



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 2017-2018

IFB No. SFH-1500500117

MAIL OR DELIVER BIDS TO

San Francisco Unified School District
Purchasing Department
IFB No. SFH-1500500117
135 Van Ness Avenue, Room 123
San Francisco, CA 94102

BID DUE DATE AND TIME:
June 9, 2017 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 SFUSD Student and Family Handbooks 2017-2018 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 78 ("Inquiries; Addenda; Clarification") herein.

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

Timeline	Date
Bid Issue	May 26, 2017
Bid Mailed	May 26, 2017
Bid Advertisement #1	May 26, 2017
Bid Advertisement #2	June 2, 2017
Bid Due and Opening	June 9, 2017
Intent to Award Notice	June 12, 2017

SAMPLES WILL BE AVAILABLE UPON REQUESTED. PLEASE CONTACT LEON HO AT hol@sfusd.edu or 415-241-6468 Ext: 1607 to make arrangement.

SFUSD Student and Family Handbooks 2017-2018

Project Description

1) English

Quantity 53,500
ENGLISH SFUSD Handbook Supplement - 8 3/8 x 10 7/8
184 pages + Cover + Calendar
Cover: 4CP + Gloss AQ throughout - 80# Gloss Book
Text: Black + PMS 7689 on 40 pgs & 4CP on 16 pgs - 35# High Bright (80 Bright)
Calendar: 16 x 10 1/2 folds to 8 x 10 1/2 loosely inserted into booklet
4CP + Gloss AQ throughout - 80# Gloss Book
Customer supplied PDF; proofs via FG Van
On-Site Press Check required for Text, Cover and Calendar. Must be within a 30 miles of Customer
Allow two hours of design time to fix files
Stitch, trim, 3-hole drill and then insert calendar between 1st and 2nd sheet
String tie in 10's - box according to supplied school breakdown list
Deliver to Warehouse in SF
Box 2510 copies to Pupil Services

2) Chinese

Quantity 10,700
CHINESE SFUSD Handbook Supplement - 8 3/8 x 10 7/8
184 pages + Cover + Calendar
Cover: 4CP + Gloss AQ throughout - 80# Gloss Book
Text: Black + PMS 7689 on 40 pgs & 4CP on 16 pgs - 35# High Bright (80 Bright)
Calendar: 16 X 10 1/2 folds to 8 x 10 1/2 loosely inserted into booklet
4CP + Gloss AQ throughout - 80# Gloss Book
Customer supplied PDF; proofs via FG Van
On-Site Press Check required for Text, Cover and Calendar. Must be within a 30 miles of Customer
Allow two hours of design time to fix files
Stitch, trim, 3-hole drill and then insert calendar between 1st and 2nd sheet
String tie In 10's - box according to supplied school breakdown list
Deliver to Warehouse in SF
Box 670 copies to Pupil Services

3) Spanish

Quantity 12,260
SPANISH SFUSD Handbook Supplement- 8 3/8 x 10 7/8
184 pages + Cover + Calendar
Cover: 4CP + Gloss AQ throughout - 80# Gloss Book
Text: Black + PMS 7689 on 40 pgs & 4CP on 16 pgs - 35# High Bright (80 Bright)
Calendar: 16 x 10 1/2 folds to 8 x 10 1/2 loosely inserted into booklet
4CP + Gloss AQ throughout - 80# Gloss Book
Customer supplied PDF; proofs via FG Van
On-Site Press Check required for Text, Cover and Calendar. Must be within a 30 miles of Customer
Allow two hours of design time to fix files
Stitch, trim, 3-hole drill and then Insert calendar between 1st and 2nd sheet
String tie in 10's - box according to supplied school breakdown list
Deliver to Warehouse in SF
Box 730 copies to Pupil Services

4) Tagalog

Quantity 1,160

TAGALOG SFUSD Handbook Supplement - 8 3/8 x 10 7/8

184 pages + Cover + Calendar

Cover: 4CP + Gloss AQ throughout - 80# Gloss Book

Text: Black + PMS 7689 on 40 pgs & 4CP on 16 pgs - 35# High Bright (80 Bright)

Calendar: 16 x 10 1/2 folds to 8 x 10 1/2 loosely inserted into booklet

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, Cover and Calendar. Must be within a 30 miles of Customer

Stitch, trim, 3-hole drill and then insert calendar loosely between 1st and 2nd sheet

Box Copies & String tie in 10's - Deliver to warehouse in SF

5) Vietnamese

Quantity 1,150

VIETNAMESE SFUSD Handbook Supplement- 8 3/8 x 10 7/8

184 pages + Cover + Calendar

Cover: 4CP + Gloss AQ throughout - 80# Gloss Book

Text: Black + PMS 7689 on 40 pgs & 4CP on 16 pgs - 35# High Bright (80 Bright)

