



SFUSD SAN FRANCISCO
PUBLIC SCHOOLS

PURCHASING DEPARTMENT
135 Van Ness Avenue, Room 123
San Francisco, Ca. 94102

T 415.241.6468
F 415.241.6487

WWW.SFUSD.EDU

INVITATION FOR BID ~ Cover Sheet

SFUSD Student and Family Handbooks 2016-17

Invitation For Bid No. 15004106

MAIL OR DELIVER BIDS TO

San Francisco Unified School District
Purchasing Department
Bid No. 15004106
135 Van Ness Avenue, Room 123
San Francisco, CA 94102

BID DUE DATE AND TIME:

May 24, 2016 – 2:00 p.m.

- Competitive bids for the specified material and/or service must be received by the San Francisco Unified School District's Purchasing Department, on or before the due date and time specified herein.
- As a requirement of this solicitation, bidders are required to respond according to the instructions contained in this Invitation for Bid. Bidders will respond utilizing the format, forms and other criteria indicated in this Bid Invitation.
- Bidder responses that do not comply with the format, forms and other criteria indicated, may be rejected. The District reserves the right to refuse all bids.
- Bids transmitted by facsimile, email or other electronic communication will **not** be considered. Bids received after the due date and time will be rejected.
- To preserve the integrity of this IFB, bidders are requested **not** to contact any individual within the District other than the District's Purchaser as indicated in Section 9 under the Special Terms and Conditions.

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Bid Timeline	Date
Bid Advertisement #1	May 10, 2016
Bid Advertisement #2	May 17, 2016
Bid Opening.....	May 24, 2016
Award Notice.....	May 25, 2016

* **SAMPLES WILL BE AVAILABLE ON MAY 20, 2016 BETWEEN 1:00 – 4:00 P.M. ONLY.**

* **PICK UP LOCATION: 135 VAN NESS AVE. ROOM 101, SAN FRANCISCO, CA 94102 .**



INVITATION FOR BID

* THIS IS NOT AN ORDER *

SUPPLIER: _____
 ADDRESS: _____
 CITY,ST: _____
 CONTACT: _____
 PHONE: _____
 FAX: _____

ISSUE DATE: May 10, 2016
 IFB NO.: 15004106
 DUE DATE: May 24, 2016 2:00 P.M.
 PURCHASER: Evan Magante
 PHONE: (415) 241-6468
 FAX: (415) 241-6487

QUOTATIONS ARE INVITED BY THE BUYER TO BE RECEIVED NOT LATER THAN 2:00 PM ON THE SPECIFIED DUE DATE, COVERING THE ARTICLES OR SERVICES UNDER CONDITIONS STATED. THIS QUOTATION WILL BE USED FOR A SCHOOL PURCHASE ORDER FOR THOSE ITEMS ON WHICH YOUR FIRM IS THE SUCCESSFUL BIDDER. THE IFB NUMBER IS TO APPEAR ON ALL CORRESPONDENCE RELATED TO THIS SOLICITATION.

LINE	QUANTITY	U/M	DESCRIPTION	MFGR.	UNIT PRICE	EXTENDED PRICE
1	52,675	BK	ENGLISH - STUDENT AND FAMILY HANDBOOK 2016-17		\$	\$
2	11,950	BK	SPANISH - STUDENT AND FAMILY HANDBOOK 2016-17		\$	\$
3	10,583	BK	CHINESE - STUDENT AND FAMILY HANDBOOK 2016-17		\$	\$
4	1,150	BK	TAGALOG - STUDENT AND FAMILY HANDBOOK 2016-17		\$	\$
5	1,150	BK	VIETNAMESE - STUDENT AND FAMILY HANDBOOK 2016-17		\$	\$
6	500	BK	ARABIC - STUDENT AND FAMILY HANDBOOK 2016-17		\$	\$
7					\$	\$
8					\$	\$
9					\$	\$
10					\$	\$
11					\$	\$
12			DELIVERY ADDRESS: SFUSD WAREHOUSE - 1000 SELBY ST., DOOR # 4, SAN FRANCISCO, CA 94124		\$	\$
13					\$	\$

By signing, I attest that I am an authorized representative/agent authorized by my signature to bind the organization to the terms and conditions of the solicitation.

NAME: _____
 TITLE: _____
 SIGN: _____ DATE: _____

SUB-TOTAL	\$
SALES TAX (8.75%)	\$
SHIPPING & HANDLING	\$
Other	\$
TERMS	
BID TOTAL	\$



INVITATION FOR BID

* THIS IS NOT AN ORDER *

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

DEFINITIONS

"Purchaser" means Supervisor of Purchasing, San Francisco Unified School District, "District" means San Francisco Unified School District, "Contractor" means bidder to whom award is made.

