



**THE ESCAMBIA COUNTY SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
75 NORTH PACE BLVD.  
PENSACOLA, FL 32505**

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## INVITATION TO BID (ITB) & BIDDER'S ACKNOWLEDGEMENT

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POSTING DATE:  
**July 8, 2015**

PURCHASING CONTACT & TELEPHONE:  
**Stacey Marshall (850) 469-6208**  
Email: [Smarshall2@escambia.k12.fl.us](mailto:Smarshall2@escambia.k12.fl.us)

BID TITLE:  
**Art Paper**

BID NUMBER:  
**#160105**

BID OPENING DATE & TIME:

**Wednesday, August 5, 2015 @ 2:00 PM CST**

**NOTE: BIDS RECEIVED AFTER THE BID OPENING DATE AND TIME WILL NOT BE ACCEPTED.**

The School District of Escambia County, Florida, solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this invitation are incorporated into your response. A Bid will not be accepted unless all conditions have been met. All bids must have an authorized signature in the space provided below. All Bids must be sealed and received in the School District's Purchasing Office at 75 North Pace Blvd., Pensacola, Florida, 32505 by the "Bid Opening Date & Time" referenced above. All envelopes containing sealed bids must reference the "Bid Title", "Bid Number" and the "Bid Opening Date & Time". The School District is not responsible for lost or late delivery of Bids by the U.S. Postal Services or other delivery services used by the Bidder. Bids may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

**THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.**

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER: (EXT: ) FACSIMILE NUMBER:

EMAIL:

HOW DID YOU FIND OUT ABOUT THIS BID? SCHOOL DISTRICT WEBSITE \_\_\_ BIDNET \_\_\_ DEMAND STAR \_\_\_ PRIME VENDOR \_\_\_  
OTHER \_\_\_ (PLEASE SPECIFY \_\_\_)

I CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A BID FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

AUTHORIZED SIGNATURE:

TYPED OR  
PRINTED NAME:

TITLE:

DATE:

## I. INTRODUCTUON

The goal of this bid is to enter into an annual purchase agreement for Art Paper. The agreement will consist of the commitment of School District business in exchange for the delivery of quality products with firm prices in a timely manner. The effect of this arrangement is to speed up the delivery process of products to our warehouse, and to establish stable prices and advance sources of supply.

**\*\*ALL SAMPLES MUST BE RECEIVED BY FRIDAY, JULY 31, 2015 NO LATER THAN 1:00 PM CENTRAL TIME IN THE PURCHASING OFFICE, 75 NORTH PACE BLVD., PENSACOLA, FL 32505. ANY SAMPLE RECEIVED AFTER JULY 31<sup>st</sup> WILL NOT BE EVALUATED FOR THIS BID'S CONSIDERATION.\*\***

## II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Bidder" as used within this Invitation To Bid (ITB) refers to the person, company or organization responding to this ITB. The Bidder is responsible for understanding and complying with the terms and conditions herein.

- A. **GENERAL:** Upon a Bid award, the terms and conditions of this Bid or any portion thereof, may upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect). Subject to the mutual consent of the parties, the pricing, terms and conditions of this Bid, for the products or services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.
- B. **BID OPENING AND FORM:** Bid openings will be public on the date and time specified on the Bidder's Acknowledgement form. All Bids received after the time indicated will be rejected as non-responsive and retained by the District. Bids by Email, fax, telegram, or verbally by telephone or in person will not be accepted. The public opening will acknowledge receipt of the bids only, details concerning pricing or the offering will not be announced. All bids submitted shall become public record upon an announcement of a recommended award or thirty (30) days after the opening date whichever occurs first. To protect any confidential information contained in their Bid, companies must invoke the exemptions to disclosure provided by law in response to the ITB, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- C. **WARRANTY:** All goods and services furnished by the Bidder, relating to and pursuant to this Bid will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Bidder will take all necessary action, at Bidder's expense, to correct such breach in the most expeditious manner possible.
- D. **PRICING:** All pricing submitted will include all packaging, handling, shipping charges, and delivery to any point within Escambia County, Florida to a secure area or inside delivery. The School Board is exempt and does not pay Federal Excise and State of Florida Sales taxes.
- E. **TERMS OF PAYMENT / INVOICING:** The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and Bidder's invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated.
- F. **TRANSPORTATION AND TITLE:** (1) Title to the goods will pass to the School District upon receipt and acceptance at the destination indicated herein. Until acceptance, the Bidder retains the sole insurable interest in the goods. (2) The shipper will prepay all transportation charges. The School District will not accept collect freight charges. (3) No premium carriers will be used for the School District's account without prior written consent of the Director of Purchasing.

