

## **BID ADDENDUM NO. 3**

### **SFUSD Math Core Curriculum Print Materials IFB No. MCC-0610500117**

**Due Date: May 31, 2017 at 2:00 p.m.**

**TO: ALL BIDDERS**

Bidders are advised that the following provisions of IFB No. MCC-0610500117, SFUSD Math Core Curriculum Print Materials, have been amended by this Addendum No. 3 and will supersede the corresponding terms and/or conditions of the IFB, as set forth in this Addendum No. 3.

All terms and conditions of the IFB/contract that are not amended by this Addendum No. 3 shall remain the same as set forth in the IFB/contract.

Please note the following changes to the subject Invitation for Bid/contract proposal before submitting your offer.

A signed and dated copy of this Bid Addendum No. 3 must accompany your bid.

The following pages are affected by this Addendum No. 3:

**SFUSD Math Core Curriculum 2017-2018 Printing Job – Pages 3-6 are here by deleted and replaced entirely with the following:**

### **SFUSD Math Core Curriculum 2017–2018 Printing Job**

This document describes a printing job for which we are seeking competitive bids.

#### General Description

SFUSD teachers have developed a preK–11 Math Curriculum that aligns with the new Common Core State Standards for Mathematics. This curriculum is entering its fourth year of revision and implementation.

This curriculum is being distributed to all teachers in both electronic and printed form. The print job described below consists of three phases:

1. Analyzing the data

2. Preparing and printing the materials
3. Delivery of the materials

These phases are described in more detail below, followed by tables of estimates of the numbers for the job.

### Detailed Description of Each Phase

#### **1) Analyzing the data**

For the purposes of this bid, vendor shall use data from the following spreadsheets:

##### **School Enrollment Projections:**

- *2017-18 Elementary Enrollment Projection*
- *2017-18 Elementary Summary Projection*
- *2017-18 Middle School Math Enrollment Projection*
- *2017-18 Middle School Summary Projection*
- *2017-18 High School Math Enrollment Projection*
- *2017-18 High School Summary Projection*

##### **Unit Page Estimates:**

- *2017-18 Projected Units - Pages and Consumable Numbers*

Vendor will receive final spreadsheets in early June with updated counts.

#### **2) Preparing and printing the materials**

Vendor shall be responsible for ordering paper, preparing the artwork (including proofing materials for symbol consistency etc.), planning the sequence of printing and assembly, and planning for delivery. Each of these must be done in close communication with the Math Department, and may involve last-minute changes.

##### **Preparation of artwork**

Successful completion of this job requires close attention to the quality of the artwork. All artwork must be coded in a way that allows for correct sequencing. Orientation of pages must be correct. PDFs will arrive paginated. Vendor must determine how to organize them based on data provided. Printed material must remain true to the original sizing—pages should not be shrunk or enlarged.

##### **Printing and assembly of materials**

The following will be printed:

- Teacher pages, in quantities specified below (sample available [here](#)).
- English student pages, in quantities specified below (sample available [here](#)).
- Spanish and Chinese student pages, in quantities specified below (sample available [here](#)).

- **Page counts for all student booklets, whether in English, Chinese, or Spanish, are indicated in the *2017-18 Projected Units - Pages and Consumable Numbers*.**
- Early Education Family Letters
  - 6 letters in English, 850 copies **each**
  - 6 letters in Chinese, 430 copies **each**
  - 6 letters in Spanish, 320 copies **each**

If vendor desires to see samples of the materials, they should contact Noam Szoke ([szoken@sfusd.edu](mailto:szoken@sfusd.edu)).

### **Teacher pages**

All Teacher pages will be printed in black and white on 3-hole punched paper and delivered shrink wrapped.

- Spreadsheets indicate who will receive the teacher pages.
- All teacher pages are in English.
- In addition, K–5 Spanish and Chinese language teachers will receive an unbound set of BLMs in their language of instruction.

### **Student pages**

All student pages will be printed in black and white on 3-hole punched paper and assembled into perforated booklets.

Booklets will be printed as specified in *2017-18 Projected Units - Pages and Consumable Numbers*.

