

School District of Palm Beach County FL



Solicitation No. 10C-1B

Term Contract for Office Supplies - Catalog Discount

RESPONSES ARE DUE PRIOR TO:

Jul 15, 2009 2:00:00 PM EDT

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

www.bidsync.com

The School District of Palm Beach County is an
Equal Education Opportunity Provider and Employer.
http://www.palmbeach.k12.fl.us/Bids/purch/info/equity_coordinators.pdf

Bid 10C-1B Term Contract for Office Supplies - Catalog Discount

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|-------------------------------|---|
| Bid Number | 10C-1B |
| Bid Title | Term Contract for Office Supplies - Catalog Discount |
| Bid Start Date | Jun 24, 2009 12:15:13 PM EDT |
| Bid End Date | Jul 15, 2009 2:00:00 PM EDT |
| Question & Answer End Date | Jul 6, 2009 5:00:00 PM EDT |
| Bid Contact | Karen Adducci Purchasing Agent Purchasing 561-434-8308 Karen.Adducci@palmbeach.k12.fl.us |
| Contract Duration | 3 years |
| Contract Renewal | One renewal for 2-year Period |
| Prices Good for | See Term of Contract |
| Standard Disclaimer | All responses must be submitted electronically on www.Bidsync.com by registering with Bidsync |
| Bid Comments | *THIS IS A NO FEE BID The mileage radius selected is used only to help in establishing a mailing list for the District, and is by no means meant to discourage any bidders from bidding who may be outside the selected mile radius. Added on Jul 1, 2009: Addendum 1 See new revised document: 10C-1B Hypothetical Price Sheet- REVISED.xls . Added on Jul 1, 2009: Addendum 2 See new revised document: 10C-1B Hypothetical Price Sheet- REVISED 2.xls . |

Changes made on Jul 1, 2009 1:28:18 PM EDT

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|-------------------|--|
| New Documents | 10C-1B Hypothetical Price Sheet- REVISED.xls |
| Removed Documents | 10C-1B Hypothetical Price Sheet.xls |

Changes made on Jul 1, 2009 4:34:19 PM EDT

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|---------------|--|
| New Documents | 10C-1B Hypothetical Price Sheet- REVISED 2.xls |
|---------------|--|

Removed Documents 10C-1B Hypothetical Price Sheet- REVISED.xls

Changes made on Jul 7, 2009 2:00:45 PM EDT

New Documents FORM - Minority Vendor 7-7-09.doc

Removed Documents FORM - Minority Vendor

Item Response Form

Item 10C-1B-1-01 - Item 1 - See Bid Summary Document

Quantity 1 each

Prices are not requested for this item.

Delivery Location School District of Palm Beach County FI
Various Locations for the District
Palm Beach County School District
West Palm Beach FL 33406
Qty 1

Description
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**SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT
3300 Forest Hill Boulevard, Suite A-323
West Palm Beach, FL 33406-5813**

**INVITATION TO BID
Bidder Acknowledgement**

Vendor Name:

Vendor Mailing Address:

Area Code/Telephone Number:

Toll-Free Telephone Number:

Fax Number:

Vendor E-Mail Address:

Vendor Web Address:

FEID No. of SS #:

Terms:

Delivery **calendar
Days after receipt of order:**

ANTI-COLLUSION

By electronically submitting your bid, the bidder certifies that they have not divulged, discussed or compared their bid with other bidders and have not colluded with any other bidder or parties to a bid whatever. No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the bid lists for the School District of Palm Beach County, Florida.

Name of Company Representative Submitting Bid

Title of Company Representative Submitting Bid

Date

10C-1B - SPECIAL CONDITIONS

- A. **SCOPE:** The purpose and intent of this Invitation to Bid is to secure firm percentage discounts and establish a Term Contract for Office Supplies – Catalog Discount, as specified herein with an established office supply vendor. This bid is only for general office supplies and items in bidder's office supply catalog that do not meet this description will not be purchased under this bid. These products/commodities are covered under other bids. See Bid Specifications for a list of items that are excluded under this bid. This request is for a single fixed discount and multiple discounts, tiered discounts or exceptions will not be accepted.
- B. **GENERAL INFORMATION:** The School District of Palm Beach County is the 5th largest school district in Florida and the 12th largest in the nation with 184 schools serving over 168,342 students who speak 1149 languages and dialects. Our 2008-2009 total budget is \$3.3 billion serving 21,718 employees including 12,541 teachers. Over 35,120 community volunteers provide academic assistance to students through the Volunteer in Public Schools program. Additionally approximately 515 business partners offer resources to support increased student achievement. The School District of Palm Beach County has earned an "A" rating from the Florida Department of Education for the fourth consecutive year based on student performance on the FCAT.
- C. **DELIVERY:** Items in the Invitation to Bid are for various schools and departments located throughout Palm Beach County and are not for delivery to any central location. Deliveries are to be FOB destination as per purchase order. All deliveries made to schools and departments shall require inside delivery unless otherwise specified.
- D. **AWARD:** In order to meet the needs of the various schools and departments and in the best interest of the School District, awards shall be made to the top two (2) responsive, responsible bidders who respond to the Hypothetical Price Sheet of general office supplies resulting in the lowest net price cumulative total.
The award will be based on top two (2) bidders with the lowest net prices resulting from offering their single fixed discount, and who complete the hypothetical in its entirety.
**All bidders are required to mail a hard copy of your current catalog to the following address for pricing verification. Mail to: School District of Palm Beach County, 3300 Forest Hill Blvd., Suite A-323, Attention: Karen Adducci, Purchasing Agent, West Palm Beach, FL 33406.
Catalogs must be delivered prior to bid opening or within 24 hours of request.
Acceptable equal products on the hypothetical will not be considered.
- E. **TERM OF CONTRACT:** The term of this contract shall be from August 18, 2009 through August 17, 2012, and may, by mutual agreement between the School District and the awardee(s), be renewable for one (1) additional two years period. If considering renewal, the District, through the Purchasing Department, will request a letter of intent to renew from the awardee(s) prior to the end of the current contract period. If needed, the contract will be extended ninety (90) days beyond the contract expiration date. The awardee(s) agrees to this condition by signing their bid. The awardee(s) will be notified by the Purchasing Department when the recommendation has been acted upon. All percentage discounts shall be firm for the term of this contract.
- F. **FIXED PERCENTAGE DISCOUNT:** The discounts, terms and conditions of this bid are to remain firm throughout the contract period and the subsequent renewal. Additional discounts

are always accepted. The single fixed percentage discount offered will be awarded from the Hypothetical Price Sheet in this bid.

Bidder shall indicate in all spaces provided on Bid Summary Document their single fixed percentage discount to be deducted from the catalog list prices and the discount guarantee for the term of this contract. Bidders should offer their single fixed percentage discounts, as described on the Bid Summary Document, from the catalog list price.

- G. **CATALOG UPLOAD FOR MARKETPLACE:** All awarded vendors are required to provide the awarded catalog to the School District's Third Party Online Catalog Management Company to be uploaded into the School District's Marketplace website. Vendors will be requested to furnish an electronic attachment, ie. catalog, price lists, digital pictures and/or website links in order to participate in the Marketplace.
- H. **CATALOGS:** A current paper catalog must be mailed or delivered to Karen Adducci, Purchasing Agent at the School District of Palm Beach County, 3300 Forest Hill Blvd., Suite A-323, West Palm Beach, FL 33406 for verification of net pricing provided on the Bid Summary document. The catalog must be received prior to the bid opening date or within 24 hours of request. Catalogs may be requested by schools and departments and shall be delivered at no cost to the District.
- I. **PRICE ADJUSTMENT:** The discount percentage, terms and conditions contained in the bid are to remain firm throughout the contract period. During the contract period when the bidder issues replacements to the catalog submitted for the bid, such replacements are to be forwarded to the District Purchasing Department no less than 30 days prior to the effective date of the same, along with a new catalog upload submittal to the District's third party online catalog management company.
- J. **QUANTITY DISCOUNTS:** Bidder is urged to offer additional discounts for one-time delivery of large, single orders of any assortment of items.
- K. **AREA REPRESENTATIVE:** Awarded vendors will be required to assign an inside representative and outside sales representative to manage the District's account for this bid. Indicate in space provided on the "Representative" document the name, phone number (include extension) and email address, of the inside customer service representative who will be familiar with the District's account and bid requirements, receive and review District orders and respond to any issues or questions District employees may have, including but not limited to returns and credits. Additionally, state the name, cell phone number and email address for the outside representative who will make visits to schools and departments upon request, to resolve billing and delivery problems or any other issues, including billing and returns. Awarded vendors must notify the District's purchasing agent immediately of any change in the assigned account representatives throughout the term of the contract.
- L. **MINIMUM ORDER:** The District will not accept any minimum dollar requirement for orders associated with this bid.
- M. **ESTIMATED DOLLAR VALUE:** No guarantee of the dollar amount of this bid is implied or given.

- N. **M/WBE GOAL:** The Goal Setting Committee has not established a bid preference for participation/utilization of Minority/Women's Business Enterprises.

