



PURCHASING DEPARTMENT

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San Francisco, Ca. 94102

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INVITATION FOR BID ~ Cover Sheet

SFUSD Science Core Curriculum 2018-2019 Kit Material & Printing Job

IFB No. PAKM2018

MAIL OR DELIVER BIDS TO

San Francisco Unified School District
Purchasing Department
IFB No. PAKM2018
135 Van Ness Avenue, Room 123
San Francisco, CA 94102

BID DUE DATE AND TIME:

May 23 2018, 2:00 p.m. Room 123

- 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 84 ("Addenda / Clarification") herein.

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All Attachments related to the bid are available to view and download at:

<http://www.sfusd.edu/en/doing-business-with-sfusd/current-invitations-for-bids.html>

- SFUSD Science Core Curriculum 2018-2019 Kit Material & Printing Job
- Attachment A: 2018-2019 Projected Student & Teacher Book Numbers by School & Course/Grade
- Attachment B: 2018-2019 Projected Student, Teacher & Special Printing Page Counts
- Attachment C: 2018-2019 Delivery Address
- Attachment D: SFUSD Kit Quantity & Distribution List by School
- Attachment E: SFUSD Science Core Curriculum Master Kit Material List

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

Timeline	Date
Bid Issue	May 2, 2018
Bid Mailed	May 2, 2018
Bid Advertisement #1	May 2, 2018
Bid Advertisement #2	May 9, 2018
Question & Answer Period Deadline	May 11, 2018
Answer to Question	May 16, 2018
Bid Due and Opening	May 23, 2018
Intent to Award Notice	May 25, 2018
Board of Education Meeting	June 12, 2018

SFUSD Science Core Curriculum 2018–2019 Kit Material & Printing Job

This document describes a printing and kit material distribution job for which we are seeking competitive bids. The printing and materials will be provided for four courses: 7th Grade Science, 8th Grade Science, NGSS Biology, NGSS Physics.

General description

SFUSD teachers have developed a 6–12 Science Curriculum that aligns with the new CA Next Generation Science Standards. We are seeking one contractor to provide the printed student and teacher materials and the consumable and permanent materials necessary to teach the curriculum.

Printing Job:

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.

Kit Material Distribution:

During the first year of implementation, all of the consumable and permanent materials will be provided to schools in the form of kits. Each kit contains the materials needed to teach 32 students working in groups of 4. Additionally, there should be enough consumable materials so that a teacher could teach five sections of the course before needing a refurbishment. The kit material job described below consists of three phases:

1. Analyzing the data
2. Preparing and assembling the kits
3. Delivery of the materials

PRINT JOB: DETAILED DESCRIPTIONS OF EACH PHASE

1) Analyzing the data

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

School Enrollment Projections & Teacher Guide Numbers:

- [A. 2018-2019 Projected Student & Teacher Book Numbers by School &](#)

Course/Grade**Unit Page Estimates:**

- [B. 2018-19 Projected Student, Teacher & Special Printing Page Counts](#)

Vendor will receive final spreadsheets in early June with updated counts for Fall and in November for Spring.

2) Preparing and printing the print materials

- a. 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 SFUSD Science department, and may involve last-minute changes in delivery quantities.
- b. **Preparation of artwork**
 - i. 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.
 - ii. If vendor desires to see previous year's samples of the materials, they should contact Sarah Delaney delaneys@sfusd.edu
- c. **Printing and assembly of print materials**
 - i. The following will be printed:
 1. Teacher pages, in quantities specified in Link A above
 2. Student pages, in quantities specified in Link A above
 3. Special Printing, in quantities specified in Link B above
 - ii. **Teacher pages** - All Teacher pages will be printed double-sided in four-color and should be bound by a plastic spiral. There should be a printed laminated cardstock cover. There will be one booklet per semester and every teacher will receive both teacher books (1 fall + 1 spring) for the course they teach.
 - iii. **Student pages** - All student pages are to be assembled into booklets with a laminated cardstock cover. They should be bound. Student pages will be printed double-sided in four-color. There will be one booklet per semester.
 - iv. **Special Printing** - All Special Printing pages will be printed based on the descriptions in the spreadsheet. Each teacher will receive one set of the special printing documents for each course they teach. The special printing documents should be shrink wrapped in a bundle for each teacher for each semester. It should be Labeled "Special Printing, Semester (Fall or Spring) and the Course Name"
 - v. **Printing will be done in two batches as follows:**
 1. Batch 1: Fall Semester Printing Batch

