

REQUEST FOR PROPOSAL

Posted May 16, 2011

Manchester School District School Supplies

Due:

Monday, June 6, 2011

No later than 10:00 AM

Deliver to:

Business Administrator
Manchester School District
195 McGregor St, Suite 201
Manchester, NH 03102
603-624-6300

Website:

www.mansd.org

I. PURPOSE

The Manchester School District provides a “just-in-time” supply system for its twenty-three (23) locations. We invite you to submit a proposal for supplying a full line of school supplies for the Manchester, NH School District, SAU #37 for the fiscal year 2011-2012.

II. INSTRUCTIONS TO PROPOSERS

A. All Proposals must be submitted to:

Business Administrator
Manchester School District
195 McGregor St, Suite 201
Manchester, NH 03102

- B. Questions or comments regarding this proposal shall be directed in writing to Tammy Hanna via mail at the above address, or via e-mail at thanna@mansd.org and received no later than Friday, May 27, 2011. All questions including the School District’s responses will be forwarded to all prospective bidders. All RFP questions and responses and/or any RFP amendments will be posted to the School District website at www.mansd.org. It is the responsibility of the vendor to check the website for updated information pertaining to the RFP.
- C. All proposals must be submitted in a sealed envelope and clearly marked in the lower left hand corner “**RFP – School Supplies**”. All proposals must be received no later than 10:00 AM on Monday, June 6, 2011 at the address listed above.
- D. A public opening of the RFPs received for School Supplies will be held at: 201 McGregor Street, Suite 201, Manchester, NH on Monday, June 6, 2011 at 10:00 AM.
- E. Five (5) copies of the proposal must be submitted.
- F. NO proposals or modification to proposals may be made by telephone, fax or email. A proposal may be withdrawn and resubmitted if done prior to the above deadline. Such request for withdrawal shall be in writing.
- G. Proposals must be complete and include all forms listed in the “**Contents of Proposal**” section.
- H. Costs incurred for the preparation of a proposal in response to the RFP shall be the sole responsibility of the vendor submitting the proposal.

III. TERM

- A. Quote on standard percentage flat rate of discount for one (1) full year (7/1/2011 – 6/30/2012) on your current catalog (percentage rate by product category, or catalog selection, is NOT acceptable).
- B. Guaranteed delivery within one week of all online, telephoned or faxed orders is required to the specific location.

IV. REQUIRMENTS OF VENDOR

- A. List product brand name, published catalog price, net cost after flat rate discount on the attached quotation list of the largest quantity items which our schools will be ordering on a weekly basis.
- B. Pricing should include standard percentage flat rate of discount for periodic bulk (over \$5,000.00) deliveries.

- C. State frequency of deliveries and average turnaround time for commonly stocked items. Guaranteed delivery within one week of all online, telephoned or faxed orders is required to the specific location.
- D. List name and telephone number of primary contact person for the account, including a toll free and fax number.
- E. Guarantee that the supplies and equipment will be free of all defects in materials and workmanship and that replacement will be made at the bidder's own expense for a period of one year from delivery date(s).
- F. Vendor guarantees a full refund on any items (excluding any special order items) returned by the district within 60 days of receipt.
- G. Provide detailed information on on-line ordering options and invoicing program available.
- H. Vendors must set forth special conditions, if any. Exclusion lists, stating specific discount percentages by item/groupings must be enclosed to insure consideration.
- I. All documents and required information listed in the "Content of Proposals" section of the RFP must be verified, completed and signed by the appropriate company officers.
- J. Award(s) shall be made to the lowest responsible vendor, all factors considered, which is deemed most favorable to the Manchester School District. The District reserves the right to waive any informalities and to accept or reject any or all proposals.
- K. All proposals shall be accompanied by bidder's catalog and be received no later than 10:00 AM, Monday, June 6, 2011 with "**RFP - School Supplies**" clearly identified on the sealed envelope.