The Board strongly encourages the use of Minority/Woman owned business enterprises for participation as partners, joint-venturers, prime contractor, sub-contractors, and in contracting opportunities. Inquiries regarding listings of District and State Certified Minority, Women and Disadvantaged Contractors can be made to the Palm Beach County School District's Office of Diversity in Business Practices, 3300 Forest Hill Boulevard, Suite A-106, West Palm Beach, FL 33406, or phone (561) 434-8508.

- O. **INSURANCE REQUIREMENTS:** Proof of the following insurance will be furnished by the awarded bidders to the School District of Palm Beach County by Certificate of Insurance.

Original copies of Certificates of Insurance meeting the specific required provision specified within this contract/agreement shall be forwarded to the School District of Palm Beach County's Purchasing Department, ATTN: Mrs. Karen L. Adducci, Purchasing Agent, and approved prior to the start of any work or the possession of any school property. Renewal certificates must be forwarded to the same department prior to the policy renewal date.

Thirty days written notice must be provided to the School District of Palm Beach County via certified mail in the event of cancellation. The notice must be sent to the Purchasing Department.

The awarded bidders shall provide complete copies of any insurance policy for required coverage within seven days of the date of request by the Purchasing Department.

1. **WORKERS' COMPENSATION:** Bidder(s) must comply with FSS 440, Workers' Compensation and Employees' Liability Insurance with minimum statutory limits.
2. **COMMERCIAL GENERAL LIABILITY:** Awarded bidders shall procure and maintain, for the life of this contract/agreement, Commercial General Liability Insurance. This policy shall provide coverage for death, bodily injury, personal injury, products and completed operations liability and property damage that could arise directly or indirectly from the performance of this agreement. It must be an occurrence form policy. **THE SCHOOL DISTRICT OF PALM BEACH COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE FOR COMMERCIAL GENERAL LIABILITY INSURANCE.**

The minimum limits of coverage shall be \$1,000,000 per occurrence, Combined, Single Limit for Bodily Injury Liability and Property Damage Liability.

3. **BUSINESS AUTOMOBILE LIABILITY:** Awarded bidders shall procure and maintain, for the life of the contract/agreement, Business Automobile Liability Insurance. **THE SCHOOL DISTRICT OF PALM BEACH COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE FOR BUSINESS AUTOMOBILE LIABILITY INSURANCE.**

The minimum limits of coverage shall be \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This coverage shall be an "Any Auto" form policy. The insurance must be an occurrence form policy.

In the event the contractor does not own any vehicles, we will accept hired and non-owned coverage in the amounts listed above. In addition, we will require an affidavit signed by the contractor indicating the following:

_____ (Company Name) does not own any vehicles. In the event we acquire any vehicles throughout the term of this contract/agreement, _____ (Company Name) agrees to purchase "Any Auto" coverage as of the date of acquisition.

- P. **INFORMATION/BID QUESTIONS:** All questions related to this bid must be submitted through BidSync and must be received no later than 5:00PM, July 6, 2009. Mrs. Karen Adducci, Purchasing Agent, is authorized only to direct prospective bidders to various portions of the bid so they may read and interpret such for themselves. Neither Mrs. Adducci nor any employee of the District is authorized to interpret any portion of the bid or give information as to the requirements of the bid in addition to that contained in the written bid document. Interpretations of the bid or additional information as to its requirements, where necessary, will be communicated to bidders by an electronic addendum.
- Q. **EARLY PAYMENT TERMS:** Offers of discounted payment terms are encouraged and may be offered on the Early Payment Terms Document in this bid.
- R. **PAYMENT / PAYMENT TERMS:** Payment will be made after the goods/services from the awarded vendor have been received/completed; inspected and found to comply with award specifications, free of damage or defect; and a properly billed invoice is received and processed in the Accounting Services Department.

The District's payment terms are net 30 days; however, the District will accept terms for early payment. See Attachment.

Payment will not be processed until the following occurs:

1. The complete and satisfactory receipt of all items ordered. All pricing in accordance with the bid.
2. The receipt of a properly billed invoice in the Accounting Services Department.

Invoices to the School Board MUST include the following to permit verification of prices and expedite payment to vendors:

1. Name and Address of Vendor
2. A Unique Invoice Number
3. Date of Shipment
4. Line Item Total or Extended Price

Invoice copy and/or packing slip must be presented at time of delivery. Original Invoice must be sent to Accounting Services. Failure to timely submit invoice(s) to Accounting Services as set forth above may significantly delay processing and payment of the invoice.

The School Board will not process invoices submitted more than 120 Days after the date the goods or services were delivered without prior approval from the Accounting Services Department.

Vendor waives claims for payment of goods and/or services on invoice(s) not received by the Accounting Services Department within 120 Days of the delivery. Prior approval by Accounting Services is required if invoicing will extend past 120 days.

The above terms and conditions are agreed to by submitting an offer on this bid.

- S. **INCORRECT PRICING/INVOICES:** Any pricing on invoices that is incorrect or freight charges that were not included on the original Purchase Order, must be brought to the attention of the Purchasing Agent and corrected prior to the shipment(s) of goods or initiation of services. Additional costs that were not brought to the District's attention and did not receive written approval via a Change Order issued by the Purchasing Agent will not be honored.
- T. **CHANGE ORDERS:** Any addition(s) to a Purchase Order as a result of the bid award that adds additional costs must be brought to the School Districts attention and approved by the Purchasing Department prior to commencement of shipment of goods or the addition of unauthorized freight charges. Once approved, a Change Order will be issued to include the additional costs and shipment of goods can begin. Additional costs that were not brought to the district's attention and did not result in a Change Order approved by the Purchasing Agent will not be honored.
- U. **DISTRICT PURCHASING CARD:** The School District has authorized the use of a Purchasing Card with Visa through the Bank of America to expedite small dollar purchases for materials, supplies, and other items needed for daily operations. Vendors may be presented these credit cards by authorized School District personnel for the above mentioned purchases. Each cardholder's authorization limit may not exceed \$1,000 daily per vendor effective July 1, 2006 (with the exception of travel). Purchase orders are strongly discouraged for purchasing materials, and supplies under \$1,000.
- V. **POSTING OF BID RECOMMENDATION / TABULATIONS:** Bid recommendations and tabulations will be posted electronically with **BidSync** and at the Purchasing Department for review by interested parties, at 3300 Forest Hill Boulevard, West Palm Beach, FL, on July 20, 2009, at 3:00 p.m., EST, and will remain posted for a period of 72 hours. If the bid tabulation with recommended awards is not posted by said date and time, A "Notice of Delay of Posting" will be posted to inform all bidders of the new posting date and time.

Any person adversely affected by the decision or intended decision, as defined in School Board Policy 6.14 (4) (a), must file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. Saturdays, Sundays and State Holidays shall be excluded in the computation of the 72-hour time period. The formal written protest must be filed within 10 days after the date the notice of protest is filed. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file a notice of protest or to file a formal written protest within the time prescribed in section 120.57 (3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

INSTRUCTIONS TO BIDDERS

The General Conditions for Bids, Instructions to Bidders, Special Conditions, Specifications, Addenda, and/or any other pertinent documents form a part of the Invitation to Bid, and by reference are made a part thereof.

1. **PURPOSE:** It is the purpose and intent of this invitation to secure bids for item(s) and/or services as listed herein for The School Board of Palm Beach County, Florida (hereinafter referred to as the "Board"), the corporate body politic that governs, operates, controls, and supervises the School District of Palm Beach County, Florida (hereinafter referred to as "District").
2. **ANTI-COLLUSION:** By electronically submitting a bid, the bidder certifies that it has not divulged, discussed or compared its bid with other bidders and has not colluded with any other bidder or parties to a bid whatsoever. No premiums, rebates or gratuities are permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal of the bidder from all bid lists for the School Board of Palm Beach County, Florida.
3. **ANTI-DISCRIMINATION:**
 - a. The bidder certifies that they are in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375 relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. The provisions of the ADA Act of 1990 pertaining to employment shall also be applicable.
 - b. The bidder shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-contractors, vendors, suppliers, or commercial customers. Bidder shall provide equal opportunity for sub-contractors to participate in all of its public sector and private sector sub-contracting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace, such as those specified in the Palm Beach County School Board Policy 6.143. Bidder understands and agrees that violation of this clause is a material breach of the contract and may result in contract determination, debarment, or other sanctions.
4. **BIDS:** Bids will be received electronically through a secure mailbox at BidSync, Inc. until the date and time as indicated in this bid document. Bids will be opened publicly at the School District of Palm Beach County, Purchasing Department, 3300 Forest Hill Boulevard, Suite A-323, West Palm Beach, FL 33406-5813, and all bidders and general public are invited to attend. It is the sole responsibility of the bidder to ensure its bid reaches BidSync on or before the closing date and hour as indicated in this bid document.
5. **CONTRACT:** The submission of your bid constitutes a firm offer by the bidder. Upon acceptance by the Board, the Purchasing Department will issue a notice of award and purchase order(s) for any supplies, equipment and/or services as a result of this bid. The Invitation to Bid and the corresponding purchase order(s) will constitute the complete agreement between the successful bidder and the Board. Unless otherwise stipulated in

the bid documents or agreed to in writing by both parties, no other contract documents shall be issued or accepted.

