



Cosumnes Community Services District Request for Proposal – Office Supplies

Section 1 – Introduction/Timeline

The Cosumnes Community Services District (CSD) is accepting proposals from qualified businesses to provide office supplies for its Fire, Administrative Services, and Parks and Recreation Departments.

The Cosumnes CSD provides fire protection services to the cities of Elk Grove and Galt, as well as the unincorporated areas of southern Sacramento County. Additionally, the Cosumnes CSD provides parks and recreation services to the Elk Grove community. The District encompasses roughly 157 square miles and has an estimated population of 169,000 people.

Inquiries

All inquiries concerning this Request for Proposal (RFP) must be directed in writing to Jenny Smith, at jennysmith@yourcsd.com. **All inquiries must be received by the end of the business day August 12, 2011.** Inquiries will be answered via e-mail. In addition, responses to all questions will be posted on the Cosumnes CSD website. (www.yourcsd.com –CSD Information/About CSD/Doing Business with CSD).

Proposal Timeline

Release RFP	July 22, 2011
Deadline for Vendor Questions	August 12, 2011
Proposals and Bids Due	August 19, 2011
Proposals Reviewed	August 22-26, 2011
Meetings with Top Rankers	August 31, 2011
Award of Bid by Board of Directors	September 7, 2011
Commence Services (No later than)	October 1, 2011

Proposal Submission

Submit one signed original (signature on cover letter and Core List Quote Sheet) and three (3) copies of the proposal. Mark the original "MASTER COPY." If discrepancies between two or more copies of the proposal are noted, the Master Copy shall be used as the basis for resolving such discrepancies. All proposals, whether accepted or rejected, shall become the property of the CSD upon submission.

Proposals must be received no later than 5:00 P.M., August 19, 2011. Proposals received after this time and date will not be considered. Proposals must be submitted to:

Jenny Smith, Management Analyst
Cosumnes Community Services District
8820 Elk Grove Blvd., Suite 1
Elk Grove, Ca. 95624

Section 2 – Scope of Work

The purpose of this Request for Proposal is to establish an annual contract with a qualified vendor to provide and deliver general office supplies in a cost-effective and timely manner to the three departments of the Cosumnes Community Services District. Orders will be placed by various CSD department staff on an “as needed” basis. Currently the CSD purchases an estimated \$30,000 annually in office supplies.

General Requirements

1. Accept orders online, by phone and fax.
2. Provide next day delivery services for items identified on the CSD Core List Quote Sheet (Attachment A).
3. Provide specific sales representative(s) assigned to account to assist departments.
4. User-friendly website that allows users to view products as well as place orders.
5. Send orders and billing to staff person that placed order at their work-site address.
6. Provide product usage reports in Excel format.
7. Verifiably discounted pricing for items on CSD Core List.
8. Guarantee prices of CSD Core List items for term of contract.
9. Provide catalogs and CSD Core List listing with prices, product #, etc. for easy ordering.

Section 3 – Selection Process

Evaluation of Proposals

1. Proposals will be reviewed and evaluated by a review panel of CSD employees representing their respective departments. The proposals will be rated on the following:

Commitment to customer service	25%
User friendly website	25%
Proposer's experience with similar size agencies	25%
Core items product availability	15%
Community Involvement	5%
Local business incentive	5%

2. In addition to the above criteria, proposals will be given a separate pricing score based on the CSD Core List quotes submitted with the proposal.
3. The top ranking proposers will be invited to present their qualifications and demonstrate their website. Additional information may be requested from top ranking vendors.
4. After the presentations, top ranked proposers will be ranked based on the RFP, interview and pricing.

Term of Agreement

1. The process may result in the selection of several vendors to ensure the best quality and best price.
2. Upon selection of a vendor(s), contract negotiations will begin. If a contract cannot be negotiated for any reason, another vendor may be selected.
3. The price proposed on the Core List Quote Sheet will be considered firm and cannot be altered after receipt per the terms of this RFP.
4. Office supplies not included in the CSD Core List Quote Sheet are open for market bidding.
5. Contractors will be required to obtain, and during the term of the contract maintain, policies of automobile liability, commercial general liability and property damage insurance from an insurance company authorized to do business in the State of California. Each such policy shall be in an amount of not less than one million dollars (\$1,000,000) for each occurrence.

