

## INVITATION- Request for Quotation

**Submit Quote To:**

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

VIA FAX: (509) 228-5479 or U.S. Mail  
See Below for instructions

Date: March 3, 2006  
Quote Number: 252-06-02-Q  
Quote Name: ART SUPPLIES  
Contact Person: **Darren King, C. P. M.**  
Telephone Number: (509) 228-5476  
Website: [www.cvsd.org/pruchasing](http://www.cvsd.org/pruchasing)  
Go to the QUOTES section

Quotes Accepted Until:

March 21, 2006, 2:00 p.m.

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

## DESCRIPTION

Located near Spokane, Washington, Central Valley School District, #356 is soliciting quotations for supplies that will be purchased for the upcoming 2006/07 school year. This quotation accumulates orders from our entire district which has a FTE enrollment of over 10,000 students. Once quotes have been received and items have been awarded to a specific vendor, the quoted pricing then will be sent back to each school and/or department to increase or decrease their orders based on the firm pricing. King County Director's Association pricing may be used in lieu of a submitted quote, if necessary as determined by the Purchasing office, as they have already met the bid law requirements.

## INSTRUCTIONS

This quote has two parts, this document with a description of the quote, instructions, spreadsheet definitions, and terms and conditions, AND the electronic spreadsheet for submitting a quotation – the Quote Form. The quote must be completed on our spreadsheet, saved, printed, signed, submitted in writing as described above, saved to your computer for your records, **AND** sent via e-mail to [dking@cvsd.org](mailto:dking@cvsd.org). Follow the steps below to create your quote response. If e-mail is not available, a diskette or CD with the spreadsheet file along with a signed hardcopy may be mailed to the address above. But, it must be received by the date and time required.

### Getting the Bid Form

1. Go to our website, [www.cvsd.org/purchasing](http://www.cvsd.org/purchasing)
2. Click on the Quotes menu.
3. Click on the name of the quote you desire to open.
4. From the quotes page, click on the Quote Form.
5. **IMPORTANT:** Right-Click on the Quote Form to get the File Download window, click on Save-As to save the file to your computer prior to opening and working on the spreadsheet (use this quote number and your company in the name of the file, for example, **123-06-02-Q CENTRAL VALLEY.XLS**). Save to your desktop or other location on your computer where you will be able to find the file.

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Central Valley School District #356

Purchasing Dept. (509) 228-5476

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## Entering Data on the Bid Form

6. Open the file on your computer you saved in the steps above, Getting the Quote Form.
7. Complete your quote electronically but only the areas in yellow on the Quote Form (spreadsheet) provided. The quote must be completed on the Quote Form and signed by an authorized representative (Check to insure there are no corrections needed. Corrections will be listed in the grey area under the signature block).
8. Do not unprotect the spreadsheet; altering the form may be consideration for rejecting your quote.
9. Type in your company information into the areas provided in yellow. See below under Spreadsheet Definitions for instructions on inputting information for your company.
10. Items to be grouped together (all-or none quotes 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.
11. **For each item**, in the Vendor's Notes area, type in A/S for 'As Specified', if not as specified then list the Brand and Model of the product you are quoting, or NO QUOTE. Your notes also go in this column.
12. Save the spreadsheet to your computer for your records.

## Submitting Your Quote

13. Your quote is required to be submitted electronically in ONE of two ways.
  - a. BY FAX WITH SPREADSHEET E-MAILED
    - i. **Print** a copy of your electronically completed spreadsheet.
    - ii. **Sign** the spreadsheet.
    - iii. Take a **copy** of the quote submitted for your records.
    - iv. **Fax** the entire spreadsheet to (509) 228-5479.
    - v. **E-mail** the spreadsheet to [dking@cvsd.org](mailto:dking@cvsd.org). The file name should be the *quote number and your company name*.
  - b. BY MAIL WITH SPREADSHEET ON A DISKETTE OR CD
    - i. **Print** a copy of your electronically completed spreadsheet.
    - ii. **Sign** the spreadsheet.
    - iii. Take a **copy** of the quote submitted for your records.
    - iv. In an envelope place the following:
      - \* A **printed and signed** spreadsheet completed electronically by a authorized agent of your company.
      - \* A **diskette or CD** with the electronically completed spreadsheet.
    - v. On the envelope address it to: Central Valley School District, #356  
Attn: Darren King - Purchasing  
19307 E. Cataldo  
Spokane Valley, WA 99016
    - vi. Include the quote **name and number** and quote due date and time on your envelope.