V. CONTENT OF PROPOSALS

Each proposal shall be required to include:

- A. Name, address, telephone, and date established.
- B. Unit prices for each line item that are firm for the period of 7/01/2011 through 6/30/2012.
- C. The specifications and brands listed are to set the minimum standards of quality and are not to be construed as restrictions on other proposals of comparable quality. If alternative brands are suggested, bidders must clearly indicate brand on the attached "**Top 30 Most Frequently Ordered School Supply Items**".
- D. Completed attached "**Proposal Form**".
- E. Completed attached "**Top 30 Most Frequently Ordered School Supply Items**".
- F. Complete attached "**Bid Forms**":
 - General Bidder Certifications and Disclosures
 - Certificate of Non-Collusion
 - Certificate of Tax Compliance Attestation
- G. Completed attached "**Minimum Evaluation Criteria**".

VI. SELECTION

Proposals will be evaluated by Business Administrator, Karen DeFrancis and other members of the District staff as deemed appropriate. The District administration intends to make a recommendation for contract award to the Finance Committee of the Board of School Committee for consideration at its June 13, 2011 meeting. All participating vendors will be notified in writing shortly after that date.

Selection criteria will include the item's quality and price, the bidder's ability, capacity and reputation and the overall clarity and responsiveness of the proposal to this RFP.

The Manchester School District, at its sole discretion, reserves the right to accept any proposal, in whole or in part, waive minor inconsistencies and/or to negotiate further any terms of the proposal in achieving the best results for the School District.

The Manchester School District reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.

The Manchester School District may reject any or all proposals for any reason, should it be deemed in the best interests of the School District to do so.

The Board of School Committee will make the final selection based upon what is in the best interest of the Manchester School District.

VII. ASSURANCES

By responding to this RFP, each proposer assures the District that, if selected as a Company, they will comply with all provisions of this RFP and the Company's proposal throughout the term of the contract.

Manchester School District, SAU #37
195 McGregor Street
Suite 201
Manchester, NH 03102

School Supplies Proposal Due: Monday, June 6, 2011 at 10:00 AM

PROPOSAL FORM

1. Proposed prices include weekly shipment and inside delivery, as required.
2. The proposed standard % rate of discount on your current catalog will be held firm for the period 7/1/2011 through 6/30/2012. Guaranteed replacements at proposer's own expense for a minimum of one year from delivery.
3. Checks for payment of bills are issued by the 30th of each subsequent month.
4. Please submit brand name, unit count and listed catalog price on the below listed largest quantity items:

SEE ATTACHED SHEET

5. List flat rate percentage of discount **on above and on your catalog** _____%
6. List flat rate percentage of discount on bulk (over \$5,000.00) deliveries _____%

(Signature)

(Title)

(Typewritten Name)

(Name of Business)

(Address)

(City/State)

(Phone)

(FAX)

(Date)

Top 30 Most Frequently Ordered School Supply Items

	Size	Requested Brand Name Item #	Unit count	Catalog \$	Recommended Alternate Brand Name Item #
Composition Paper - White Short Way - Blue Ruled 3/8" 500 pack	8 x 10 1/2	_____	Ream	_____	_____
Practice Paper - White Short Way - 3/8" ruled	7 x 8 1/2	_____	Ream	_____	_____
White Writing Quadrille Paper - Quadrille Pattern faint blue	8 1/2 x 11	_____	Ream	_____	_____
Composition Books - Blue Pressboard Cover - 3/8" ruled - 48 page	7 x 8 1/2	_____	Pkg/25	_____	_____
Composition Books – Plain Stitched Manila Tag Cover - 11/32" ruled - 40 page	7 x 8 1/2	_____	Doz.	_____	_____
Composition Books - Stitched Blue Cover - 11/32" ruled - 96 page	10 1/2 x 8	_____	Each	_____	_____
Composition Books Marble Cover - 72 page	7 x 8 1/2	_____	Each	_____	_____
Five Star Mead Composition Books - Black Marble Cover, Wide margin - 100 Sheet	9 3/4 x 7 1/2	_____	Each	_____	_____
Elan-Weekly Lesson Plan Book (7 Classes) - Days across the top	8 1/2 x 11	_____	Each	_____	_____
Class Record Book – 38 Students 9-10 weeks grade periods	8 1/2 x 11	_____	Each	_____	_____
Spiral Bound Single Subject Notebooks - Wide ruled - 70 sheets - 3 holed punched	10 1/2 x 8 1/2	_____	Each	_____	_____
House of Doolittle-Class Record Book - Simulated Leather Cover-Blue	8 1/2 x 11	_____	Each	_____	_____
Ampad Recycled Pocket Notebooks - Narrow Ruling - Side Open - 50 sheets	5 x 3	_____	Each	_____	_____
Ampad Evidence Flip Charts - Ruled - Recycled - 50 sheets - 2 pads/carton	27 x 34	_____	Carton	_____	_____
Wirebound 1 subject Pressboard Notebooks - Wide/Margin Rule - 80 Sheets	11 x 8 1/2	_____	Each	_____	_____