CONTRACT-INTERPRETATION

Articles and services covered by this quotation must comply with applicable laws, ordinances and other legal requirements. A written purchase order or other acceptance mailed or otherwise furnished to the successful bidder within specified acceptance time results in a binding contract without further action by either party.

Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to the Purchaser, who shall decide the true meaning and intent of the contract, and his decision shall be final and conclusive.

NONDISCRIMINATORY EMPLOYMENT PRACTICES

Provisions of Chap. 12B of the San Francisco Administrative Code, as amended, are incorporated herein and by reference made a part of this contract as though fully set forth (See Addendum attached hereto for nondiscrimination provision).

ALTERNATES

When the name of a manufacturer, brand or make, with or without model number, is used in describing any item, bids for equal articles will be considered unless otherwise stated, but the Purchaser shall be the sole judge as to whether such alternate articles are acceptable. Unless the bidder states to the contrary, articles offered will be assumed to be the specific articles named. If not offering the specific article named, bidder should enclose with bid full information, specifications and descriptive data on items offered.

The Purchaser reserves the right to permit deviations from the specifications if an article offered is substantially in accord with the specifications and is deemed by the Purchaser to be of as good quality and as fully satisfactory for its intended use as an article fully meeting specifications. Unless exceptions are noted by bidder, the article offered will be assumed to be in accord with specifications.

SAMPLES

Articles offered, as equal to "District sample" must fully conform thereto, said "District samples" may be inspected at the place designated by the Purchaser. Samples must be furnished as required. These submitted by successful bidders may be retained for testing or checking against deliveries in which case allowance will be made to the contractor.

Each sample shall be plainly marked in a durable manner with the name of the bidder, the quotation number, and the item number.

Submitted sample will be assumed to be exactly what bidder proposes to furnish unless otherwise clearly indicated by the bidder.

Sufficiency of sample will be determined by the Purchaser.

Sample shall not be enclosed with quotation, and quotation shall not be wrapped in package with sample.

INFRINGEMENTS-INDEMNIFICATION

The Contractor shall assume the defense of all claims and suits against the District, its officers and agents, for infringement of the patents, copyrights, or trademarks of any person arising out of the use by the District, its officers or agents, or any article supplied under this quotation. And the Contractor shall indemnify and hold harmless the District, its officers and agents, from any and all liability loss, or damage arising from such claims or suits.

The Contractor agrees to hold the City and county of San Francisco and/or the San Francisco Unified School District harmless from any and all claims and liabilities for damage to all persons including but not limited to employees of the Contractor, arising out of and in the course of the performance of this agreement.

CONDITION OF ARTICLES

Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.

INSPECTION

All articles supplied shall be subject to inspection and rejection by the Purchaser.

AWARD

Purchaser may make awards on separate items or in any aggregate and bidder may offer for award in aggregate of several or all items. The purchaser reserves the right to reject any and all bids, to waive irregularities or informalities in any bid or in the bidding.

FAILURE TO DELIVER

When contractor fails to deliver and article or service of the quality, in the manner or within the time called for by his contract, such article or service may be bought from any source by the Purchaser and if a greater price than that named in the contract be paid for such article or service the excess price will be charged to the contractor or collected from the contractor or sureties on his bond if bond has been required.



INVITATION FOR BID

* THIS IS NOT AN ORDER *

FIRM PRICE

Price/quotations must be firm and shall be in effect for a period of not less than 45 days.

BID OPENING

Bids will be opened publicly at the time stated on this bid and be available for inspection after award is made.

Bids will be considered offering discounts from a price list other than specified provided the alternate price list can be readily compared on an over-all basis with specified price list.

CASH DISCOUNTS

- a. Cash Discounts will be taken into consideration in determining the low bids.
- b. Discounts, if offered, must be for at least a 30-day period from receipt of materials or services in order to be considered in awarding bids. This does not preclude suppliers from offering discounts for lesser periods to expedite payments.
- c. The discount period will start upon date of completion of delivery of all items on any order or other authorization certified by the Purchaser, or upon date of receipt of properly prepared invoices covering such deliveries, whichever is later.
- d. Payment is deemed to be made for the purpose of earning the discount, on the date of mailing the District warrant or check.
- e. Whether or not the discount is taken into consideration in determining the low bid, it will be deducted from the payment in accordance with the provision of "c" and "d" above, unless otherwise provided by bidder.
- f. It is understood and agreed that no additional charge shall accrue against District in the event that District does not make payment within any time specified by bidder.

TAXES

District is exempt from Federal Excise taxes except on articles from resale. Do not include sales or excise taxes in bid prices.

UL and CAL-OSHA

UL and CAL-OSHA required, if applicable

DELIVERIES

FOB destination in San Francisco unless otherwise specified.