6. **WITHDRAWAL:** When a bidder wishes to withdraw a bid, a written request shall be submitted to the Director of Purchasing and the request will be reviewed for consideration. In no case shall a bidder be granted a release from a bid more than one time in a two-year period. A bidder may not withdraw a bid after the final call for bids at a designated time of opening.
7. **DEFAULT:** In case of default by the bidder, the Board may procure the articles or services from other sources and hold the bidder responsible for any excess costs incurred thereby.
8. **FUNDING OUT/ CANCELLATION OR TERMINATION WITH OR WITHOUT CAUSE:**

A. With Cause: In the event any of the provisions of the Contract are violated by the bidder, the Superintendent or designee shall give written notice to the bidder stating the deficiencies and unless the deficiencies are corrected within ten days, recommendation will be made to the Board or its designee for immediate cancellation. Upon cancellation hereunder the Board may pursue any and all legal remedies as provided herein and by law. In the event that it is subsequently determined that a cancellation under this paragraph was incorrect, the termination shall be converted to a termination for convenience pursuant to the next paragraph.

B. Without Cause: The Board or its designee reserves the right to terminate any contract resulting from this Invitation to Bid at any time and for no reason whatsoever, upon giving 30 days prior written notice to the bidder. If the Contract should be terminated for convenience as provided herein, the Board shall be relieved of all obligations under said Contract. The Board or its designee shall only be required to pay to the successful bidder that amount of the Contract actually performed to the date of termination.

C. Funding Out: Florida School Laws prohibit the Board or its designee from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year-to-year extension provisions in the contracts.

It is necessary that fiscal funding out provisions be included in all bids in which the terms are for periods of longer than one year.

Therefore, the following funding out provisions are an integral part of this Invitation to Bid and must be agreed to by all bidders:

The Board or its designee may, during the contract period, terminate or discontinue the items covered in this bid for lack of appropriated funds upon the same terms and conditions.

Such prior written notice will state:

1. That the lack of appropriated funds is the reason for termination, and
2. Board agrees not to replace the equipment or services being terminated with equipment and services with functions similar to those performed by

the equipment covered in this bid from another vendor in the succeeding funding period.

“This written notification will thereafter release the School Board of Palm Beach County, Florida of all further obligations in any way related to such equipment covered herein”.

9. **BIDDERS RESPONSIBILITY:** Before submitting its bid, each bidder is required to carefully examine the Invitation to Bid delivery schedule, bid prices and extensions, insurance requirements, licensing requirements, bid closing date and time and to completely familiarize itself with all of the terms and conditions that are contained within the Invitation to Bid. Failure to do so on the part of the bidder will in no way relieve it of any of the obligations and responsibilities which are a part of the Invitation to Bid.

Bidder warrants by virtue of bidding that prices shall remain firm for a period of ninety (90) days from the date of award by the Board or time stated in special conditions.

10. **AWARDS:** In the best interest of the District, the Purchasing Department reserves the right to reject any and all bids and to waive any minor irregularity in bids received; to accept any item or group of items unless qualified by bidder; to acquire additional quantities at prices quoted on the Invitation to Bid unless additional quantities are not acceptable, in which case the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY". All awards made as a result of this bid shall conform to applicable Florida Statutes.

11. **THE JESSICA LUNSFORD ACT:** All awarded bidders who are permitted access on school grounds when students are present, who may have direct contact with any student of the District, or who may have access to or control of school funds must be fingerprinted and background checked. Awarded bidder agrees to undergo a background check and fingerprinting if he/she is an individual who meets any of the above conditions and to require that all individuals in the organization who meet any of the conditions to submit to a Level 2 FDLE background check and FBI screening, including fingerprinting by the School District's Police Department, at the sole cost of Awarded bidder. The report of the results will be immediately transmitted to the School District's Police Department, which shall be the sole determiner of clearance. Awarded bidder shall not begin providing services contemplated by the Invitation to Bid until Awarded bidder receives notice of clearance by the School District and is issued School District badges. Compliance requiring all awarded bidders to register as a visitor before entering school property and proper display of School District badges will be strictly enforced. Neither the Board, nor its members, officers, employees, or agents, shall be liable under any legal theory for any kind of claim whatsoever for the rejection of Awarded bidder (or discontinuation of Awarded bidder's services) on the basis of these compliance obligations. Awarded bidder agrees that neither the Awarded bidder, nor any employee, agent or representative of the Awarded bidder who has been convicted or who is currently under investigation for a crime delineated in section 435.04, Florida Statutes, will be employed in the performance of the contract.

12. **DISQUALIFYING CRIMES:** *The bidder certifies by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by the State of Florida or Federal Government. Further, bidder certifies that it has divulged, in its bid*

response, information regarding any of these actions or proposed actions with other governmental agencies.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid to provide any goods or services to a public entity, may not submit a bid to contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The awarded bidder or any subcontractor shall not employ any persons with multiple felonies and / or crimes against children. The awarded bidder must provide documented proof of efforts to comply with this requirement. The Owner may declare any non-compliance or lack of diligent effort by the awarded bidder to comply as a breach of contract and immediately terminate the services of the awarded bidder.

13. **ADVERTISING:** In submitting a bid, bidder agrees not to use the results therefrom as a part of any commercial advertising without prior approval of the District.

14. **LOBBYING:** Bidders are hereby advised that they are not to lobby with any district personnel or board members related to or involved with this bid until the administration's recommendation for award has been posted with BidSync, Inc. and at the Fulton Holland Educational Services Center, Purchasing Department area. All oral or written inquiries must be directed through the Purchasing Department.

Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a board member or district personnel after advertisement and prior to the posted recommendation on the award of the Contract.

Any bidder or any individuals that lobby on behalf of bidder during the time specified will result in rejection / disqualification of said bid.

15. **DISPUTES:** In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the Board shall be final and binding on both parties.

16. **LEGAL REQUIREMENTS:** Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Specifically, bidder(s) is to adhere to School Board Policies 3.12 and 3.13, pursuant to the following, with respect to any criminal arrests and convictions, and is on notice thereto that any employees involved in any Chapter [435](#), Florida Statutes offenses are precluded from continuing to work on the project and must be replaced. Failure to comply may result in the immediate termination of the awarded bidder's contract at the sole discretion of the District. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

17. **TAXES:** The School District of Palm Beach County, is exempt from any taxes imposed by the State and/or Federal Government. State Sales Tax Exemption Certificate No. 85-

8013897253C-1 and Federal Excise Tax No. 59-600783 appears on each purchase order. This exemption does not apply to purchase of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvements of School District-owned real property as defined in Chapter 192, Florida Statutes.

18. **ASSIGNMENT:** The successful bidder shall not sub-contract, assign, transfer, convey, sublet, or otherwise dispose of the contract, or of any or all of its rights, title, or interest therein, or its power to execute such contract to any person, firm, or corporation without prior written consent of the Board.
19. **SUBCONTRACTING:** If an awarded bidder intends to subcontract any portion of the Contract for any reason, the name and address of the subcontracting firm must be submitted along with the bidder's bid or prior to use for approval. No subcontracting will take place prior to bid-awarded bidder furnishing this information and receiving written approval from the District.

The Purchasing Department reserves the right to reject a subcontractor who previously failed in the proper performance of a contract or failed to deliver on-time contracts of a similar nature, or who, the District has determined in its sole discretion, is not in the position to perform the contract due to the subcontractor's size, experience, or resources. The District reserves the right to inspect all facilities of any subcontractor in order to make determination as to the foregoing. The subcontractor will be equally responsible for meeting all requirements specified in the Invitation to Bid.

20. **DEBARMENT:** The Board shall have the authority to debar a person / corporation for cause for consideration or award of future contracts. The debarment shall be for a period commensurate with the seriousness of the causes, generally not to exceed three (3) years. When the offense is willful or blatant, a longer term of debarment may be imposed, up to an indefinite period.
21. **REQUIREMENTS FOR PERSONNEL ENTERING DISTRICT PROPERTY:** Possession of firearms will not be tolerated in or near school buildings; nor will violations of Federal and State laws and any applicable Board policy regarding Drug Free Workplace be tolerated. Violations will be subject to the immediate termination provision heretofore stated in Paragraph 16, Legal Requirements.

"Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any destructive device; or any machine gun.

No person who has a firearm in their vehicle may park their vehicle on District property. Furthermore, no person may possess or bring a firearm on District property.

If any employee of an independent contractor or sub-contractor is found to have brought a firearm on District property, said employee must be terminated from the Board project by the independent contractor or sub-contractor. If the sub-contractor fails to terminate said employee, the sub-contractor's agreement with the independent contractor for the Board project shall be terminated. If the independent contractor fails to terminate said employee

or fails to terminate the agreement with the sub-contractor who fails to terminate said employee, the independent contractor's agreement with the Board shall be terminated.

Bidders are advised that they are responsible to ensure that no employee, agent or representative of their company who has been convicted or who is currently under investigation for a crime against children in accordance with section 435.04, Florida Statutes, will enter onto any school site.