- G. PACKING:** All shipments will include an itemized list of each package's content, and reference the School District's Purchase Order Number. No charges will be allowed for cartage or packing unless agreed upon by the School District prior to shipment.
- H. INSPECTIONS AND TESTING:** The School District will have the right to expedite, inspect and test any of the goods or work covered by this Bid. All goods or services are subject to the School District's inspection and approval upon arrival or completion. If rejected, they will be held for disposal at the Bidder's risk. Such inspection, or the waiver thereof, however, will not relieve the Bidder from full responsibility for furnishing goods or work conforming to the requirements of this Bid or the Bid Specifications, and will not prejudice any claim, right, or privilege the School District may have because of the use of defective or unsatisfactory goods or work.
- I. STOP WORK ORDER:** The School District may at any time by written notice to the Bidder stop all or any part of the work for this Bid award. Upon receiving such notice, the Bidder will take all reasonable steps to minimize additional costs during the period of work stoppage. The School District may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the Bid terms and conditions.
- J. INSURANCE AND INDEMNIFICATION:** The Bidder agrees to indemnify and save harmless the School District, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Bidder, its agents, employees, or representatives, or are arising from any Bidder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the School District. The Bidder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School District. The Bidder will, at the request of the School District, supply certificates evidencing such coverage.
- K. RISK OF LOSS:** The Bidder assumes the following risks: (1) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3) all risks of loss or damage to any property received by the Bidder or held by the Bidder or its suppliers for the account of the School District, until such property has been delivered to the School District; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School District, from the time of shipment thereof to Bidder until redelivery thereof to the School District.
- L. LAWS AND REGULATIONS:** Bidders will comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, and the rules and regulations promulgated under these Acts. Bidders agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age or national origin.

All agreements as a result of an award hereto and all extensions and modifications thereto and all questions relating to its validity, interpretation, performance or enforcement shall be governed and construed in conformance to the laws of the State of Florida.

- M. PUBLIC ENTITY CRIMES:** A Bidder, person, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded

or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- N. PATENTS AND COPYRIGHTS:** Bidders agree to indemnify and save harmless the School District, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent or copy write by reason of the buying, selling or using the goods supplied under this bid, and will assume the defense of any and all suits and will pay all costs and expenses thereto.
- O. CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Bidders must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent or more of the company.
- P. TERMINATION: DEFAULT.** The School District may terminate all or any part of a subsequent award by giving notice of default to Bidder, if Bidder: (1) refuses or fails to deliver the goods or services within the time specified; (2) fails to comply with any of the provisions of this Bid or so fails to make progress as to endanger performances, hereunder, or; (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the School District's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination. **CONVENIENCE.** The School District may terminate for its convenience at any time, in whole or in part any subsequent award. In which event of termination for convenience, the School District's sole obligations will be to reimburse Bidder for (1) those goods or services actually shipped/performed and accepted up to the date of termination, and (2) costs incurred by Bidder for unfinished goods, which are specifically manufactured for the School District and which are not standard products of the Bidder, as of the date of termination, and a reasonable profit thereon. In no event is the School District responsible for loss of anticipated profit nor will reimbursement exceed the Bid value.
- Q. DRUG-FREE WORKPLACE:** Whenever two or more Bids are equal with respect to price, quality, and service, a Bid received from a business that certifies that it has implemented a drug-free workplace program as defined by Section 287.087 Florida State Statutes, will be given preference in the award process.
- R. PERFORMANCE:** In an effort to reduce the cost of doing business with the School District, and unless indicated elsewhere, no bid or performance bond is required. However, upon award and subsequent default by Bidder, the School District reserves the right to pursue any or all of the following remedies: (1) to accept the next lowest available bid price or to purchase materials or services on the open market, and to charge the original awardees for the difference in cost via a deduction to any outstanding or future obligations; (2) the Bidder in default will be prohibited from activity for a period of time determined by the severity of the default, but not exceeding two years; (3) any other remedy available to the School District in tort or law.
- S. AUDIT AND INSPECTION:** The District or its representative reserves the right to inspect and/or audit all the Bidder's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Bidder to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Bidder.