- a. Artwork for 1st Semester Middle and High School units will be available by June 30, 2018
 - b. Those materials will be printed and delivered based on the deadlines outlined below.
 2. Batch 2: Spring Semester Printing Batch
 - a. Artwork for all 2nd Semester units for Middle and High School will be available by November 2, 2018
 - b. Those materials will be printed and delivered based on the deadlines outlined below.
 3. On Demand Printing: SFUSD may request additional copies of the teacher and student editions after the initial print run. These additional copies will not exceed 100 student and 10 teacher editions of any one grade level.
- vi. **Labeling of job**
Vendor will need to label boxes according to specifications delivered by the Science Department. This includes specifications as to:
- a. Lead Science Teacher
 - b. School Name
 - c. Name of the Course (7th Grade Science, 8th Grade Science, NGSS Physics, NGSS Biology)
 - d. The following text "SFUSD Science Core Curriculum"
 - e. Number of student books in the package
 - f. Number of teacher books in the package

3) Delivery of the Print Materials

- a. **Delivery Addresses:** [C. 2018-2019 Delivery Addresses](#)
- b. **Delivery Guidelines**

- i. Vendor will deliver the printed materials to specified schools to arrive no later than the dates indicated below.
- ii. Deliveries must be made within each school's standard hours of operation (typically 8am - 3pm PST).
- iii. Deliveries will require the use of a vehicle with a lift gate.
- iv. Units must be delivered inside the school building.
- v. Delivery personnel must check-in at the school site's main office to ensure the proper persons are informed of all deliveries.
- vi. All deliveries will clearly indicate how many boxes are contained within the shipment. If boxes are packed together on a pallet or skid, there will be an outside facing label that indicates how many boxes are wrapped together on the pallet (see Labeling of Job for SFUSD format).
- vii. All deliveries must include comprehensive packing slips and vendor will get signatures at each school to be able to provide confirmation of all delivery quantities.
- viii. If boxes are mistakenly delivered to the wrong school site, the delivery company is responsible for picking up and redelivering the boxes to the correct school site within 3 business days of notification of mistaken delivery.

c. Delivery Deadlines

- i. Batch 1: Fall Semester Printing Batch
 1. All Teacher, Student and Special Print Materials must be delivered to the middle and high schools between August 6-10, 2018
- ii. Batch 2: Spring Semester Printing Batch
 1. All Teacher, Student and Special Print Materials must be delivered to the middle and high schools between – December 10 - 14, 2018.

KIT MATERIAL JOB: DETAILED DESCRIPTIONS OF EACH PHASE**1) Analyzing the data**

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

School Kit Need Projections:

- [D. SFUSD Kit Quantity & Distribution List by School](#)
 - o This spreadsheet is the projected kit needs. Vendor will receive a final version of this spreadsheet by June 1 with the actual kit counts for the Fall semester kits and a spreadsheet on October 1 for the Spring semester kits.

Kit Contents Estimates:

- [E. SFUSD Science Core Curriculum Master Kit Material List](#)
 - o This spreadsheet has the projected materials needed for the entire school year. The vendor will be given an updated list of materials for the Spring Semester on October 1.

2) Preparing and assembling the kits

Vendor shall be responsible for ordering the materials, assembling them in an easy to ship manner and planning for delivery. Each of these must be done in close communication with the Science department, and may involve last-minute changes.

a) Preparation of Kits

Successful completion of this job requires close attention to the contents and quantities needed for each kit. All materials must be coded in a way that allows for teacher ease of use and alignment to the core curriculum.

If vendor desires to see samples of the materials, they should contact Sarah Delaney delaneys@sfusd.edu

Kits will be created for two batches:

Batch 1: Fall Semester Kits

- Final kit numbers will be made available by June 1, 2018
- Those kits will be assembled and delivered to all schools during the week of August 6–10, 2018

Batch 2: Spring Semester Kits

- Final kit numbers will be made available by October 1, 2018
- Those kits will be assembled and delivered to all schools during the week of December 10-14, 2018

b) Assembly of Kits

The following will be provided:

- Permanent items
- Consumable items

Each kit must include the amount of materials necessary to teach 32 students grouped in 8 groups of 4 students. The consumable materials should allow a teacher to teach five sections of 32 students. Below is specific information for the assembly of middle and high school kits.

- Middle School Kits
 - Middle school kits should be packed within plastic storage bins, eg. Sterilite Latching Plastic Bins. Chemicals should be packaged within those bins to ensure safe transport. Bins should be labeled with the grade level, semester and the quantity of bins for each semester, for example: SFUSD 6th Grade Course, School Kit 1 of 2, Bin 1 of 2. Bins should also be labeled with the contents inside the bin and which are consumable and which are permanent.
- High School Kits
 - High school kits should not be packed in plastic storage bins but instead should be delivered in as few boxes as possible, that are light enough for a person to carry. Boxes should be labeled with the course name, semester and the quantity of boxes for each semester. Boxes should also be labeled with the contents and which are consumable and which are permanent. For example: SFUSD Biology Course, School Kit 1 of 2, Box 3 of 6
 - Chemicals should be shipped to ensure safe delivery and unpacking.

