



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

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WWW.SFUSD.EDU

INVITATION FOR BID ~ Cover Sheet

SFUSD SCIENCE CORE CURRICULUM 2017-2018 LAB EQUIPMENT

IFB No. SCC-1900900118

MAIL OR DELIVER BIDS TO

San Francisco Unified School District
Purchasing Department
IFB No. SCC-1900900118
135 Van Ness Avenue, Room 123
San Francisco, CA 94102

BID DUE DATE AND TIME:

September 26 2017, 2:00 p.m. Room 123

- 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 SFUSD Science Core Curriculum 2017-2018 Lab Equipment section under the “Current Invitations for Bid”. All related documents for this bid will be posted here.
- 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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(* Indicates documents required to accompany bid response, fully executed)

<u>Timeline</u>	<u>Date</u>
Bid Issue	Sept. 12, 2017
Bid Mailed	Sept. 12, 2017
Bid Advertisement #1	Sept. 12, 2017
Bid Advertisement #2	Sept. 19, 2017
Bid Due and Opening	Sept. 26, 2017
Intent to Award Notice	Sept. 28, 2017
Board of Education Meeting	Oct. 10, 2017

SFUSD Science Core Curriculum 2017–2018 Lab Equipment

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

General description

SFUSD teachers have developed a 6–12 Science Curriculum that aligns with the new CA Next Generation Science Standards. This curriculum is entering its first year of revision and implementation and will be launching in grade 6 and 9. We are seeking one contractor to provide the lab equipment necessary to teach the curriculum.

Lab Equipment Distribution:

During the first year of implementation, all of the permanent materials will be provided to schools. The lab equipment job described below consists of two phases:

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

LAB EQUIPMENT 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 Material Need Projections:

- A. [SFUSD Lab Equipment Quantity List by School](#)
- B. [Item Descriptions](#)

2) Preparing and assembling the Materials

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.

Preparation of Materials

Successful completion of this job requires close attention to the contents and quantities needed for each school site. All materials must be coded in a way that allows for teacher ease of use and distribution on-site.

Assembly of Materials

Below is specific information for the assembly of middle and high school boxes.

- Items should be delivered in as few boxes as possible that are light enough for a person to carry. Each box should also be labeled with the contents inside the box. For example: SFUSD Biology, Light Microscopes.
 - The 3 courses are:
 - 6th Grade Science
 - NGSS Biology
 - NGSS Physics 9-10
- Boxes will be assembled and delivered to all schools no later than the week of October 16-20, 2017.

Labeling of Job

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

- School Name
- Name of the Course (6th Grade Science, NGSS Physics 9-10, NGSS Biology)
- And these directions "Please distribute these materials to your ____ (Name of the course) science teachers!"

3) Delivery of the Lab Equipment

Delivery

Vendor will deliver the boxes to specified schools to arrive as soon as possible. Deliveries must be made within each school's standard hours of operation (typically 8-3pm) and should be an inside delivery. All deliveries should include comprehensive packing slips and vendor will get signatures at each school to be able to provide confirmation of all deliveries.

Upon shipment, all tracking numbers will be emailed to Sarah Delaney (delaneys@sfusd.edu). Additionally, her phone number, 415-742-2136, should be listed as a point of contact for the shipper to avoid miss-delivery of items.

Delivery Deadlines

- Middle and High schools – Week of October 16 - 20, 2017
- C. [Delivery Addresses](#)

Payment Information

Vendor will bill after each round of delivery is done.

- **Bid should include an additional 10% increase cost in order to account for incidental additional expenses, including but not limited to additional deliveries or shipping costs**
- **Bid should include all applicable taxes**

Bid Variations

We are requesting a bid range to include the 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., September 26, 2017

**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**

PROPOSAL NO. SCC-1900900118

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	Lab Equipment, Packaging, and Distribution as described in the SFUSD Science Curriculum 2017-2018 Lab Equipment (Page 3-4)	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 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.

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.

ATTACHMENT A – SFUSD LAB EQUIPMENT QUANTITY LIST BY SCHOOL

6th Grade Science Course

	Light Microscope	Dustcover
Aptos MS	20	20
Buena Vista Horace Mann K-8	5	5
Carmichael (Bessie) K-8	14	14
Denman (James) MS	7	7
Everett MS	32	32
Giannini (A P) MS	25	25
Lick (James) MS	27	27
Lilienthal (Claire) K-8	1	1
Marina MS	22	22
Rooftop K-8	6	6
SF Community Alternative K-8	11	11
Visitacion Valley MS	20	20
Yu (Alice Fong) K-8	6	6
SFUSD Science Resource Center	60	60

(Continued on next page...)