22. **PRODUCT RECALL:** In the event the awarded awarded bidder receives notice that a product delivered by the awarded bidder to the District has been recalled, seized or embargoed, and/or has been determined to be misbranded, adulterated, or found to be unfit for human consumption by a packer, processor, subcontractor, retailer, manufacturer, or by any State or Federal regulatory agency, the awarded bidder shall notify the District's Bid Purchasing Agent within two business days of receiving such notice. The District's acceptance or failure to reject the affected product as non-conforming shall not in any way impact, negate, or diminish the awarded bidder's duty to notify the District's Purchasing Agent that the affected product has been recalled, seized or embargoed, and/or has been determined to be misbranded, adulterated, or found to be unfit for human consumption. The form and content of such notice to the District shall include the name and description of the affected product; the approximate date the affected product was delivered to the District; the bid number; and relevant information relating to the proper handling of the affected product and/or proper disposition of the affected product by the District, if necessary to protect the health, welfare, and safety of District students or employees; and any health hazards known to the awarded bidder which may be caused or created by the affected product. The awarded bidder shall, at the option of the Purchasing Department and/or Purchasing Agent, either reimburse the purchase price or provide an equivalent replacement product at no additional cost to the District. Unless it was absolutely necessary for the District to dispose of the affected product, the awarded bidder shall be responsible for removal and/or replacement of the affected product within a reasonable time, as determined by the District, without causing significant inconvenience to the District.

At the option of the District, the awarded vendor may be required to reimburse storage and/or handling fees to be calculated from time of delivery and acceptance to actual removal or disposal. The awarded vendor will bear all costs associated with the removal and proper disposal of the affected product. The failure to reimburse the purchase price and storage and/or handling fees or to remove and/or replace the affected product with an equivalent replacement within a reasonable time without significant inconvenience to the District will be considered a default.

GENERAL CONDITIONS FOR BIDS

1. **USE OF OTHER CONTRACTS:** The District reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, any other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012(6) in lieu of any offer received or award made as a result of this bid, if it is in the best interest to do so. The District also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.
2. **JOINT-BIDDING, COOPERATIVE PURCHASING AGREEMENT:** All bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all State Agencies and Political Subdivisions of the State of Florida under the same conditions, for the same prices and for the same effective period as this bid, should the bidder(s) deem it in the best interest of their business to do so.

This agreement in no way restricts or interferes with any state agency or political subdivision of the State of Florida to rebid any or all items.

3. **FAILURE TO DELIVER:** Failure to deliver as specified and at bid price will authorize the Board to purchase these items or services from other sources and hold the bidder responsible for any excess costs incurred thereby. Further, the Purchasing Department may recommend to the School Board that the vendor failing to deliver as specified be removed as a future bidder on all bids for a period of up to three years.
4. **MINORITY BUSINESS PARTICIPATION:** The School Board of Palm Beach County strongly encourages the use of Minority/Woman owned business enterprises for participation as partners, joint-venturers, prime contractor, subcontractors, and in contracting opportunities. Inquiries regarding listings of District and State Certified Minority and Women can be made to the School District of Palm Beach County's Office of Diversity in Business Practices, 3300 Forest Hill Boulevard, Suite A-106, West Palm Beach, FL 33406, (561) 434-8508 or on our web site at <http://www.palmbeach.k12.fl.us/mwbe>.

Bidders who list minority subcontractors as participants in their bids will complete the M/WBE SUBCONTRACTOR PARTICIPATION LETTER OF INTENT (FORM 1525) and M/WBE SUBCONTRACTOR PARTICIPATION SUMMARY (FORM 1526). The summary (FORM 1526) will be submitted with all requests for payment.

The District only recognizes as acceptable for certification as minority/woman business enterprises those firms, vendors, and consultants that have successfully completed the certification requirements of the State of Florida Office of Supplier Diversity or the School District of Palm Beach County's Office of Diversity in Business Practices. The letter or certificate will only be deemed valid if the dates for certification have not expired. Any pending application with the District or the State of Florida Office of Supplier Diversity shall not be considered as certification of the vendor making application for consideration as a M/WBE firm.

In order to receive consideration for M/WBE participation, the bidder or firm(s) to be utilized by the bidder must be certified by the District or the State of Florida at the time that the bid is opened.

The District does not currently by implication or direct means have reciprocity with any governmental or non-governmental entity, with the exception of the State of Florida Office of

Supplier Diversity for the purpose of sharing and/or acceptance of M/WBE vendors, consultants, for certification. The District does not recognize any other certifications.

Graduation (as described in School Board of Palm Beach County Policy 6.143) from the School District M/WBE Certification shall void certification by the State of Florida. Certification shall be verified and point award shall be determined by the Office of Diversity in Business Practices.

5. **CONTRACTOR BID REQUIREMENTS:** As part of its bid, bidder shall provide to the District a list of all instances within the past ten years where a complaint was filed or pending against bidder in a legal or administrative proceeding alleging that bidder discriminated on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of each such complaint, including any remedial action taken.
6. **CONTRACT DISCLOSURE:** Upon the District's request, and upon the filing of a complaint against awarded bidder pursuant to Palm Beach County School Board Policy 6.144, awarded bidder agrees to provide the District, within sixty calendar days, a truthful and complete list of the names of all subcontractors, vendors, and suppliers that bidder has used in the past five years on any of its contracts that were undertaken within the District relevant geographic market as defined in Palm Beach County School Board Policy 6.143, including the total dollar amount paid by bidder for each subcontract or supply contract. Awarded bidder agrees to fully cooperate in any investigation conducted by the District pursuant to this Policy. Bidder understands and agrees that violation of this clause is a material breach of the Contract and may result in contract termination, debarment, and other sanctions.
7. **INDEMNIFICATION / HOLD HARMLESS AGREEMENT:** Awarded bidders/bidders shall, in addition to any other obligation to indemnify The School Board of Palm Beach County, Florida and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the Board, its agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged;
 - A. bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or
 - B. violation of law, statute, ordinance, governmental administration order, rule or regulation by contractor in the performance of the work; or
 - C. liens, claims or actions made by the contractor or any subcontractor or other party performing the work.

The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the contractor of any subcontractor under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar.

This article will survive the termination of the Contract.

8. **BRAND NAMES:** Use of a brand name, trade name, make, model, manufacturer, or vendor catalog number in specifications is for the purpose of establishing a grade or quality of material only. It is not the District's intent to rule out other competition, therefore, the phrase OR ACCEPTABLE EQUAL is added. However, if a product other than that specified is bid, it is the vendor's responsibility to submit with the bid brochures, samples and/or detailed specifications on items bid. The District shall be the sole judge concerning the merits of bid submitted.

Bidder shall indicate on the bid form the manufacturer's name and number if bidding other than the specified brands, and shall indicate ANY deviation from the specifications as listed. Other than specified items offered requires complete descriptive technical literature marked to indicate detail(s) conformance with specific COPYRIGHTS OR PATENT RIGHTS: Bidder warrants that there has been no violation of copyrights or patent rights in manufacturing, producing or selling the goods shipped or ordered as a result of this bid. Seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by any such violation.

9. **MANUFACTURER'S CERTIFICATION:** The District reserves the right to request from bidders separate manufacturer certification of all statements made in the response to Invitation to Bid.
10. **OCCUPATIONAL HEALTH AND SAFETY:** Bidder, as a result of award of the bid, delivering any toxic substances item as defined in Code of Federal Regulation Chapter 29, shall furnish to the Purchasing Department, a Material Safety Data Sheet (MSDS). The material safety data sheet shall be provided with initial shipment and shall be revised on a timely basis as appropriate.

The MSDS must include the following information:

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substance, including:
 - (1) The potential for fire, explosion, corrosively and reactivity;
 - (2) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
 - (3) The primary routes of entry and symptoms of overexposure.
- C. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances including appropriate emergency treatment in case of overexposure.
- D. The emergency procedure for spills, fire, disposal and first aid.
- E. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

Any questions regarding this requirement should be directed to: Department of Labor and Employment Security, Bureau of Industrial Safety and Health, Toxic Waste Information Center, 2551 Executive Center Circle West, Tallahassee, FL 32301-5014, Telephone 1-800-367-4378.

11. **OSHA:** The bidder warrants that the product/services supplied to the School District of Palm Beach County shall conform in all respects to the standards set forth in the Occupational Safety and Health Act 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract.