c) Labeling of job

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

- Lead Science Teacher
- School Name
- Name of the Course (7th Grade Science, 8th Grade Science, NGSS Physics, NGSS Biology)
- Number of kits
- Number of boxes in each kit (SFUSD Biology Course, School Kit 1 of 2, Box 3 of 6)

3) Delivery of the kit materials

a. Delivery Addresses:

- i. [C. 2018-2019 Addresses for Delivery](#)

b. Delivery Guidelines

- i. Vendor will deliver the materials to specified schools to arrive no later than the dates indicated below.
- ii. Deliveries must be made within each school's standard hours of operation (typically 8am - 3pm PST).
- iii. Deliveries will require the use of a vehicle with a lift gate.
- iv. Units must be delivered inside the school building.
- v. Delivery personnel must check-in at the school site's main office to ensure the proper persons are informed of all deliveries.
- vi. All deliveries will clearly indicate how many boxes are contained within the shipment. If boxes are packed together on a pallet or skid, there will be an outside facing label that indicates how many boxes are wrapped together on the pallet (see Labeling of Job for SFUSD format).
- vii. All deliveries must include comprehensive packing slips and vendor will get signatures at each school to be able to provide confirmation of all delivery quantities.
- viii. If boxes are mistakenly delivered to the wrong school site, the delivery company is responsible for picking up and redelivering the boxes to the correct school site within 3 business days of notification of mistaken delivery.
- ix. Vendor will deliver the kits to the specified schools so that they arrive no later than the dates indicated below.

c. Delivery Deadlines

- i. Batch 1: Fall Semester Kits
 1. Middle and High Schools – August 10, 2018
- ii. Batch 2: Spring Semester Kits
 1. Middle and High schools – December 14, 2018

Payment Information

Vendor will bill after each round of printing delivery 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 must include all applicable taxes**

Bid Variations

We are requesting a bid range to include the following:

- 1) Numbers based on the attached spreadsheets and an additional bid reflecting a 10% increase in the numbers

CONTRACT PROPOSAL (Indefinite Quantity)

RETURN ONE SIGNED ORIGINAL COPY OF THIS PAGE AND THE REQUIRED DOCUMENTS

BIDS WILL BE OPENED AT 2:00 P.M., May 23, 2018

**AT: SAN FRANCISCO UNIFIED SCHOOL DISTRICT
PURCHASING DEPARTMENT
135 VAN NESS AVENUE, ROOM 123
SAN FRANCISCO, CA 94102
TEL: 415-241-6468
FAX: 415-241-6487**

**IFB NO. PAKM2018
DATE: _____**

DELIVER BID, properly executed, to Purchaser, prior to opening time, in sealed envelope. Write the IFB/Contract Proposal Number on the outside of the envelope. Include one completed and signed copy of this Contract Proposal Page. Include other pages as indicated. Retain Bidder's Duplicate copy for your file.

DO NOT INCLUDE SALES OR EXCISE TAXES IN BID PRICES. (See Section 19 "Taxes; Payment of Taxes.")

Upon receipt of a Contract Acceptance, the undersigned hereby agrees to furnish all articles and/or services within the dates specified, in the manner and at the prices stated, in accordance with the bid and contract proposal general and special terms and conditions, which together with the executed Contract Acceptance, constitute the Contract between the District and the undersigned, when authorized by the Board of Education and funds are certified by the District's Chief Financial Officer.

Name under which business is conducted _____
Business Street Address _____ Tel: _____

City State Zip Code

IF SOLE OWNER, sign here:
I sign as sole owner of the business named above.

IF PARTNERSHIP, sign here:
The undersigned certify that we are partners in the business named above and that we sign this Contract with full authority so to do. (One or more partners sign)

IF CORPORATION, execute here:
The undersigned certify that they sign this Contract with full and proper authorization so to do.

Corporate Name _____
Signed _____ Title _____
Signed _____ Title _____

Incorporated under the laws of the State of _____
Do you have an affirmative Action Policy? _____

BID SHEET

<u>Item No.</u>	<u>Description</u>	<u>Quantity in Lot</u>	<u>Cost</u>	<u>Cost – Additional 10%</u>
1	SFUSD Science Core Curriculum 2018-2019 Kit Material & Printing Job	1		
			Sub Total	Sub Total
			Sale Tax	Sale Tax
			S&H	S&H
			Total	Total

BY SIGNING BELOW, I ATTEST THAT I AM AN AUTHORIZED REPRESENTATIVE/AGENT, AND THAT I AM AUTHORIZED TO BIND THIS COMPANY CONTRACTUALLY.

COMPANY:

NAME:

TITLE:

SIGNATURE:

DATE:

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 with in 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. 128 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 wave 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 this 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.

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-QSHA

UL and CAL-OSHA required, if applicable

DELIVERIES

FOB destination in San Francisco unless otherwise specified.