NGSS Biology Course

	Electronic Scale, 0.1 gram Readability, 0-1500 g	Microscope, Light	Light Microscope Dustcover	Microscope, Dissecting	Dissecting Microscope Dustcover
Academy (The) - SF at McAteer HS	4	8	8	6	6
SFUSD Science Resource Center - For Teachers	10	34	34	13	13
Downtown HS	4	16	16	6	6
Galileo HS	8	16	16	0	0
Independence HS	2	0	0	2	2
Lincoln (Abraham) HS	8	16	16	0	0
Mission HS	3	16	16	3	3
O'Connell (John) HS	0	10	10	1	1
SF International HS	0	16	16	2	2
Wallenberg (Raoul) HS	0	16	16	6	6
Washington (George) HS	6	20	20	5	5
Wells (Ida B) HS	4	16	16	6	6

(Continued on next page...)

NGSS Physics 9-10 Courses

	Wire Heating Rack, Steel	Beespi Speed Measuring Tool	Electronic Scale, 0.1 gram Readability, 0-1500 g	K'NEX Hornet Swarm Roller Coaster 617 Pieces Building Set	Pair of PASCO GoCars
Asawa (Ruth) SOTA HS	16	8	7	16	
Balboa HS	16	8	4	16	
Burton (Phillip and Salla) HS	16	8	8	16	
SFUSD Science Resource Center	28	28	28	26	50
Downtown	8	8	8	8	
Galileo HS	8	8	8	8	
Independence HS	4	4	4	4	
Jordan (June) HS	8	8	7	8	
Marshall (Thurgood) HS	16	8	2	16	
Mission HS	8	8	8	8	

ATTACHMENT B – ITEM DESCRIPTIONS

Item Descriptions

Items for each of the three courses are described below. Where possible, links are provided to similar items to help selection of the item. Some items are very specific, from a certain manufacturer, while others are more general, in which case descriptive information has been provided. The items are divided up by course.

6th Grade

6th Grade schools require the delivery of 2 items. These items are the same as 2 of the items used in Biology.

1. Compound Light Microscope
2. Compound Light Microscope Dustcover

Item Specifics:

1. Compound Light Microscope Specifications must include:
 - a. Monocular, 10x eyepiece
 - b. 3 objectives with overall magnifications (when combined with eyepiece) 40x, 100x, 400x
 - c. Corded
 - d. LED or Tungsten Light
 - e. Fixed stage with disc diaphragm

Here is a link to a comparable item with appropriate specifications for the microscope. (<https://www.fishersci.com/shop/products/fisher-science-education-intermediate-compound-microscopes-monocular-6/s71001?keyword=true>)

2. Light Microscope Dustcover. The cover selected should fit the light microscope listed above (#1).

Physics

Physics schools require delivery of 5 items.

1. Wire Heating Rack
2. BeeSpi Photogate
3. Electronic Scale
4. K'nex Roller Coaster
5. Pasco PasCar

Item Specifics:

1. The wire heating rack should have the following dimensions (or extremely close) 11cm x 9.5 cm x 4cm. The top of the rack should have narrow gaps to allow for placement of items such as test tubes on top. Here is a link to the source item (<http://shop.iat.com/wire-heating-rack/>)
2. BeeSpi V Speed Measuring Tool is a specific item, available from multiple vendors. Here is a link to the item (<https://www.enasco.com/product/SB47275M>)

3. The Electronic Scale should have 0.1 g readability, weigh from 0-1500g, have a plastic lid and an AC adapter. Here is a link to a comparable item (<https://www.fishersci.com/shop/products/fisher-science-education-portable-balances-10/s94792g>)
4. The K'nex Roller Coaster is specific to the Hornet Swarm model, but NOT the dueling roller coaster. Here is a link to the item (<https://www.toysrus.com/buy/k-nex-thrill-rides/k-nex-hornet-swarm-roller-coaster-617-pieces-building-set-17038-95843946>)
5. The Pascar 2 pack is very specific, as it includes extras not included in the purchase of single cars. The numbers on the spreadsheet are based on the purchase of pairs of cars. Here is a link to the item (https://www.pasco.com/prodCatalog/ME/ME-6950_pascar-set-of-2/index.cfm)

Biology

Biology schools require delivery of 5 items.

1. Electronic Scale
2. Compound Light Microscope
3. Compound Light Microscope Dustcover
4. Stereoscope (Dissecting) Microscope
5. Stereoscope (Dissecting) Microscope Dustcover

Item Specifics:

1. The Electronic Scale should have 0.1 g readability, weigh from 0-1500g, have a plastic lid and an AC adapter. Here is a link to a comparable item (<https://www.fishersci.com/shop/products/fisher-science-education-portable-balances-10/s94792g>)
2. Compound Light Microscope Specifications must include:
 - a. Monocular, 10x eyepiece
 - b. 3 objectives with overall magnifications (when combined with eyepiece) 40x, 100x, 400x
 - c. Corded
 - d. LED or Tungsten Light
 - e. Fixed stage with disc diaphragm

Here is a link to a comparable item with appropriate specifications for the microscope. (<https://www.fishersci.com/shop/products/fisher-science-education-intermediate-compound-microscopes-monocular-6/s71001?keyword=true>)