- In Grades K, 1, 2, 3, 4 and 5, there are separate booklets for Homework and Classwork, 2 booklets each per semester - a total of 4 booklets per semester. Students will receive Classwork and Homework in the language of instruction indicated in the *2017-18 Elementary Enrollment Projection* spreadsheet.
- **Note that the number of booklets in the *2017-18 Elementary Summary Projection* should be doubled, since each student will receive both a Homework and Classwork booklet.**
- The 4/5 Combined Course has separate booklets for grades 4 and 5 - thus, there are a total of 8 booklets per semester.
- The K-2 SDC and 3-5 SDC Courses have NO student pages printed.
- In Grades 6–8 and in the High School Courses, there will be one booklet per semester. Classwork and Homework are combined.

### **Early Education Letters**

All Early Education Letters will be printed in color, 2 sided, and delivered shrink-wrapped.

### **Printing will be done in three batches as follows:**

Batch 1: Early printing for Argonne Elementary School:

- Artwork for the first set of elementary units in English will be sent to the vendor by **June 14, 2017**.
- Those materials will be printed and delivered to Argonne Elementary School by July 7, 2017.

Batch 2: 1st major printing for all schools (including Early Education Letters):

- All remaining artwork for 1st Semester units (Elementary Spanish and Chinese, and all 1st Semester Middle and High School units) will be sent to the vendor by **June 14, 2017**.
- Materials for the Math Department will be delivered by August 8, 2017.
- Teacher materials for some schools will be delivered directly to a site (to be specified) for collaboration days the week of August 7–11.
- All remaining teacher materials and all student materials will be delivered to schools during the week of August 14-18, 2017.

Batch 3: 2nd major printing for Elementary, Middle and High schools:

- Artwork for all 2nd Semester units for Elementary, Middle, and High School will be available by October 5, 2017
- Those materials will be printed and delivered to all schools during the week of December 11-15, 2017.

**Summary of deadlines (all dates 2017)**

|              |   |
|--------------|---|
| June 14      | All artwork for 1st Semester units (Elementary Spanish and Chinese, and all 1st Semester Middle and High School units) sent to vendor |
| July 7       | Teacher and Students materials for K, 1, 2, 3, 4, and 5 units in English delivered to Argonne Elementary School                       |
| August 8     | Materials for the Math Department delivered   |
| August 7-11  | Teacher materials for secondary delivered to sites tbd  |
| August 14-18 | All remaining teacher materials and all student materials delivered to schools as indicated in spreadsheets                           |
| October 5    | Artwork for all 2nd Semester units for Elementary, Middle, and High School sent to vendor   |
| December 15  | All 2nd Semester materials delivered to all schools   |

**Labeling of job**

Vendor will need to label job according to specifications delivered by the Math Department. This includes specifications as to:

- School name
- Teachers in each school
- Grade level(s) or subject(s) taught
- Number of students

### **3) Delivery of the materials**

#### **Delivery**

Vendor will deliver the units and student pages to specified schools to arrive no later than the dates indicated below. Deliveries must be made within each school's standard hours of operation. **All deliveries should include comprehensive packing slips and vendor will get signatures at each school to be able to provide confirmation of all deliveries.**

#### **Delivery Deadlines**

Batch 1: Early printing for Argonne Elementary School:

- Argonne – July 7, 2017

Batch 2: 1st major printing for all schools:

- All Schools – August 18, 2017

Batch 3: 2nd major printing for all schools:

- All Schools – December 15, 2017

#### Payment Information

Vendor will bill after each round of printing is done.

- **Bid should include an additional 10% increase cost in order for account for incidental additional expenses, including but not limited to increased page counts and additional deliveries.**
- **Bid should include any applicable taxes.**

(Continued on next page.)

All other terms and conditions in IFB/contract No. MCC-0610500117 shall remain unchanged.

If you have already submitted a bid, you are required to submit your bid amendment(s) before the bid due date in order to comply with the change(s) indicated above. You must submit your bid amendment(s) together with this Bid Addendum signed and dated in a separate sealed envelope stating the IFB/contract proposal number and due date.

This Bid Addendum No. 3 must be signed and submitted as required, otherwise the bid offer shall be deemed unresponsive.

As with the bid, any bid amendments and bid addenda received after the bid due date will not be considered.

**Contractor/Bidder Acknowledgment of Receipt and Agreement:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Company Name

Sincerely,

Purchasing Department  
Purchaser: Leon Ho  
Phone: 415-241-6468 x 1607  
Email: [hol@sfusd.edu](mailto:hol@sfusd.edu)