San Francisco Unified School District
Student and Family 2016-17 Handbooks

Project Description:

1) English

Quantity: 52,675 books
Deliver by: July 25, 2016

ENGLISH SFUSD Handbook Supplement - 8 3/8 x 10 7/8
184 pages + Cover
Cover: 4CP + Gloss AQ throughout - 80# Gloss Book
Text: Black + PMS 7689 on 168 pgs & 4CP on 16 pgs - 35#High Bright (80 Bright)
4CP + Gloss AQ throughout - 80# Gloss Book
Customer supplied PDF; proofs via FG Van
On-Site Press Check required for Text and Cover. Must be within a 30 miles of Customer
Allow two hours of design time to fix files
Stitch, trim, 3-hole drill

2) Chinese

Quantity: 10,583 books
Delivery by: August 3, 2016

CHINESE SFUSD Handbook Supplement - 8 3/8 x 10 7/8
184 pages + Cover
Cover: 4CP + Gloss AQ throughout - 80# Gloss Book
Text: Black + PMS 7689 on 168 pgs & 4CP on 16 pgs - 35#High Bright (80 Bright)
4CP + Gloss AQ throughout - 80# Gloss Book
Customer supplied PDF; proofs via FG Van
On-Site Press Check required for Text and Cover. Must be within a 30 miles of Customer
Allow two hours of design time to fix files
Stitch, trim, 3-hole drill

3) Spanish

Quantity: 11,950 books
Deliver by: August 10, 2016

SPANISH SFUSD Handbook Supplement - 8 3/8 x 10 7/8
184 pages + Cover
Cover: 4CP + Gloss AQ throughout - 80# Gloss Book
Text: Black + PMS 7689 on 168 pgs & 4CP on 16 pgs - 35#High Bright (80 Bright)
4CP + Gloss AQ throughout - 80# Gloss Book
Customer supplied PDF; proofs via FG Van
On-Site Press Check required for Text and Cover. Must be within a 30 miles of Customer
Allow two hours of design time to fix files
Stitch, trim, 3-hole drill

4) Tagalog

Quantity: 1,150 books
Deliver by: August 15, 2016

TAGALOG SFUSD Handbook Supplement - 8 3/8 x 10 7/8
184 pages + Cover

Cover: 4CP + Gloss AQ throughout - 80# Gloss Book
Text: Black + PMS 7689 on 168 pgs & 4CP on 16 pgs - 35# High Bright (80 Bright)
4CP + Gloss AQ throughout - 80# Gloss Book
Allow two hours of design time to fix files
Customer supplied PDF's; Deliver physical proofs to customer
On-Site Press Check required for Text and Cover. Must be within a 30 miles of Customer
Stitch, trim, 3-hole drill

5) Vietnamese

Quantity: 1,150 books
Delivery by: August 15, 2016

VIETNESE SFUSD Handbook Supplement - 8 3/8 x 10 7/8
184 pages + Cover
Cover: 4CP + Gloss AQ throughout - 80# Gloss Book
Text: Black + PMS 7689 on 168 pgs & 4CP on 16 pgs - 35# High Bright (80 Bright)
4CP + Gloss AQ throughout - 80# Gloss Book
Allow two hours of design time to fix files
Customer supplied PDF's; Deliver physical proofs to customer
On-Site Press Check required for Text and Cover. Must be within a 30 miles of Customer
Stitch, trim, 3-hole drill

6) Arabic

Quantity: 500 books
Delivery by: August 15, 2016

Arabic SFUSD Handbook Supplement - 8 3/8 x 10 7/8
184 pages + Cover
Cover: 4CP + Gloss AQ throughout - 80# Gloss Book
Text: Black + PMS 7689 on 168 pgs & 4CP on 16 pgs - 35# High Bright (80 Bright)
4CP + Gloss AQ throughout - 80# Gloss Book
Allow two hours of design time to fix files
Customer supplied PDF's; Deliver physical proofs to customer
On-Site Press Check required for Text and Cover. Must be within a 30 miles of Customer
Stitch, trim, 3-hole drill

- * *Artwork files will be available by 1st week of July or earlier.*
- * *Handbooks must be string tied in sets of 10.*
- * *Each version must be boxed and labeled separately according to the quantity per school site.*