6. Once an agreement has been negotiated and accepted by the CSD Board of Directors, the term of the agreement shall be one year. In addition, the District reserves the option of extending the contract, without bid, on a year-to-year basis for up to two (2) additional years, if satisfactory terms of renewal can be negotiated.
7. The successful contractor(s) shall commence work after the transmittal of a fully executed contract.

Section 4 – Proposal Contents

The Proposal must include the following:

1. Cover Letter that Includes:

- Signature of the individual who is authorized to bind the bidder contractually.
- Confirmation of the receipt of the RFP and all the addenda thereto.
- Statement that the proposal is valid for a 60-day period from the due date of the proposal.

2. Written Response that Includes:

- Name of company
- Name, title, address, telephone number and e-mail address of the individual to whom correspondences and other contacts should be directed during the selection process.
- Location of facilities including warehouses, storefronts and corporate office as applicable.
- Company profile to include years in business, size of company, staff available to fulfill contract requirements, etc.
- The company's customer service philosophy or policy.
- Company's experience in providing similar services to government agencies.
- Standard procedures for ordering, typical turn around time, delivery, quality assurance and invoicing. Include criteria for "next day delivery."
- Explanation of how company handles CSD Core List items that become discontinued or not available after contract execution.
- Company's return policy with outline of procedures for processing returns and exchanges.
- Where to access standard published price lists to verify bid prices on CSD Core List Quote Sheet are discounted.
- Description of the company's community involvement and/or community giving program and potential involvement in future Cosumnes CSD community events or programs.
- Three references from government agencies or businesses that have been customers for at least one year. Include name of agency, individual to contact, phone number and e-mail address.

3. Quote Sheet

- Do not include tax in quotes.
- All costs must include any delivery and/or handling charges.
- Vendors may choose to bid only on selected items. If an item is left blank, the vendor will not be considered for that particular item.
- Substitutions – If a brand name is identified on the CSD Core Items Quote Sheet, and the proposer is substituting with a different brand, please note that and provide the reason.

- To complete the Core List Quote Sheet electronically, go to www.yourcsd.com /CSD Information/About CSD/Doing Business with CSD and use the Excel spreadsheet provided (cannot submit online – you must still submit hardcopy with RFP).
- Proposers must use the CSD Core List Quote Sheet. Minor reformatting of the Core List Quote Sheet is allowable (ie – expanding to 8 ½” x 11” to provide more space).

Section 5 – General Information

Notice to Proposer

This RFP does not constitute a contract or an offer of employment. The cost of preparation of proposals shall be the obligation of the vendor.

Rejection of Proposals

The CSD reserves the right to reject any or all of the proposals and further reserves the right to waive any informalities or irregularities in any proposal. Vendors whose proposals do not meet the mandatory requirements will be considered non-compliant.

Protest of Bid Process

Any vendor who wishes to file a complaint about the bid process, selection process or method of award may do so in writing. Protest letters must be submitted to the contact person within ten (10) days of awarding the contract.

Discrepancy or Other Errors in RFP

If a vendor perceives a discrepancy, conflict, omission or error amongst terms within the RFP or between the RFP and any other relevant documents, the vendor shall immediately and timely notify the CSD in writing of the specific problem(s) perceived. Notice of any modification made by the CSD to relevant documents at issue will be sent to all parties who were sent an RFP and of which the CSD is aware.

If a vendor fails to timely notify the CSD of the perceived error prior to the date and time stated for submission of proposals, the proposal shall be submitted at the vendor's own risk, and if awarded the contract, the Contractor shall not be entitled to additional compensation, damages or time by reason of any and all perceived errors or their later correction.