Chart Tablet – Spiral Bound- 1" Ruling - 70 Sheets/Pad	24 x 32	_____	Each	_____	_____
Chart Tablet – Spiral Bound - 1 ½" Ruling – 25 Sheets/Pad	24 x 32	_____	Each	_____	_____
Manila Tag Chart Paper – 2 hole punched, 1 ½" ruling	24 x 36	_____	Pkg/100	_____	_____
Manila Tagboard – Heavyweight	12 x 18	_____	Pkg/100	_____	_____
Clear Transparency film for copiers - No sensing stripe - 100/box	8 1/2 x 11	_____	Box	_____	_____
Spelling Blank Books - Double red center line - Margin line 3/8" ruled - 48 page	5 1/2 x 8 1/2	_____	Doz.	_____	_____
Pencils - Ticonderoga Dixon w/Eraser (No Substitutes)	#2	_____	Doz.	_____	_____
Dry Erase Markers B.Tip Assorted (8 color set)		_____	Set	_____	_____
Dry Erase Markers C.Tip - Black		_____	Doz.	_____	_____
Desk Highlighters, Chisel Tip – Flourescent Yellow		_____	Doz.	_____	_____
Classic Crayola Crayons in Tuck Box - 8 Pack		_____	Box	_____	_____
Scotch Transparent Glossy Tape Refill Rolls (3/4" x 1296") - 1" core/ 12 pack		_____	Doz.	_____	_____
Universal General Purpose Masking Tape – 1" x 60 yds with 3" core		_____	3 Pack	_____	_____
Twin Pocket Portfolios w/Fasteners - Assorted - 25/Box - 1/2" Capacity		_____	Box	_____	_____
Post-it Notes – 3 x 3, 100 Sheets per pad		_____	6 Pack	_____	_____

General Bidder Certifications and Disclosures

Firm Name: _____

Business Address: _____

Telephone No.: _____ Date of Proposal: _____

I. Criminal and Civil History. By submission of this proposal, the Proposer hereby certifies under oath that the Proposer, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes _____ No _____

If the answer is "no", the Proposer shall disclose under oath the following:

A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the bidding Proposer, or the Proposer's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Proposer and any employee who shall have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury or material misrepresentation. The Proposer shall not be required to disclose any conviction which has been annulled by a court.

B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Proposer or the Proposer's directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.

C. The court, date, docket number and description of any felony convictions whatsoever of the Proposer, as well as the contractor's/vendor's directors, partners, principal officers or key employees. The term "key employee" includes, but is not limited to, any employee who has an ownership interest in the Proposer and any employee that shall have contact with the schools, including all transportation personnel. The Proposer shall not be required to disclose any conviction which has been annulled by a court.

II. Creditor Relationships and Business History. Proposer hereby certifies that it:

A. Has been in business for _____ years.

B. Is current on all undisputed business debts.

C. Has not filed for bankruptcy protection. In the alternative, Proposer filed for bankruptcy protection on _____.

III. Equal Opportunity Employer. Proposer hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes _____ No _____

IV. Safety and Licensure. Proposer certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide transportation services to the District and meets all applicable safety standards.