HANDBOOK COUNT PER SCHOOL

School/Office Name	English	Chinese	Spanish	Tagalog	Vietnamese	Arabic
Alamo ES	500	140	20			
Alvarado ES	380	0	220			
APD @ Cabrillo	50	10	10			
Aptos MS	1000	160	160			
Argonne ES	410	40	20	5	10	2
Balboa HS	1000	400	200			
Bayview Zone Office	20	10	10			
Bryant ES	70	0	190			
Buena Vista/Horace Mann	700	100	250			
Burton HS	1000	250	250			
Carmichael ES - 7th Street	460		120	150		10
Carmichael ES - Harrison Street	200	0	30	100		10
Carver ES	250	0	20			
Chavez ES	250	20	350			
Chin ES	200	200	10			
Chinese Education Center	20	150	0			
Chinese Immersion @ DeAvila	350	50	0			
Citywide Tutorial Program	50	50	50			
Civic Center Secondary	250	50	100			
Clarendon ES	600	20	20			
Cleveland ES	150	10	250			
Cobb ES	180	10	10			
Cohorts 1, 2, 3 Office - Elementary	50	10	10			
Community Home-based Education	60	0	0			
Denman MS	650	200	200			
Downtown HS	200	20	100			
Drew ES	300	10	40			
Educational Placement Center	40	20	20			
El Dorado ES	210	20	90			
Everett MS	300	100	200			
Fairmount ES	200	0	300			
Feinstein ES	510	10	10			
Flynn ES	350	20	350			
Francisco MS	450	300	80			
Galileo Academy	2300	100	100			
Garfield ES	180	140	10			
Giannini MS	1150	30	30			
Glen Park ES	250	30	100			
Grattan ES	420	10	10			
Guadalupe ES	220	110	160			
Harte ES	230	0	40			
Hillcrest ES	250	150	200			
Hilltop School (Pregnant Minors)	60	0	30			
Hoover MS	950	400	260			
Independence HS	500	0	0			
ISA	350	50	50			

HANDBOOK COUNT PER SCHOOL

Jefferson ES	520	50	0			
Jordan HS	240	20	40			
Key ES	580	50	10			
King Elem	350	20	50			
King Middle	380	150	80	10	30	5
Lafayette ES	620	40	20			
Lakeshore ES	550	130	20			
Lau ES	260	570	90			
Lawton ES	700	150	50			
LEAD Middle School	20	10	10			
LEAD- High School	10	10	10			
Legal Department - 555 Franklin	10	0	0			
Lick MS	430	10	400			
Lilienthal ES - Madison Campus	300	10	10			
Lilienthal ES - W. Scott Campus	500	0	0			
Lincoln HS	1350	500	500			
Longfellow ES	330	130	200			
Lowell HS	3000	200	100			
Malcolm X ES	130	10	10			
Marina MS	800	100	100			
Marshall ES	60	0	180			
Marshall High	550	250	250			
McAuley ADTC	50	20	20			
McCoppin ES	190	130	30			
McKinley ES	350	10	20			
Milk Academy	200	10	50			
Miraloma ES	420	20	20	10	10	10
Mission Education Center	20	0	240			
Mission HS	600	200	400			
Mission Zone Office	20	10	10			
Monroe ES	150	150	260			
Moscone ES	100	90	180			
Muir ES	300	0	300			
New Traditions ES	250	10	10			
O'Connell HS	300	20	170			
Office of Family & Comm. Engage.	50	10	10			
Ortega ES	310	80	20			
Parker ES	100	170	20			
Parks ES	420	3	45		12	12
Peabody ES	250	30	10			
Presidio MS	1150	40	40	10	10	15
Public Outreach & Communications	200	50	50			
Pupil Services - 727 Golden Gate Av.	2510	670	730			
Redding ES	400	80	100			
Revere ES	400	20	100			
Rooftop ES - Burnett Campus	340	30	10			
Rooftop ES - Mayeda Campus	300	20	20			

HANDBOOK COUNT PER SCHOOL

Roosevelt MS	900	100	50		
S. F. Community ES	350	60	150		
S. F. Public Montessori	175	15	15		
Sanchez ES	200	0	200		
School Health - 1515 Quintara St.	300	50	50		
Serra ES	200	10	150		
SF International HS	50	190	140		
SFCSD - 20 Cook St.	200	30	30		
Sheridan ES	150	20	80		
Sherman ES	300	100	20		
Sloat ES	380	90	20		
SOTA/Academy of Arts & Science	1000	50	50		
Special Education Dept.	100	10	10		
Spring Valley ES	300	200	150		
Stevenson ES	400	100	0		
Student Intervention Team	50	0	0		
Sunnyside ES	350	30	30		
Sunset ES	420	30	10		
Sutro ES	150	120	10		
Taylor ES	200	320	180	10	55
Tenderloin ES	420	50	60		
Textbooks, Libraries & Media Serv	10	10	10		
UESF	30	10	10		
Ulloa ES	530	150	0		
Vis. Valley Elem	250	190	60		
Vis. Valley MS	400	100	100		
Wallenberg HS	650	100	100		
Washington HS	2600	200	200		
Webster ES	200	0	120		
Wells HS	170	50	50		
West Portal ES	450	250	30		
Woodside Learning Center	300	50	100		
Yick Wo ES	210	50	20		
Yu ES	740	150	20		
Mission Education Center	20		230		
Willie Brown Middle School	200	20	50		