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

## Our Quote Review

15. Each line item will be reviewed and awarded on its own.
16. Vendors will be notified only by purchase order. Quote tabulations will be available on the website at [www.cvsd.org/purchasing](http://www.cvsd.org/purchasing) on the Quote page under this quote 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 quote. Address for mailing purchase order to.
- Address 2:** Additional street address of the company submitting a quote, 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 8.5% and your quote should reflect this amount for evaluation purposes.
- Vendor Notes:** Notes for the entire order such as "no minimum order", see Minimum Awards below.
- Addendum:** Acknowledge the addendum number, if any, for addendums posted to our website which you have read. You are responsible to check the website for addendum postings prior to submitting your quote.
- File Name and Password:** Password protection is NOT necessary for quotes, e-mail [dking@cvsd.org](mailto:dking@cvsd.org) with the file.
- Your Reference #:** Your reference number to this quote 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)**", "**50 Case Minimum for this group**", 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 QUOTE

**StockNo:** Our stock number.

**Description:** Our description of the item for quote.

**Unit Cost:** **Your quote price per unit. NUMBERS ONLY, do not put in unit abbreviations in this column. The price given is as specified in the UNITS column. Any notes should be in the VENDOR'S NOTES column.**

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

**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, **list the brand and model number of the item bid or A/S for “As Specified” if the brand and model number is listed in the DESCRIPTION. THE BRAND AND MODEL OF YOUR ITEM BID MUST BE CLEAR. YOUR STOCK NUMBER ISN’T SUFFICIENT TO IDENTIFY THE ITEM QUOTE. If not quoting, type in “No Quote”.**

## 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. 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 or quote.

**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](http://www.cvsd.org/purchasing). 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](http://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 is borne by 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.

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

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**ASSIGNMENT:** This contract shall not be assigned 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 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 District.

**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. Any changes by the bidder are null and void and won't be considered in order to keep all responses on the same level playing field. 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.

**DEBARMENT / SUSPENSION:** By participating in this bid/quote (signing and submitting your bid/quote on the Bid/Quote Form) your company certifies that it meets the federal government's requirements below:

As required by Executive Order 12549, Debarment and Suspension, and implemented at 7 CFR 3017, for prospective participants in primary covered transactions, as defined at 7 CFR 3017, Sections 3017.105 and 3017.10---

The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**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.

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**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 8.5%. 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. 8.5%.

**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).

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

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**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. 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) Company Name, 2) Bid Number, and 3) Bid Item Number.**

**BID CHANGES OR WITHDRAWAL:** All changes must be made before bid/quote is due and resubmitted. 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 by May 19, 2006.

**BID TABULATIONS:** Bid tabulations will be available on-line exclusively at [www.cvsd.org/purchasing](http://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. Tabulations will not be mailed.

**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 school 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. This requirement allows the District to ensure the price bid will be the actual cost to the District, regardless of a Bidder failing to supply as awarded. This is used in lieu of a bid bond or cashier's check in lieu of a bid bond.

**DELIVERY:** All bids should be submitted on the basis of one delivery point in the school district (unless otherwise noted in this document), 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 June 30, 2006. 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.

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**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. At discretion of the District, partial payments will be made for partial deliveries.

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**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](mailto:dking@cvsd.org)**. The Warehouse Manager, Brad Morris, (509) 228-5478, may also provide informal information about this bid and may be reached by e-mail at [bmorris@cvsd.org](mailto:bmorris@cvsd.org).

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