



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

T 415.241.6468
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WWW.SFUSD.EDU

INVITATION FOR BID ~ Cover Sheet

SFUSD Science Core Curriculum 2018-2019 Printing Job

IFB No. SCCP2018

MAIL OR DELIVER BIDS TO

San Francisco Unified School District
Purchasing Department
IFB No. SCCP2018
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 Printing Job

Attachment A: 2018-2019 Projected Student & Teacher Book Numbers by School – 6th & Principles of NGSS Physics

Attachment B: 2018-2019 Projected Student, Teacher & Special Printing Page Counts

Attachment C: 2018-2019 Delivery Address

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

<u>Timeline</u>	<u>Date</u>
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 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: 6th Science and Principles of 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.

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 - 6th & Principles of NGSS Physics](#)

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 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

1. 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 (6th Grade Science, Principles of NGSS Physics)
 - 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. 2017-18 Delivery Addresses](#)

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 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.

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. SCCP2018

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 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.