submitting a bid, i.e., suite, etc. Address for mailing purchase order to.
- City:** City for the address above.
- State:** State for the address above.
- Zip Code:** Zip code for the address above.
- Phone:** Phone number for the contact person listed above.
- Fax:** Fax number for the person listed above.
- E-Mail:** E-mail address for the person listed above.
- Vendor Website:** Vendor's website, if any.
- Tax (Use-Tax) Rate:** Enter in the tax rate which you are authorized by the Washington State Department of Revenue to collect from your Washington State customers. If none, we are required to pay WSDR a use tax of 8.1% and your bid should reflect this amount for evaluation purposes.
- Vendor Notes:** Notes for the entire order such as "no minimum order", see Minimum Awards below.
- File Name and Password:** You must password protect this file, e-mail dking@cvsd.org with the file, and copy the file on diskette and mail with your bid. See Submitting Your Bid above. Once the bid is opened, your password will allow the District to open your e-mailed file. The diskette is a backup in case your e-mail doesn't make it through the firewall.
- Your Reference #:** Your reference number to this bid when we place an order from your company.

GROUPS

- Groups (1-10):** Generally, group information goes here, you have up to 10 groups you may use. For each group, identify the nature of the group, "All-or-None", "Minimum Order of \$(XXX)", etc. Then, in the Group Number for each line item on the spreadsheet, list the group number for that item, i.e. 1-10 only.

Note: these definitions on the spreadsheet are also available by parking a mouse on the red flag on each cell.

ITEMS FOR BID

StockNo: Our stock number.

Description: Our description of the item for bid.

Units: Our unit of purchase, i.e. CN – Can, DZ – Dozen, EA – Each, GL – Gallon, PK – Pack, etc.

Quantity Requested: Quantity of items in units listed needed.

Unit Cost: Your bid price per unit.

Group: The group number from the groups listed above. ENTER ONLY 1 – 10 here. Describe above the constraints of your group. For example, in Group #1 you may list something like “Elmer’s Minimum order of \$1,000” and for each Elmer’s item you wished to group under those conditions mark “1” under Group for each line item.

Vendor’s Notes: List notes for the line item only, like the brand and stock number of alternate products.

TERMS AND CONDITIONS

(Chronologically Sorted by Event)

BIDDER: Legal representative of the vendor submitting a bid or quote on the vendor’s behalf who must be able to bind the company represented.

BID vs. QUOTE: Your bid (quote) is the price submitted, but also considered a quote if it is published as Request For Quotation. The legal definition for bids vs. quotes determines the process in which the district goes through, but doesn’t change the way this “bid” or “quote” is submitted by the Bidder. One main difference between a bid and quote is that a quote is less formal. Therefore, the District may choose to obtain quotes for items after the date and time it is due, unlike a bid, usually because of a lack of competitive pricing on an item. Look at the Invitation at the top of this document to determine if this is a bid or quote.

BID QUOTATION: Unless otherwise specified, all prices shall be for new merchandise. Unless designated “**all or none**”, Bidder may bid on any or all items. Prices quoted shall include all handling and packaging costs. Prices quoted for equipment shall include cost of instruction and service manuals where appropriate. The District reserves the right to accept KCDA contract pricing in lieu of a bid.

ADDENDUMS: Should Central Valley School District consider it necessary to revise any part of this bid, an addendum will be made available on our website at www.cvsd.org/purchasing on the page where this document was available. 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 Bids (or QUOTES if this is a Request for Quotation) 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.

ACCOMMODATIONS FOR THE DISABLED: Individuals with disabilities who may need a modification to participate in a public bid opening meeting should contact the director of plant and maintenance office no later than three days prior to the scheduled bid opening so that arrangements for the modification can be made.

ASSIGNMENT: This contract shall not be assignable in whole or in part without written consent of the District. It is the policy of the Central Valley School District to withhold consent from proposed assignments, subcontracts, or novation when such transfer of responsibility would operate to decrease the School District's likelihood of receiving performance on the contract. The School District does not normally object to the granting of assignments for financial purposes provided that the original Proposer retains all of its responsibilities and obligations under the contract. In the event of any assignment hereunder to which the School District has consented, each such assignment shall contain a provision that further assignments shall not be made to any third or subsequent party without additional written consent of the School District.

C E N T R A L V A L L E Y S C H O O L S

Central Valley School District #356

Purchasing Dept. (509) 228-5476

W O R K I N G T O G E T H E R W E M A K E A D I F F E R E N C E

CHANGES TO OUR TERMS AND CONDITIONS: By responding to this request the Bidder accepts all terms and conditions herein. Submitting letters with your response changing, taking exception to, adding additional terms, or otherwise conflicting with this document is not acceptable. In some cases the District may decide to reject a bidder's response to a bid based on their attempt to make changes to the terms and conditions. It is the District's intention to keep all bidders on the same level playing field and a bidder's changes to the terms and conditions alter that field.

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.

JURISDICTION: This Agreement 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 Agreement 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 Agreement 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: 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.

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.

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, regardless of statements to the contrary. Do not submit a bid to the District if you do not wish ALL information to be considered public information. Central Valley School District reserves the right to use any ideas presented in response to this bid. Public records are open to reasonable inspection by the public.

PROPOSER'S CERTIFICATION: By signature on their bid, Proposers certify that; they have read this bid; are authorized to bind the Proposer; agree to furnish the requested supplies, equipment or services in accordance with this 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.