Calendar: 16 x 10 1/2 folds to 8 x 10 1/2 loosely inserted into booklet

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, Cover and Calendar. Must be within a 30 miles of Customer

Stitch, trim, 3-hole drill and then insert calendar loosely between 1st and 2nd sheet

Box Copies & String tie in 10's- Deliver to warehouse in SF

6) Arabic

Quantity 500

Arabic SFUSD Handbook Supplement - 8 3/8 x 10 7/8

184 pages + Cover + Calendar

Cover: 4CP + Gloss AQ throughout - 80# Gloss Book

Text: Black+ PMS 7689 on 40 pgs & 4CP on 16 pgs - 35# High Bright (80 Bright)

Calendar: 16 x 10 1/2 folds to 8 x 10 1/2 loosely inserted into booklet

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, Cover and Calendar. Must be within a 30 miles of Customer

Stitch, trim, 3-hole drill and then insert calendar loosely between 1st and 2nd sheet

Box Copies & String tie in 10's - Deliver to warehouse in SF

Warehouse Address:

SFUSD WAREHOUSE

1000 SELBY ST., DOOR# 4

SAN FRANCISCO, CA 94124

Pupil Services Address:

Student Support Services Dept.

727 Golden Gate Ave, 2nd Floor

SAN FRANCISCO, CA 94102

- * 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.

(Continued on next page...)

HANDBOOK COUNT PER SCHOOL

<i>Route</i>	<i>Stop</i>	<i>School/Office Name</i>	<i>English</i>	<i>Chinese</i>	<i>Spanish</i>	<i>Tagalog</i>	<i>Vietnamese</i>	<i>Arabic</i>
1	1	Educational Placement Center	40	20	20			
1	1	LEAD Middle School/K8	20	10	10			
1	1	LEAD- High School	10	10	10			
1	1	LEAD Office - Elementary	50	10	10			
1	1	Legal Department - 555 Franklin	10	0	0			
1	1	Office of Family & Comm. Engage.	50	10	10			
1	1	Public Outreach & Communications	200	50	50			
1	2	Roosevelt MS	900	100	50			
1	3	Lilienthal ES - Madison Campus	300	10	10			
1	4	Sutro ES	150	120	10			
1	5	Peabody ES	250	30	10			
1	6	McCoppin ES	190	130	30			
1	8	Argonne ES	410	40	20	10	10	10
1	9	C&I @ Cabrillo	50	10	10			
1	10	Alamo ES	500	140	20			
1	11	Presidio MS	1300	40	40	10	10	20
1	12	Washington HS	2600	200	200			
1	13	Lafayette ES	620	40	20			
1	15	Key ES	580	70	10			
1	17	Special Education Dept.	100	10	10			
1	18	Ulloa ES	530	150	0			
1	20	Lakeshore ES	550	130	20			
1	21	Lowell HS	3000	200	100			
1	22	Sloat ES	380	90	20			
1	23	Aptos MS	1000	160	160			
1	24	Ortega ES	310	80	20			
1	25	Sheridan ES	230	20	80			
1	26	Sunnyside ES	350	30	30			
1	27	Glen Park ES	250	30	100			
1	28	Miraloma ES	420	20	20	10	10	10
1	29	Academy of Arts & Science	450	30	30			
1	30	Asawa SOTA	650	30	30			
1	30	Rooftop ES - Mayeda Campus	300	20	20			
1	31	Rooftop ES - Burnett Campus	340	30	10			
1	32	Woodside Learning Center	300	50	100			
1	33	Clarendon ES	600	20	20			

