



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

CAP, GOWN, TASSEL, AND MEDALLION

IFB No. 0000017355

MAIL OR DELIVER BIDS TO

San Francisco Unified School District
Purchasing Department
IFB No. 0000017355
135 Van Ness Avenue, Room 123
San Francisco, CA 94102

BID DUE DATE AND TIME:

March 2nd, BY 2PM PST.

- Please go to the following link to view and download the bid package.
<http://www.sfusd.edu/en/doing-business-with-sfusd/current-invitations-for-bids.html>
Please look for Cap, Gown, Tassel, and Medallion section under the "Current Invitations for Bid". All related documents for this bid will be posted here. Questions and Answers are scheduled to be posted on March 1st, 2016. Please visit it regularly for all the latest update.
- 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 ("IFB"). Bidders will respond utilizing the format, forms and other criteria indicated in this IFB.
- 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 78 ("Inquiries; Addenda; Clarification") herein.

Purchaser: Leon Ho
Phone: 415-241-6468 x 1607
Email: hol@sfusd.edu

Table of Contents	Page
* Cover Sheet	1
Table of Contents	2
Timeline	2
* Bid Sheet	3-5
School Site and Estimated Quantity	6

(* Indicates documents required to accompany bid response, fully executed)

Timeline	Date
Bid Issue	Feb. 14, 2017
Bid Mailed	Feb. 14, 2017
Bid Advertisement #1	Feb. 14, 2017
Bid Advertisement #2	Feb. 21, 2017
Question Deadline	Feb. 28, 2017
Answer to Question	Mar. 1, 2017
Bid Due and Opening	Mar. 2, 2017
Intent to Award Notice	Mar. 3, 2017



San Francisco Unified School District
Purchasing Department

INVITATION FOR BID

* THIS IS NOT AN ORDER *

SUPPLIER: _____ ISSUE DATE: February 14, 2017
 ADDRESS: _____ IFB NO.: 0000017355
 CITY, ST: _____ DUE DATE: March 2, 2017 2:00 P.M.
 CONTACT: _____ PURCHASER: LEON HO
 PHONE: _____ PHONE: (415) 241-6468 Ext: 1607
 FAX: _____ 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	4,500.00	PKG	CAP, GOWN, AND TASSEL FOR AN ESTIMATED 4,500 HIGH SCHOOL STUDENTS. FORMAL BID IS TO SET UP THE BLANKET PO TO THE AWARD VENDOR. SAMPLE MUST BE AVAILABLE. EACH HIGH SCHOOL WILL PROVIDE THE AWARD VENDOR WITH QUANTITY, SIZE, AND DESIGN. PLEASE SEE ATTACHED HIGH SCHOOL LIST AND ESTIMATE QUANTITY PER SCHOOL.		\$	\$
2		EA	PLEASE PROVIDE ESTIMATE COST FOR EACH MEDALLION. THE SHOOL WILL PROVIDE THE QUANTITY AND DESIGN WHEN THEY ORDER THE CAP, GOWN, AND TASSEL		\$	\$
3						
4			ALL CAP, GOWN, AND TASSEL MUST DELIVER BY APRIL 29TH, 2017 TO THE SCHOOL SITE.			
5			ALL INVOICES MUST BE SENT BY MAY 29TH, 2017 TO: SFUSD-LEAD ATTN: CATALINA PAJAR 555 FRANKLIN STREET, 3RD FLOOR SAN FRANCISCO, CA 94102			
6			THE TERM OF THIS AGREEMENT SHALL BE FOR THE PURCHASE OF AN ESTIMATED 4500 OF CAP, GOWN, AND TASSEL FOR 2017. THIS CONTRACT MAY BE RENEWED FOR 2018 AND 2019 AT THE SOLE DISCRETION OF THE DISTRICT.			

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	\$



San Francisco Unified School District
Purchasing Department

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.



San Francisco Unified School District
Purchasing Department

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.

SCHOOL SITES AND ESTIMATED QUANTITY

HIGH SCHOOL	Totals
Academy of Arts & Sciences HS	87
Asawa (Ruth) SOTA HS	139
Balboa HS	311
Burton (Phillip and Sala) HS	256
Downtown HS	17
Galileo HS	483
Hilltop HS	36
Independence HS	55
Jordan (June) HS	57
Lincoln (Abraham) HS	511
Log Cabin Ranch HS Court School	3
Lowell HS	679
Marshall (Thurgood) HS	103
Mission HS	269
O'Connell (John) HS	70
SF Civic Center Secondary HS	12
SF Court Woodside Learning Ctr	24
SF International HS	78
Wallenberg (Raoul) HS	144
Washington (George) HS	483
Wells (Ida B) HS	52