12. **PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extend total. Prices must be stated in units of quantity specified in bid specifications. In case of discrepancy in computing the amount of the bid, the UNIT PRICE quoted will govern. All prices FOB destination, freight prepaid (unless otherwise stated in special conditions). Discounts for prompt payment: Award, if made, will be in accordance with terms and conditions stated herein. Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. Cash or quantity discounts offered will not be a consideration in determination of award of bid(s). If a bidder offers a discount, it is understood that a minimum of 30 days will be required for payment, and the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.
13. **CONDITIONS AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current production model at the time of the bid). All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
14. **UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall be UL listed or re-examination testing where such has been established by UL for the items offered and furnished.
15. **DELIVERY:** Unless actual date of delivery is specified, show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (See Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, excluding holidays unless otherwise specified on the purchase order.
16. **QUALITY:** The items bid must be new and equal to or exceed specifications. The manufacturer's standard guarantee shall apply. During the guarantee period the successful bidder must repair and/or replace the unit without cost to the District with the understanding that all replacements shall carry the same guarantee as the original equipment. The successful bidder shall make any such repairs and/or replacements immediately upon receiving notice from the District.
17. **SAMPLES, DEMONSTRATIONS AND TESTING:**
 - A. Samples of items, when required, must be furnished free of expense and if not destroyed, will upon request, be returned at the bidder's expense. Request for the return of the samples must be indicated on his or her bid. Each individual sample must be labeled with bidder's name, bid number and item number. Failure of bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid. Unless otherwise indicated, samples should be delivered to the Purchasing Department, School District of Palm Beach County.
 - B. When required, the District may request full demonstrations of any units bid prior to the award of any contract.
 - C. Items may be tested for compliance with specifications under the direction of the Florida Department of Agriculture and Consumer Services, or an independent testing laboratory. Bidders shall assume full responsibility for payment for any and all charges for testing and analysis of any materials offered or delivered that do not conform to the minimum required specifications. Bidder's disposition of all items delivered in this category must be at no expense to the District.

18. **INSPECTION AND ACCEPTANCE OF GOODS:** The awarded bidder shall be responsible for delivery of items in good condition at point destination. Bidder shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The District will note, for the benefit of successful bidder, when packages are not received in good condition. In the event the material and/or services supplied to the District is found to be defective or does not conform to specifications, the District reserves the right to cancel the order upon written notice to the seller and return the product **to seller at the seller's expense.**
19. **LIABILITY, INSURANCE, LICENSES, AND PERMITS:** Where bidders are required to enter or go onto District property to deliver materials or perform work or services as a result of bid award, the bidder will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. Bidder shall be liable for any damage or loss to the District incurred by bidder, bidder's employees, licensees of the bidder or agent or any person the bidder has designated in completion of his or her contract as a result of the bid; further bidder shall be liable for all activities of bidder occasioned by performance of the Contract. Notwithstanding the foregoing, the liability herein shall be limited to ten million dollars (\$10,000,000) and the bidder recognizes that and covenants that it has received consideration for indemnification provided herein.
20. **SPECIFICATIONS:** Any omissions of detail specifications stated herein that would render the materials/service from use as specified will not relieve the bidder from responsibility.
21. **BID BONDS AND PERFORMANCE BONDS:** Bid bonds, when required, shall be submitted with the bid in the amount specified in Special Conditions. Bid bonds will be returned to unsuccessful bidders. After award of contract, the District will notify the successful bidder to submit a performance bond in the amount specified in Special Conditions. Upon receipt of the performance bond, the bid bond will be returned to the successful bidder.
22. **QUANTITIES:** The quantities shown are estimates of the quantity of items expected to be purchased during the term of award. Actual quantities purchased may often exceed or be less than quantities shown. Orders will be placed as needed by individual locations during the contract period. The bidder agrees that the price(s) offered shall be maintained irrespective of the quantity actually purchased.
23. **ORDERING PROCEDURE:**

Specific Items: After approval of Contract award by the Board, a letter of contract acceptance will be issued to each successful bidder acknowledging which goods or services have been awarded. Separate purchase orders will be issued based on specific items at firm, fixed prices listed in the bid.

Percent Discount Catalog Bids: Separate purchase orders will be issued with pricing based on catalog and/or price lists.

No item may be shipped or service performed that is not listed on the purchase order.

24. **POSTING OF BID AND SPECIFICATIONS:** Invitation to Bid with specifications will be posted for review by interested parties at BidSync.com and at the Fulton Holland Educational Services Center, Purchasing Department, 3300 Forest Hill Boulevard, Third Floor, A-Wing Suite A-323, West Palm Beach, FL 33406, on the date of bid electronic mailing and will remain posted for a period of 72 hours. Failure to file a specification protest

within the time prescribed in section 120.57(3), Florida Statutes, will constitute a waiver of proceedings under Chapter 120, Florida Statutes, and applicable Board rules, regulations and policies.

25. **BID PROTEST:** If a bidder wishes to protest a bid, they must do so in strict accordance with the procedures outlined in section 120.57(3), Florida Statutes, the Invitation to Bid, and School Board Policy 6.14.

Any person who files an action protesting bid specifications, a decision or intended decision pertaining to this bid pursuant to section 120.57(3)(b), Florida Statutes shall post with the Purchasing Department, at the time of filing the formal written protest, a bond secured by an acceptable surety company in Florida payable to The School Board of Palm Beach County, Florida in an amount equal to one percent (1%) of the total estimated contract value, but not less than \$500.00 nor more than \$5,000.00. Bond shall be conditioned upon the payment of all costs that may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check or money order will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the District prevails, it shall recover all costs and charges included in the final order of judgment, including charges by the Division of Administrative Hearings. Upon payment of such costs and charges by the protester, the protest security shall be returned.

26. **INTERPRETATIONS:** Neither BidSync nor any employee of the District is authorized to interpret any portion of the Invitation to Bid or give information as to the requirements of the bid in addition to that contained in the written bid document. Interpretations of the bid or additional information as to its requirements, where necessary, shall be communicated to bidders by written addendum.
27. **SPECIAL CONDITIONS:** If any conflict exists between any of the Special Conditions and/or the Specifications and either the General Conditions for Bids or the Instructions to Bidders, the Special Conditions and/or Specifications shall govern.

10C-1B – Bid Specifications

It is estimated that from April 1, 2008 – March 31, 2009, The School District spent approximately \$ 3,292,000 for office supplies from three companies.

Exempt Items: Purchases from this bid may not include any items other than office supplies. Examples of products that shall not be sold under this bid include, but are not limited to:

- Art Supplies
- Audio-Visual Equipment
- Breakroom Supplies and Equipment
- Cameras & Accessories
- Classroom Supplies
- Cleaning Supplies & Equipment
- Computers, Computer Supplies and Peripheral Accessories
- Copy Paper, letter (Virgin & recycled) & legal – white and basic colors: pink, blue, green, buff, goldenrod and yellow
- Display Boards
- Flags
- Food & Beverages
- Framed Artwork
- Furniture
- Gifts
- Laminators and film
- Medical Supplies
- Office Equipment, i.e. copiers, scanners, fax machines, paper shredders, etc.
- Printers
- Projectors
- Safety Supplies and First Aid Kits
- Signs
- Software
- Telephones
- Toner Cartridges or Inkjet Cartridges
- Wall Boards and Easels

District Marketplace - Awarded vendors will be required to register with the District's Third Party Online Catalog Management Company (currently this is Perfect Commerce) and provide the awarded office supplies from your current catalog (excluding all products listed under "Exempt Items" as specified in this bid) at the discounted prices as awarded. Your electronic catalog submittal to this company must include digital pictures of each product.

The original electronic catalog submittal and all future updates will be submitted by the Third Party Online Catalog Management Company to the District's Purchasing Agent for audit.

The audit must be successful prior to the catalog being uploaded into the District's Marketplace. All rejected files must be corrected and resubmitted back to the Third Party Online Catalog Management Company within ten (10) business days of receipt of rejection notice.

Failure to submit an electronic catalog in the required format and successfully pass an audit in a timely manner may result in cancellation of your contract and any other action deemed appropriate by the District including debarment. Additionally, the District reserves the right to fine the vendor a \$100 fee to offset the additional time to perform an audit of the catalog submittal should the catalog fail to pass the audit more than one time. Updates may not be submitted unless a new catalog has been published and submitted to the District's purchasing Agent or unless the changes are only the removal of discontinued products.

The current cost to join Perfect Commerce is \$480 annually and is the sole responsibility of the awarded vendors.

This fee and the Third Party Online Catalog Management Company is subject to change and by submitting your bid, bidder agrees to comply with this requirement and future changes.

Schedule - In order for the awarded companies to have their catalogs uploaded into Perfect Commerce for the District's Marketplace so orders can be placed on the first day of the contract period, the two (2) companies being recommended for award will be required to start the registration process with Perfect Commerce the day after the posting period ends.

This will allow time to prepare your catalog submittal and have it audited and ready to be uploaded into our Marketplace for ordering to start on August 18, 2009. By submitting your bid, you agree to this condition.

Budgetary Restrictions - At the present time, funding to the District from the State has been significantly reduced. It is important that bidders understand the District's budgetary restrictions when offers are submitted. To fulfill our fiduciary responsibilities, we are hereby requesting that all pricing submitted be as competitive as possible so that we may return maximum value to our constituents. By signing this bid document, the bidder is acknowledging that the district's current or future budgetary shortfalls may materially impact long-term completion of the District's obligations under this contract and/or may materially impact the District's ability to renew the contract for subsequent terms.

Catalogs - A current catalog must be mailed or delivered to Karen Adducci, Purchasing Agent at the School District of Palm Beach County, 3300 Forest Hill Blvd., Suite A-323, West Palm Beach, FL 33406 for verification of net pricing provided on the Bid Summary document.

The catalog must be received prior to the bid opening date or within 24 hours of request.

Net Pricing By Discount Offered - Submit pricing for the 75 commonly purchased office supplies on the Hypothetical Price Sheet document.

Failure to submit completed pricing/discount information will result in disqualification of the entire bid.