TAXES: State on your bid proposal form the rate of sales tax which your company is authorized by the Washington State Department of Revenue to collect for your Washington customers, or, if none, state 8.1%. The District is exempt from certain Federal taxes and, where appropriate, shall provide an exemption certificate upon request to successful Bidder. The District is required to remit Washington State Sales Tax for purchases outside of Washington where no sales tax is collected. For evaluation purposes, the current tax/usage rate for the District will be used. i.e. 8.1%.

C E N T R A L V A L L E Y S C H O O L S

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Purchasing Dept. (509) 228-5476

W O R K I N G T O G E T H E R W E M A K E A D I F F E R E N C E

ALTERNATIVES AND EQUALS: The District often uses manufacturer's brand and model designations as a specification standard. In some cases, special brands are designated for compatibility with existing facilities or equipment. Offerings of alternate quality of features will, at District discretion, be considered on an "alternate" basis. Brands of equal specification, quality, performance, and use may be considered on an "or equal" basis; however, the District reserves the sole right in determining "equals". All bids must include complete description and descriptive literature with the bid document. Alternates and equals may be evaluated to determine their acceptability for future bids, or for the current bid if time allows. If the District accepts a bid on an "alternate" or "or equal" basis and the Bidder has bid the wrong item, as determined by the District, the Bidder agrees to pick up the item at their expense and refund any payment for the item within 30 days. For quotes, the district may choose to change requirement of a brand after the quote is due and solicit a response from a limited number of potential vendors, instead of all bidders on the bidder's list (potentially dozens of vendors).

SAMPLES: In some cases, samples are requested to be furnished by the Bidder at no charge to the District to determine acceptability of an item. Samples may be evaluated to determine their acceptability for future bids, or for the current bid if time allows. Samples up to \$10.00 may be accepted, but at the vendor's expense. The Bidder must contact the Warehouse Manager, Brad Morris, at (509) 228-5478 to determine the quantity required for items that may need more than a \$10.00 sample (as determined by the Warehouse Manager) to evaluate. If the Warehouse Manager determines a larger sample is needed, he may purchase the necessary quantity in order to evaluate the product.

All Samples must be labeled with: 1) Bidder's Name, 2) Bid Number, and 3) Bid Item Number.

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

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: The Central Valley School District reserves the right to increase or decrease the quantity on the bid forms and still contract at the original bid price and reserve the right to reject any or all bids and accept those bids deemed in the best interest of the school district. Each item will be awarded separately. Successful Bidder(s) will be notified by the purchasing department via a purchase order. Purchase orders are expected to be mailed out on October 12, 2004.

BID TABULATIONS: Bid tabulations will be available on-line exclusively at www.cvsd.org/purchasing in the BIDS or QUOTES section respectively under the bid/quote number associated with this bid/quote once they are complete.

MINIMUM AWARDS: Total awards of less than \$250 to any one vendor for all items awarded on this bid will be canceled and awarded to the next lowest Bidder who will have an award of more than \$250. The Bidder may receive awards of less than \$250 by writing on each signature page "NO MINIMUM ORDER". Also see **BID COMPLETIONS** above.

FAILURE TO PROVIDE GOODS: If the Bidder fails to deliver under DELIVERY below, the Bidder agrees to pay the District the difference between the bid amount and the cost of goods from the next or alternate Bidder, or if current bid prices are no longer available, a current quote. In addition, the District may charge a purchase order fee (similar to a restocking fee charged by vendors for extra handling) where the District passes along the extra costs incurred by the District associated with the Vendor's failure to perform as awarded. The purchase order fee is based on 10% of the original award amount before taxes, but has a \$25 minimum and a \$150 maximum. The Bidder agrees to allow short-paying of invoices to cover these fees.

C E N T R A L V A L L E Y S C H O O L S

Central Valley School District #356

Purchasing Dept. (509) 228-5476

W O R K I N G T O G E T H E R W E M A K E A D I F F E R E N C E

DELIVERY: All bids should be submitted on the basis of one delivery point in the school district, as central warehousing is provided. Bid prices are to be FOB Destination and Shipping is to be Prepaid and Included (paid by the Bidder). All items are to be delivered by **November 19, 2004**. Goods not received within 14 days after due date may be refused and returned at the vendor's expense unless alternate arrangements are approved **in writing** by the Purchasing Agent or Warehouse Manager and will be considered as the vendor has failed to provide goods (see above). All merchandise is subject to inspection and acceptance by the District personnel before final payment.

PACKING SLIPS: Packing slips must accompany all deliveries and include Vendor's name, purchase order number, bid item number, unit of purchase, quantity shipped, and quantity backordered – if any. Packing slips are not considered invoices. See INVOICING below.

QUALITY: Products received after the award, which does not pass quality levels consistent with good workmanship or performance standards shall, at the vendor's expense, be removed and replaced or refunded as determined by the District.

INVOICING: An invoice must be submitted directly to the District at 19307 E Cataldo Avenue, Attn: Accounts Payable, Spokane Valley, WA 99016 for payment. Packing slips or invoices shipped with merchandise will not be considered. Invoicing must include the following components: Vendor's name, purchase order number, bid item number, unit of purchase, quantity, bid price, and sales tax rate (if applicable).

PAYMENT: Payment will be made within 30 days after receipt of all goods as awarded and a complete itemized invoice, Net 30. The bidder agrees to waive all service charges on our account prior to meeting all the terms and conditions on this bid. At discretion of the District, partial payments will be made for partial deliveries.

QUESTIONS: Questions regarding bids or requests for additional bids should be directed to **DARREN KING, C.P.M., Purchasing Agent (509) 228-5476, or via e-mail at dking@cvsd.org**

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W O R K I N G T O G E T H E R W E M A K E A D I F F E R E N C E