3. Light Microscope Dustcover. The cover selected should fit the light microscope listed above (#2).
4. Stereoscope (Dissecting) Microscope Specifications must include:
 - a. Binocular (Inclined/Fixed), Paired widefield 10x eyepiece
 - b. Magnification power: 20x, 40x
 - c. LED or Tungsten Light
 - d. Corded
 - e. Here is a link to a comparable item (<https://www.fishersci.com/shop/products/fisher-science-education-intermediate-stereomicroscopes-7/s71005b?searchHijack=true&searchTerm=S71005B&searchType=RAPID&attachedCatNo=S71005B>)
5. Stereoscope (Dissecting) Microscope Dustcover The cover selected should fit the stereoscope dissecting microscope listed above (#4).

ATTACHMENT C – DELIVERY ADDRESS

Addresses for Delivery - Fall

SFUSD Science Resource Center (for all 3 courses)

Science Resource Center % Theresa Hall

Visitation Valley • 2055 Sunnydale Ave • (650) 270-9778

6th Grade

Aptos Middle School

West of Twin Peaks • 105 Aptos Avenue • (415) 469-4520

Brown, Jr., Willie Middle School

Bayview • 2055 Silver Avenue • (415) 695-5660 Extension 1231

Buena Vista Horace Mann

Mission • 3351 23rd Street • (415) 695-5881

Carmichael, Bessie (6-8 Campus)

South of Market • 824 Harrison Street • 415-291- 7983

Denman, James Middle School

Outer Mission • 241 Oneida Avenue • (415) 469-4535

Everett Middle School

Castro/Upper Market • 450 Church Street • (415) 241-6348

Francisco Middle School

North Beach • 2190 Powell Street • (415) 291-7900

Giannini, A.P. Middle School

Outer Sunset • 3151 Ortega Street • (415) 759-2770

Hoover, Herbert Middle School

West of Twin Peaks • 2290 14th Avenue • (415) 759-2783

King, Dr. Martin Luther, Jr. Middle School

Excelsior • 350 Girard Street • (415) 330-1500

Lawton Alternative School (KB)

Outer Sunset • 1570 31st Avenue • (415) 759-2832

Lick, James Middle School

Noe Valley • 1220 Noe Street • (415) 695-5675

Lilienthal, Claire (3-8 Winfield Scott Campus)

Marina • 3630 Divisadero Street • (415) 749-3516

Marina Middle School

Marina • 3500 Fillmore Street • (415) 749-3495

Presidio Middle School

Outer Richmond • 450 30th Avenue • 415-750-8435

Revere. Paul

Bernal Heights • 555 Tompkins Avenue • 415-695-5656

Rooftop (5-8 Mayeda Campus)

Twin Peaks • 500 Corbett Street • 415-522-6757

Roosevelt, Theodore Middle School

Presidio Heights • 460 Arguello Blvd • (415) 750-8446

S.F. Community

Excelsior • 125 Excelsior Avenue • 415-469-4739

Visitacion Valley Middle School

Visitacion Valley • 450 Raymond Avenue • (415) 469-4590

Yu, Alice Fong

Inner Sunset • 1541 - 12th Avenue • (415) 759-2764

High Schools - Both Biology + Physics

Downtown High School

Downtown/Civic Center • 693 Vermont Street • (415) 695-5860

Galileo High School

Russian Hill • 1150 Francisco Street • (415) 749-3430

Independence High School

Inner Sunset • 1350 7th Avenue • (415) 242-5000

Mission High School

Castro/Upper Market • 3750 18th Street • (415) 241-6240

High Schools - Biology Only

Academy - SF at McAteer

Diamond Heights • 555 Portola Drive • (415) 695-5700

(note, this is the same address as SOTA, but has a different main office)

Lincoln, Abraham High School

Parkside/Sunset • 2162 24th Avenue • (415) 759-2700

O'Connell, John High School

Mission • 2355 Folsom Street • (415) 695-5370

S.F. International High School

Potrero Hill • 655 De Haro Street • (415) 695-5781

Washington, George High School

Outer Richmond • 600 32nd Avenue • (415) 750-8400

Wallenberg, Raoul High School

Western Addition • 40 Vega Street • 415-749-3469

Wells, Ida B. High School

Alamo Square • 1099 Hayes Street • (415) 241-6315

High Schools - Physics Only

Asawa, Ruth, San Francisco School of the Arts (SOTA)

Diamond Heights • 555 Portola Drive • 415-695-5700

(note, this is the same address as Academy, but has a different main office)

Balboa High School

Excelsior • 1000 Cayuga Avenue • (415) 469-4090

Burton, Phillip and Sala High School

Portola District • 400 Mansell Street • (415) 469-4550

Jordan, June High School

Excelsior • 325 La Grande Avenue • (415) 452-4922

Marshall, Thurgood High School

Bayview • 45 Conkling Street • (415) 695-5612