If the pricing/discount information is found to be inaccurate when compared with the catalog submitted to the School District Purchasing Department, the bid will be disqualified.

Delivery - All items must be delivered within three (3) business days after receipt of order.

All orders require inside delivery.

Restocking – The District will not pay a restocking charge for items returned in new, unused condition within thirty (30) calendar days after delivery.

Packing Slips – All packing slips must reference a purchase order number when applicable. Additionally, awarded vendors will be expected to customize packing slips for our schools and departments, to include information such as room number, name of requestor, department name, etc.

Backorders – Packing slips must clearly indicate all items that are backordered. Backordered items should be delivered within five (5) calendar days unless the item is backordered by the manufacturer.

Proper notification should be given to the person placing the order and the backorder should be noted on the invoice with the estimated delivery time.

The District reserves the right to cancel backorders at any time and to purchase from another vendor.

Backordered items may not be replaced by substitute items.

Returns – Vendor shall replace or pick-up and credit all products damaged, duplicated, incorrectly ordered or shipped, within two (2) working days of notification of return. All returns shall be at no cost to the District.

Ordering Methods - Schools and departments will either place orders in the District Marketplace, use a District issued p-card or place orders through their internal accounts. District issued p-card orders or orders using the internal accounts may be placed via phone, fax or on a designated secure Internet site and these orders must be discounted at the percentage bid herein.

Internet sites may only be utilized by the District if prices can be configured with the District's bid discount applied and the vendor only offering Office Supplies as described herein on the website.

All categories/products listed above under "Exempt Items" must be excluded from the Internet site.

Upload brief details of your ability to comply and be prepared to give a live demonstration of the secure Internet site to the purchasing agent upon request.

Complete review and approval by the District's purchasing agent is required prior to this being made available to the District.

Vendors are responsible for training District staff and setting up individual passwords and access once approval has been granted by the purchasing agent.

Retail Stores – If bidder has retail stores, upload detailed information describing how District staff can use a District issued p-card in your store(s) and be guaranteed the same percentage discount as offered in your bid, unless items are being sold at a lower cost at the time of purchase.

In those cases where a store price is lower, describe how you can guarantee the lowest price is charged to the District.

Complete details must be *uploaded* to BidSync with your bid in order for bidder to offer purchases at their retail stores at the beginning of the contract period.

Approval of bidder's request must be granted by the purchasing agent.

It is not a requirement of this bid for bidders to have a retail store nor is it a requirement for bidders to participate in this type of sale if they do have retail stores.

If bidder has no retail stores at the time of the bid submittal but opens a store during the contract period, they must provide the above information to the purchasing agent with a request to participate in this type of sale.

10C - BID PREPARATION CHECKLIST

Vendor Name:

The Bid Preparation Checklist is a guide to assist the Bidder in verifying the completeness of their Bid. The Bid Preparation Checklist does not relieve the Bidder of the responsibility of ensuring that all requirements of this solicitation are included with submittal of their response.

Check off each of the following as you comply:

- Bidder Acknowledgement
- Bid Summary Document
- Hypothetical Price Sheet
- Mail or deliver Catalog to purchasing agent (see Special Condition H)
- Retail Store details- upload your information to BidSync (see Bid Specifications)
- Secure Internet Site details - upload your information to BidSync (see Bid Specifications, Ordering Methods)
- Area Representative Document
- Early Payment Terms (see Special Conditions Q)
- Minority Certification Information
- Form 1525, Letter of Intent – M/WBE Subcontractor Participation
- Form 1526, M/WBE Subcontractor Participation Summary
- Form 0580, Drug-Free Workplace Certification

If you need assistance uploading the required additional documentation with your bid, contact BidSync for assistance.

Allow sufficient time for completion and submittal of all required documents and uploads. Failure to do so may result in your bid being rejected.

10C-1B - BID SUMMARY

| |
|-----------------------------------|
| Vendor Name: <input type="text"/> |
|-----------------------------------|

| | |
|--|------------------------|
| Item 1.Single Fixed Percentage Discount for Office Supplies | <input type="text"/> % |
| Delivery Days After receipt of Order (ARO): <input type="text"/> | |

***Bidders must state a single fixed discount off catalog list price for office supplies. The only exceptions are those listed under the categories on the Bid Specifications document.

Bidders are cautioned to fully read all terms and conditions in the Special Conditions document and the Bid Specifications document prior to completing this page.

Bidders must also complete and submit online to BidSync, the Hypothetical Price Sheet document. Failure to complete and submit this document as directed will result in bid being rejected.

10C-1B Hypothetical Price Sheet - Revised -2

INSTRUCTIONS:

Bidders must price all 75 items listed herein for your bid to be considered.

The discount stated below must be the same as listed on the Bid Summary document. Failure to comply with this shall result in the entire bid being rejected.

All items numbered one (1) through seventy-five (75) shall be bid exactly as specified, using the manufacturer's part number and packaging exactly as listed.

Generic products, substitutes or different Units of Measure will not be accepted.

Bidders shall list the page number where each item is located in the catalog submitted. If the item is not listed in bidder's catalog but in the S.P. Richards catalog indicate on the price sheet with the page number and an asterisk. (i.e. page 1000*)

Failure to submit completed pricing/discount information on the 75 Brand name items specified will result in bid being rejected.

If the pricing/discount information submitted is found to be inaccurate when compared with the catalog submitted, the bid will be rejected.

| ITEM | MANUFACTURER/BRAND | MANUFACTURER ITEM NO. | ITEM DESCRIPTION | U/M | PAGE NO. | CATALOG LIST PRICE | DISC % OFF CATALOG LIST PRICE | UNIT PRICE |
|------|--------------------|--------------------------|------------------------------------|-----|-------------|--------------------------|---|------------|
| 1 | 3M | MMM142 | TAPE,SEAL,2"X800",CL | RL | | | | \$0.000 |
| 2 | 3M | MMM2090-1A | TAPE, MASKING,1"X60,BLUE | RL | | | | \$0.000 |
| 3 | 3M | MMM561 | EASEL PAD,25X30,RLD, YW,2/CARTON | CT | | | | \$0.000 |
| 4 | 3M | MMM566 | EASEL,PAD,POSTIT,WALL | PK | | | | \$0.000 |
| 5 | 3M | MMM622-10SSCY | NOTES,SUPER STICKY,2X2,10-PK | PK | | | | \$0.000 |
| 6 | 3M | MMM654-14AU | NOTES,POST IT,3X3,UL COLORS, 14-PK | PK | | | | \$0.000 |
| 7 | 3M | MMM654RPYW | PAD,POSTIT,RCY,3X3,YW,12/PACK | PK | | | | \$0.000 |
| 8 | 3M | MMM680SH4VA | FLAGS,SIGN HERE,200/PACK | PK | | | | \$0.000 |
| 9 | 3M | MMM683-VAD1 | FLAGS,POST-IT,ASST. CLRS, VALUPK | PK | | | | \$0.000 |
| 10 | 3M | MMM7221 | TABS,MOUNTING,SCOTCH | PK | | | | \$0.000 |
| 11 | ACCO | ACC38616 | BNDR,3RG,PB,LTR,1",DGN | EA | | | | \$0.000 |
| 12 | ACCO | ACC72100 | BINDER CLIP. LARGE,DOZEN/BOX | BX | | | | \$0.000 |
| 13 | ACCO | ACC72205 | RING BINDER,LOOSE LEAF,2IN, 50/Box | BX | | | | \$0.000 |
| 14 | ACCO | WLJ36234B | BNDR,VIEW,RNG,1.5"-BLACK | EA | | | | \$0.000 |
| 15 | ACCO | WLJ362-49W | BINDER,VUE,3RG,11X8.5,3"C,WHT | EA | | | | \$0.000 |
| 16 | ACCO | WLJ368-14NBL | BNDR,3RG,VNL,11X8.5,1",BLU | EA | | | | \$0.000 |
| 17 | ACCO | WLJ36844NHW | BINDER,PLY,3-RING,2"-WHITE | EA | | | | \$0.000 |
| 18 | ACCO | WLJ386-44W | BINDER,D-RING,2",VUE,WHITE | EA | | | | \$0.000 |
| 19 | ACME | ACM45012 | RULER,CLEAR,12" | EA | | | | \$0.000 |
| 20 | AURORA | AGB20327 | BNDR,RND RING,2IN,WE | EA | | | | \$0.000 |
| 21 | AVERY | AVE05725 | BNDR,VU,3RG,LTR,1.5",BK | EA | | | | \$0.000 |
| 22 | AVERY | AVE09500 | BNDR,SLTRG,11X8.5,2",BK | EA | | | | \$0.000 |