1	34	West Portal ES	450	250	30			
1	35	Hoover MS	950	400	260			
1	37	Feinstein ES	510	10	10			
1	38	Lincoln HS	1350	500	500			
1	39	School Health - 1515 Quintara St.	300	50	50			
1	41	Stevenson ES	400	100	0			
1	42	Giannini MS	1150	30	30			
1	43	Sunset ES	420	30	10			
1	44	Lawton ES	700	150	50			
1	46	Jefferson ES	520	50	0			
1	47	Yu ES	740	150	20			
1	48	Community Home-based Education	60	0	0			
1	48	Independence HS	500	0	0			
2	3	Civic Center Secondary	250	50	100			
2	3	Pupil Services - 727 Golden Gate Av.	2675	700	770	850	1010	410
2	4	Tenderloin ES	420	50	60			
2	6	Redding ES	400	80	100			
2	7	Spring Valley ES	300	200	150			
2	8	Lau ES	260	570	90			
2	10	Chinese Education Center	100	160	0			
2	11	Chin ES	200	200	10			
2	12	Parker ES	120	170	20			
2	13	Yick Wo ES	210	50	20			
2	14	Garfield ES	230	170	10			
2	15	Francisco MS	450	300	80			
2	16	Galileo Academy	2300	100	100			
2	17	Sherman ES	300	100	20			
2	19	Marina MS	800	100	100			
2	20	Lilienthal ES - W. Scott Campus	500	0	0			
2	22	Cobb ES	180	10	10			
2	23	S. F. Public Montessori	180	20	20			
2	24	Parks ES	520	10	40		20	20
2	28	SFCSD - 20 Cook St.	200	30	30			
2	29	Wallenberg HS	650	100	100			
2	30	New Traditions ES	250	10	10			
2	31	McAuley ADTC	50	20	20			
2	32	Grattan ES	420	10	10			
2	33	Chinese Immersion @ DeAvila	350	50	0			

2	34	McKinley ES	350	10	20			
2	35	Wells HS	170	50	50			
2	36	Muir ES	300	0	300			
2	37	Everett MS	300	100	200			
2	38	Mission HS	800	200	400			
2	39	Sanchez ES	200	0	200			
2	40	Marshall ES	60	0	180			
2	42	Downtown HS	200	20	100			
2	43	Webster ES	200	0	120			
2	46	Carmichael ES - Harrison Street	200	0	30	100		10
2	47	Carmichael ES - 7th Street	460	0	120	150		10
3	2	Moscone ES	120	140	210			
3	3	SF International HS	50	190	140			
3	4	Hilltop School (Pregnant Minors)	60	0	30			
3	5	Flynn ES	350	20	350			
3	6	Bryant ES	70	0	190			
3	7	King Elem	350	20	50			
3	10	Malcolm X ES	130	10	10			
3	12	Carver ES	250	0	20			
3	14	Citywide Tutorial Program	50	50	50			
3	15	Brown MS	400	40	80			
3	16	Marshall High	550	250	250			
3	17	Drew ES	300	10	40			
3	18	Harte ES	230	0	40			
3	20	King Middle	380	150	80	10	30	10
3	21	Taylor ES	200	320	180	10	60	
3	22	Hillcrest ES	250	150	330			
3	23	Vis. Valley MS	400	100	100			
3	24	Burton HS	1125	250	250			
3	26	El Dorado ES	210	20	90			
3	27	Vis. Valley Elem	250	190	60			
3	29	Jordan HS	240	20	40			
3	30	Cleveland ES	150	10	250			
3	31	Monroe ES	150	150	260			
3	32	S. F. Community ES	350	60	150			
3	33	Guadalupe ES	220	110	160			
3	34	Longfellow ES	330	130	200			
3	35	Balboa HS	1000	400	200			

3	38	Denman MS	650	200	200			
3	39	Textbooks, Libraries & Media Serv	10	10	10			
3	40	Revere ES	400	30	250	10		
3	41	Serra ES	200	10	150			
3	43	Fairmount ES	200	0	300			
3	44	Mission Education Center	20	0	240			
3	45	Lick MS	430	10	400			
3	46	Alvarado ES	380	0	220			
3	47	Milk Academy	200	10	50			
3	51	Buena Vista/Horace Mann	700	100	250			
3	52	Chavez ES	250	20	350			
3	54	O'Connell HS	300	20	170			
		TOTAL	53500	10700	12260	1160	1150	500

(Continued on next page...)

BID SHEET

<u>Item No.</u>	<u>Description</u>	<u>Quantity in Each</u>	<u>Unit Cost with Delivery</u>	<u>Extended Cost</u>
1	English version 2017-2018 Student and Family Handbooks. Please see Project Description - English for details.	53,500		
2	Chinese version 2017-2018 Student and Family Handbooks. Please see Project Description - Chinese for details	10,700		
3	Spanish version 2017-2018 Student and Family Handbooks. Please see Project Description - Spanish for details.	12,260		
4	Tagalog version 2017-2018 Student and Family Handbooks. Please see Project Description – Tagalog for details.	1,160		
5	Vietnamese version 2017-2018 Student and Family Handbooks. Please see Project Description – Vietnamese for details.	1,150		
6	Arabic version 2017-2018 Student and Family Handbooks. Please see Project Description – Arabic for details	500		
				Sub Total
				Sales Tax
				Total Amount

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

quired. 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 ser-

vice the excess price will be charged to the 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.