Yes _____ No _____

V. Insurances. Proposer holds all the insurances which shall be required by the District.

Yes _____ No _____

VI. Criminal Records and Training. Proposer complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes _____ No _____

VII Contract Performance. Proposer certifies that it has never had a contract terminated for nonperformance.

Yes _____ No _____

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

The District reserves the right, at its sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District reserves the right, at its sole discretion, to reject any Proposer on the basis of any criminal history, civil litigation credit history or business record which it deems to be adverse to the interests of the District.

Proposer's Name: _____

By: _____

Title: _____

Date: _____

ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____ }

COUNTY OF _____ } SS.:

On this _____ day of _____, 20 ____, before me personally appeared _____ known to me to be the same person(s) described in and who executed the within instrument, who, being by me sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and he/she (or they severally) acknowledged to me that he/she (or they) executed the same or their own volition with the intent that the District rely upon said statements.

Notary Public, State of _____

Commission Expires: _____

If Corporation:

STATE OF _____ }

COUNTY OF _____ } SS.:

On this _____ day of _____, 20 ____, before me personally appeared _____ to me known, who, being by me sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further does say that he/she resides at (give address) _____; that he/she is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the Board of Directors of the corporation, and that he/she signed his/her name thereto by like order of their own volition with the intent that the District rely upon said statements.

Notary Public, State of _____

Commission Expires: _____

If Partnership:

STATE OF _____ }

COUNTY OF _____ } SS.:

On this _____ day of _____, 20 ____, before me personally appeared _____ to me known to be the individual who executed the foregoing, and who, being duly sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further did depose and say that he/she is a partner of the firm of _____ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership of their own volition with the intent that the District rely upon said statements.

Notary Public, State of _____

Commission Expires: _____

**MANCHESTER SCHOOL DISTRICT
195 McGregor Street
Suite 201
Manchester, NH 03102**

Bid Due: _____ **Monday, June 6, 2011 @ 10:00 AM** _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

(Signature) (Title)

(Typewritten Name)

(Name of Business)

(Address)

(City/State)

(Phone) (FAX)

(Date) _____

**MANCHESTER SCHOOL DISTRICT
195 McGregor Street
Suite 201
MANCHESTER, NH 03102**

Bid Due: Monday, June 6, 2011 @ 10:00 AM

**CERTIFICATE OF TAX COMPLIANCE ATTESTATION
ATTESTATION CLAUSE**

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state and federal tax returns and paid all state and federal taxes required under law.

**Signature of Individual or Corporate Name (Mandatory)

By: Corporate Officer (mandatory, if applicable) (Title)

Social Security (voluntary) or Federal Identification Number

(Address)

(City/State)

(Phone)

(FAX)

(Date)

**Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended.

Manchester School District, SAU #37
195 McGregor Street
Suite 201
Manchester, NH 03102

School Supplies Proposal Due: Monday, June 6, 2011 at 10:00 AM

MINIMUM EVALUATION CRITERIA

PLEASE COMPLETE AND RETURN WITH PROPOSAL:	(CIRCLE YES OR NO)	
1. Proposer has completed all items in <i>Request for Proposal</i> .	YES	NO
2. Proposer agrees to furnish all School Supplies at one firm percentage discount cost for the fiscal year.	YES	NO
3. Proposer has included a signed <i>General Bidder Certifications and Disclosures</i>	YES	NO
4. Proposer has included a signed <i>Certificate of Non-Collusion</i>	YES	NO
5. Proposer has included a signed <i>Certificate of Tax Compliance Attestation</i>	YES	NO
6. Proposer is quoting a standard percentage flat rate of discount for one (1) full year from July 1, 2011 to June 30, 2012 on their current catalog pricing.	YES	NO
7. Proposer has submitted exclusion lists by item/groupings if any.	YES	NO
8. Proposer has noted expectation of weekly minimum delivery time.	YES	NO
9. The successful Proposer will abide by all conditions outlined in the <i>Request for Proposal</i> .	YES	NO
10. All Proposals are submitted on Company letterhead along with accompanying documents and catalog.	YES	NO

(Signature)

(Title)

(Typewritten Name)

(Name of Business)

(Address)

(City/State)

(Phone)

(Fax)

(Date)