| | | | | | | | | |
|----|-----------------|-------------|---------------------------------|----|--|--|--|---------|
| 23 | AVERY | AVE11121 | INDEX,INSERT,5/PACK | PK | | | | \$0.000 |
| 24 | AVERY | AVE11143 | INDEX,11X8.5,1-15TAB,MULTICLR | ST | | | | \$0.000 |
| 25 | AVERY | AVE11161 | INDEX,XWDE,LTR,1-5,AST | ST | | | | \$0.000 |
| 26 | AVERY | AVE11163 | INDEX,XWDE,LTR,1-8,AST | ST | | | | \$0.000 |
| 27 | AVERY | AVE11907 | POCKET,DOUBLE,8TAB,PLASTIC,SET | ST | | | | \$0.000 |
| 28 | AVERY | AVE23565 | HILITER,PEN STYLE,6ST | ST | | | | \$0.000 |
| 29 | AVERY | AVE29949 | MRKR,FLIP CHART,CHSL,4ST | ST | | | | \$0.000 |
| 30 | AVERY | AVE5160 | LASER LABELS,MAIL,3000/BOX | BX | | | | \$0.000 |
| 31 | AVERY | AVE89107 | INSERT,BNDR SPINE,2",20PK | PK | | | | \$0.000 |
| 32 | BAUMG | BAU68909 | CORD,LAYNARD,NYLON,BLACK | EA | | | | \$0.000 |
| 33 | CRAYOLA | BIN587732 | BOLD MARKERS,8 ASSORT/SET | ST | | | | \$0.000 |
| 34 | DAX | DAXN15786NT | FRAME,DOCUMENT,8.5X11,RWD | EA | | | | \$0.000 |
| 35 | ESSELTE | ESS30256 | LABEL,SHPG,HICAP,WE, 1 ROLL/BOX | BX | | | | \$0.000 |
| 36 | ESSELTE | ESS62699 | FLDR,FILE,ARCHIVAL,1/3,LTR | BX | | | | \$0.000 |
| 37 | ESSELTE | ESSE1524E | FILE PKT,RCY,3.5",LTR,EA | EA | | | | \$0.000 |
| 38 | FELLOW | FEL58021 | PAD,MOUSE,MED,BLUE | EA | | | | \$0.000 |
| 39 | FISKARS | FSK22107797 | SCISSORS,TITANIUM,8" | EA | | | | \$0.000 |
| 40 | LION | LIO22080BL | ENVELOPE,POLY,VELC,13X9,BE | EA | | | | \$0.000 |
| 41 | LION | LIO22080CR | ENVELOPE,POLY,VELC,9X13,CLEAR | EA | | | | \$0.000 |
| 42 | MEAD | MEA05510 | BOOK,NOTE,WRBND,10.5X8.5,AS | EA | | | | \$0.000 |
| 43 | OFFICEMATE INTL | OIC83100 | CLIPBOARD,9"X12.5",BN | EA | | | | \$0.000 |
| 44 | PENTEL | PENBL77C | GEL PEN, RETRACTABLE, BLUE | EA | | | | \$0.000 |
| 45 | PENTEL | PENKL257A | PEN,GEL, RETRACT,BLACK | EA | | | | \$0.000 |
| 46 | QUALITY PARK | QUA46065 | ENVELOPE MOISTENER W/ADHESIVE | EA | | | | \$0.000 |
| 47 | ROARNG | ROA20050 | PAPER,FILLER,10.5X8,WIDE RL | PK | | | | \$0.000 |
| 48 | ROARNG | ROA77230 | COMPOSITION BOOK,BLK MARBLE | EA | | | | \$0.000 |
| 49 | RUBBERMAID | RUB6600ELD | CHAIRMAT,45"X53",CLEAR | EA | | | | \$0.000 |
| 50 | SANFORD | DYM30256 | LABEL,SHIPPING,RL,2.5X4 | RL | | | | \$0.000 |
| 51 | SANFORD | DYM30323 | LABELS,SHIPPING,WHITE,220 | EA | | | | \$0.000 |
| 52 | SANFORD | PAP3030131 | PCL,MECH,.7MM,SHRPWRTR,YW | DZ | | | | \$0.000 |
| 53 | SANFORD | PAP56043 | MECHANICAL PENCIL, SLIDE LEAD | EA | | | | \$0.000 |
| 54 | SANFORD | PAP5620115 | CORRECTION FLUID PEN | EA | | | | \$0.000 |
| 55 | SANFORD | PAP59601 | CORR TAPE,PEN,RET,EA | EA | | | | \$0.000 |
| 56 | SANFORD | PAP8807987 | PEN,BLPT,GRIP,MED,BK,DZ | DZ | | | | \$0.000 |
| 57 | SANFORD | PAP8808087 | PEN,BLPT,GRIP,MED,BE,DZ | DZ | | | | \$0.000 |
| 58 | SANFORD | PAP8808187 | PEN,BLPT,GRIP,MED,RD | DZ | | | | \$0.000 |
| 59 | SANFORD | PAP9510131 | PEN,BALLPT,FLEXGRIP,BE | DZ | | | | \$0.000 |
| 60 | SANFORD | PAP9630131 | PEN,BALLPOINT,FLEXGRIP,MED,BK | DZ | | | | \$0.000 |
| 61 | SANFORD | SAN1734905 | PEN,UB VISN NEEDLE,7MM,RD | EA | | | | \$0.000 |
| 62 | SANFORD | SAN22478 | MARKER,SET,FLIP CHART,8 COLOR | ST | | | | \$0.000 |
| 63 | SANFORD | SAN27075 | HILITER,PKT ACCENT,5 | ST | | | | \$0.000 |

| | | | | | | | | |
|----|----------|------------|------------------------------------|----|--|--|--------------------|---------------|
| 64 | SANFORD | SAN30001 | MARKER,PERM,SHARPIE,FN,BK | EA | | | | \$0.000 |
| 65 | SANFORD | SAN33061 | PEN,PINPOINT,BK | DZ | | | | \$0.000 |
| 66 | SANFORD | SAN38201 | MARKER,SHARPIE,CHSLTP,BK | DZ | | | | \$0.000 |
| 67 | SANFORD | SAN5640115 | FLUID,CORRECTION,WHITE | EA | | | | \$0.000 |
| 68 | SANFORD | SAN64326 | HIGHLIGHTER,4009,YELLOW | DZ | | | | \$0.000 |
| 69 | SANFORD | SAN81505 | ERASER,DRYERASE | EA | | | | \$0.000 |
| 70 | SANFORD | SAN83056 | MRKR,DRY ERS,ORGNZ,6ST | ST | | | | \$0.000 |
| 71 | SANFORD | SAN83153 | MRKR KT,DRY ERS | ST | | | | \$0.000 |
| 72 | SAUNDERS | SAU99602 | GLUE, STICK,0.74 OZ | EA | | | | \$0.000 |
| 73 | SMEAD | SMD75563 | FILE JACKETS, 2" EXPAN, LTR,50/BOX | BX | | | | \$0.000 |
| 74 | WAUSAU | WAU22581 | PAPER,ASTROBRT,65#,250 SHEETS/PK | PK | | | | \$0.000 |
| 75 | WAUSAU | WAU22628 | PAPER,ASTROBRT,24#, 500SHT/REAM | RM | | | | \$0.000 |
| | | | | | | | Grand Total | \$0.00 |

**SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT**

10C -1B - EARLY PAYMENT TERMS

Per Special Conditions "Q "

VENDOR NAME:

*If vendor chooses not to participate in Early Payment Terms,
please acknowledge by placing N/A here •*

| |
|---|
| <p>EARLY PAYMENT: Specify terms and discount for early payment. Check which terms you will be willing to provide for the duration of this contract to the School District.</p> |
| <p>€ 0.5% 10 net 30 *</p> |
| <p>€ 0.75% 5 net 30 *</p> |

* Upon receipt of invoice by the School District of Palm Beach County Accounts Payable Department.

SCHOOL DISTRICT OF PALM BEACH COUNTY

PURCHASING DEPARTMENT

BID 10C-1B - REPRESENTATIVE

Per Special Conditions "K "

| | |
|--------------------------------|----------------------|
| Vendor Name: | <input type="text"/> |
| Inside Representative: | <input type="text"/> |
| Telephone: (include extension) | <input type="text"/> |
| Email Address: | <input type="text"/> |
| | |
| Outside Representative: | <input type="text"/> |
| Cell Phone No.: | <input type="text"/> |
| Email Address: | <input type="text"/> |
| | <input type="text"/> |

THE SCHOOL DISTRICT OF PALM BEACH COUNTY Drug-Free Workplace Certification

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDORS SIGNATURE

DATE

COMPANY NAME

Must be executed and returned with attached bid at time of bid opening to be considered.

SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT
MINORITY CERTIFICATION INFORMATION

* Check here if N/A: Form **must be submitted** to **BidSync.com**.

| <p>Minority Certification applications are available through the Minority Business Enterprise located at:</p> <p style="margin-left: 40px;">Office of Diversity in Business Practices School District of Palm Beach County 3300 Forest Hill Boulevard, Suite A-106 West Palm Beach, FL 33406-5871 Phone: (561) 434-8508 http://www.palmbeach.k12.fl.us/mwbe</p> | | | | | | | | |
|--|---|-------------------------------|--|---|--|---|--|---|
| <p>Are you a minority vendor certified by: (Check if appropriate)</p> <p style="margin-left: 40px;">Palm Beach County School District <input type="checkbox"/></p> <p style="margin-left: 40px;">State of Florida <input type="checkbox"/></p> <p>If yes, expiration date <input style="width: 100px;" type="text"/></p> <p>Minority Classification (check one): <input type="checkbox"/> 2-African American, <input type="checkbox"/> 3-Hispanic American, <input type="checkbox"/> 4-Native American, <input type="checkbox"/> 5-Asian American, <input type="checkbox"/> 6-American Woman, <input type="checkbox"/> 7-Physically Impaired, <input type="checkbox"/> 8-Other</p> | | | | | | | | |
| <p>If you are not a certified minority vendor and intend to sub-contract with a certified minority firm(s), please list the vendors and the estimated dollar value below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Vendor</th> <th style="width: 50%; padding: 5px;">Estimated Dollar Value</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input style="width: 95%;" type="text"/></td> <td style="padding: 5px;">\$ <input style="width: 95%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;"><input style="width: 95%;" type="text"/></td> <td style="padding: 5px;">\$ <input style="width: 95%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;"><input style="width: 95%;" type="text"/></td> <td style="padding: 5px;">\$ <input style="width: 95%;" type="text"/></td> </tr> </tbody> </table> | Vendor | Estimated Dollar Value | <input style="width: 95%;" type="text"/> | \$ <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | \$ <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | \$ <input style="width: 95%;" type="text"/> |
| Vendor | Estimated Dollar Value | | | | | | | |
| <input style="width: 95%;" type="text"/> | \$ <input style="width: 95%;" type="text"/> | | | | | | | |
| <input style="width: 95%;" type="text"/> | \$ <input style="width: 95%;" type="text"/> | | | | | | | |
| <input style="width: 95%;" type="text"/> | \$ <input style="width: 95%;" type="text"/> | | | | | | | |

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
OFFICE OF DIVERSITY IN BUSINESS PRACTICES

Letter of Intent
Minority/Women Business Enterprise (M/WBE) Subcontractor Participation

Form must be submitted to BidSync.com Check if not applicable

BID/RFP/RFI/ITN or Project Name

BID/RFP/RFI/ITN or Project #

Name of Bidder/Responder

The undersigned intends to perform work with the above project as *(check one)*

- Individual Partnership Corporation Joint Venture

** If a joint venture, attach letterhead or other documentation proving relationship.)*

The undersigned intends to perform work with the above project as *(check one)*

- Subcontractor Subconsultant Manufacturer Supplier

- The undersigned is: Certified with the School District of Palm Beach County M/WBE Coordinator
 Certified with the State of Florida, Department of General Services (Provisional)

The undersigned is *(check only one in each applicable column)*:

- | | | |
|--|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 |
| <input type="checkbox"/> African American | <input type="checkbox"/> Native American | <input type="checkbox"/> Female |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> American Female | <input type="checkbox"/> Male |
| <input type="checkbox"/> Hispanic American | | <input type="checkbox"/> Physically |

PARTICIPATION: The undersigned intends to perform the following work in connection with the above project.

| Item # | CONTRACT (Trade) Items (Description/Division) | Amount |
|----------------------|---|----------------------|
| <input type="text"/> | | <input type="text"/> |
| <input type="text"/> | | <input type="text"/> |
| <input type="text"/> | | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

If the undersigned intends to sub-contract any portion of this subcontract to a non-certified M/WBE subcontractor, the amount of any such subcontract must be stated \$

Name of M/WBE Subcontracting Firm

Name and Position (type or print)

PBSD 1525 (Rev. 2/6/2009) ORIGINAL – Office of Diversity in Business Practices

**School District of Palm Beach County
Minority Women Business Enterprise (M/WBE)
Subcontractor Participation Summary**

* Check here if N/A: € . Form **must be submitted to bidsync.com.**

BID/RFP or Project Name

BID/RFP or Project Number

Total Bid (Base and Alternatives)

TO DIRECTOR OF PURCHASING DEPARTMENT

The M/WBE Subcontractor firms listed below have agreed to participate in this BID/RFP or project for the Contract (Trade) Items and the dollar amounts shown. Letter(s) on Intent (PBSD 1525) for each Subcontractor is (are) attached.

Those Subcontractors represented to me as M/WBE Certified by the M/WBE Coordinator are noted. Also noted are those Subcontractors not presently certified but representing themselves as M/WBE qualified for certification. For those Subcontractors, an identification Statement is attached to their Letter of Intent (PBSD 1525).

| CONTRACTOR | CERTIFIED | | CONTRACT (TRADES) ITEMS | AMOUNT |
|----------------------|-----------|----|-------------------------|----------------------|
| | YES | NO | | |
| <input type="text"/> | € | € | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | € | € | <input type="text"/> | <input type="text"/> |
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| <input type="text"/> | € | € | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | € | € | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | € | € | <input type="text"/> | <input type="text"/> |

Total M/WBE Subcontractor Participation \$

Percentage of Total Bid (Base & Alternates) %

Contracting Firm Name

Name and Position (type or print)

SIGNATURE

DATE

Question and Answers for Bid #10C-1B - Term Contract for Office Supplies - Catalog Discount

OVERALL BID QUESTIONS

Question 1

Here is a list of questions for BID 10C-1B.

- 1) Item's 2 and 3 are the same item and should the stock number be MMM 2090-1A.
- 2) Item's 12 and 19 are the same item WLJ W386-44WA and should it be WLJ 386-44W.
- 3) Item 14 and 18 WLJ W368-14NHW are the same item and discontinued.
- 4) Item's 11 and 17 WLJ 368-14NHBA are the same item and discontinued.
- 5) Item's 34 and 35 are the same item.
- 6) Item's 55 and 62 are the same item.
- 7) Item's 58 and 60 are the same item.
- 8) Item's 69 and 70 are the same item.
- 9) Item 56 the product number is ACC 72205 not SAN 2467EA.
- 10) Item's 43 and 53 should have a 31 at the end of the product number.
- 11) Item's 47, 48, 49 should have an 87 at the end of the product number. (Submitted: Jun 29, 2009 12:59:31 PM EDT)

Answer

- We will issue a Revised Hypothetical Price Sheet in response to these questions. (Answered: Jun 30, 2009 6:33:40 AM EDT)
- The REVISED Hypothetical Price Sheet has been released and must be completed and submitted with your bid through BidSync. (Answered: Jul 1, 2009 4:18:24 PM EDT)

Question 2

Will gross profit or operational floors be allowed? (Submitted: Jul 1, 2009 4:01:10 PM EDT)

Answer

- NO. REad and comply with all Bid Documents regarding terms and conditions. (Answered: Jul 1, 2009 4:18:24 PM EDT)

Question 3

Will the District accept a legal addendum with proposed terms & conditions approved prior to award? (Submitted: Jul 1, 2009 4:02:17 PM EDT)

Answer

- No. (Answered: Jul 1, 2009 4:18:24 PM EDT)

Question 4

Will the Early Payment Terms be evaluated in the bid process/award? (Submitted: Jul 1, 2009 4:03:13 PM EDT)

Answer

- No. (Answered: Jul 1, 2009 4:18:24 PM EDT)

Question 5

With Toner Cartridges and Ink Cartridges being listed as an Exempted Item, how will the District purchase these items and is there an existing contract? (Submitted: Jul 1, 2009 4:05:03 PM EDT)

Answer

- Read Scope under Special Conditions, which states in part...This bid is only for general office supplies and items in bidder's office supply catalog that do not meet this description will not be purchased under this bid. These products/commodities are covered under other bids.....

To view all current awarded bids, vist our website @ www.palmbeach.k12.fl.us/bids/purch (Answered: Jul 1, 2009 4:18:24 PM EDT)

Question 6

The following items are listed on the Revised Hypothetical Price Sheet, however they seem to conflict with the terms of the bid. Please clarify.

- 1) Line 32 Crayola Markers BIN587732 - Classroom/Art Supply?
- 2) Line 47 Roaring Composition Book ROA77230 - Classroom Supply?
- 3) Line 73 Sparco Binder Clips SPR87010 - Private Brand Product-Are we allowed to substitute a like Private Brand item?
- 4) Line 48 Rubbermaid Chairmat RUB6600ELD - Is this considered Furniture or an Office Supply? (Submitted: Jul 1, 2009 4:14:31 PM EDT)

Answer

- Line items 32, 47 & 48 are considered office supplies.
Line item 73 has been replaced. (Answered: Jul 1, 2009 4:37:42 PM EDT)

Question 7

Line 35 ESS30256 and Line 50 Dym30256 are the same. DYM30256 is in the SPRichards catalog, how should we handle? (Submitted: Jul 3, 2009 5:01:52 PM EDT)

Answer

- Bidders should price each one, even if they are the same. (Answered: Jul 6, 2009 6:39:43 AM EDT)

Question 8

Line 49 RUB6600ELD is not a correct number, can you claify this please (Submitted: Jul 3, 2009 5:03:15 PM EDT)

Answer

- RUB76600ELD is the correct number.
Please price as this item on your Hypothetical Price Sheet- REVISED (Answered: Jul 6, 2009 6:39:43 AM EDT)

Question 9

Line 67 SAN5640115 s/b PAP5640115 (Submitted: Jul 3, 2009 5:05:10 PM EDT)

Answer

- so noted. please price. The manufacturer is Sanford, Manufacturer Part Number: 5640115 (Answered: Jul 6, 2009 6:39:43 AM EDT)