**T. SAMPLES AND BRAND NAMES: BRAND NAMES.** Specifications referencing specific brand names and models are used to reflect the kind and type of quality in materials and workmanship, and the corresponding level of performance the School District expects to receive as a minimum. Bidders offering equivalents or superior products to the brand/model referenced will: (1) reference on the Bid in the space provided the manufacturer's name, brand name, model and/or part number; (2) next to the price Bidder will indicate "ALT" to reflect an alternate offering; (3) where no sample is provided with the bid, Bidders will enclose sufficient technical specification sheets and literature to enable the School District to reach a preliminary evaluation; (4) the School District may request and Bidder agrees to submit a sample or to provide its product on-trial or demonstration, whichever the School District may deem appropriate, at no charge to the District; (5) the School District reserves the right to determine the acceptability of any alternatives offered. **SAMPLES:** Any sample requested by this bid or to be provided at the Bidder's option, should be forwarded under separate cover to the attention of the Purchasing Office of the School District. The package or envelope will reference the "Bid Number", "Bid Title", and "Bid Item Number" and clearly marked "Samples". All samples will be provided free of charge, including transportation charges. Bidders are responsible for notifying and making arrangements for pick up from the School District if a return of samples is expected. All samples of items not involved in any bid protest must be claimed no later than five (5) days after the award of the Bid by the School Board. All unclaimed samples will be disposed of at the discretion of the School District.

**U. EVALUATION CRITERIA:** Primary factors used to decide the award hereunder will be price, quality, availability, and responsiveness. Other factors that may be used in the evaluation of this bid will be: (1) administrative costs incurred by the School District in association with the discharge of any subsequent award; (2) alternative payment terms; (3) Bidder's past performance; (4) Other factors as specified in Section III- Special Conditions. The School District reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any bid in its entirety or in part, and to waive minor irregularities if the bid is otherwise valid. In the event of a price extension error, the unit price will be accepted as correct. The School District has sole discretion in determining testing and evaluation methods. The School District may consider in conjunction to any award hereunder, those products, services and, prices available to them through contracts from state, federal, and local government agencies or other school districts within the State of Florida.

**V. CLARIFICATIONS AND INTERPRETATIONS:** The School District reserves the right to allow for clarification of questionable entries, and for the Bidder to withdraw items with obvious mistakes. Any questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on the Bidder's Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing at least seven workdays prior to the opening date of the Bid. Failure to do so, on the part of the Bidder will constitute an acceptance by the Bidder of consequent decision. An addendum to the ITB shall be issued and posted for those interpretations that may affect the eventual outcome of this bid. It is the Bidder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the Bid. Therefore oral statements given before the bid opening date will not be binding. The School District will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be posted to the School District's Purchasing Website address at "<http://ecsd-fl.schoolloop.com>" at least five workdays prior to the opening date. The Bidder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their bid.

**W. BID TABULATIONS, RECOMMENDATIONS, AND PROTEST:** Bid tabulations with award recommendations are posted for 72 hours in the Purchasing Office and are also posted to the School District's Purchasing Website address at "<http://ecsd-fl.schoolloop.com>". Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes will constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board Rules. Bid tabulations,

recommendations, or notices will not be automatically mailed.

- X. **CONTACT:** All questions for additional information regarding this bid **must be directed to the designated Purchasing Agent noted on page one.** Prospective Bidders shall not contact any member of the Escambia County School Board, Superintendent, or staff regarding this bid prior to posting of the final tabulation and award recommendation on the website and in the Purchasing Office. Any such contact shall be cause for rejection of your bid.
- Y. **BID PREPARATION COSTS:** Neither the School District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this bid.
- Z. **AGREEMENT FORM:** All subsequent agreements as a result of an award hereunder, shall incorporate all terms, conditions and specifications contained herein, and in response hereto, unless mutually amended in writing.
- AA. **ADDITIONAL TERMS AND CONDITIONS:** The School District reserves the right to reject offers containing terms and/or conditions contradictory to those requested in this solicitation.

**III. SPECIAL CONDITIONS** These "SPECIAL CONDITIONS" are in addition to or supplement Section II GENERAL TERMS AND CONDITIONS. In the event of a conflict these SPECIAL CONDITIONS shall have precedence.

- A. **TERMS OF AGREEMENT:** All prices, terms, and conditions of the purchasing agreement will be in effect from **October 1, 2015 through September 30, 2016**, and upon School Board approval.
- B. **BID COMMUNICATION:** In the event a posted Bid requires clarification, or amendments; this information will be posted to: <http://ecsd-fl.schoolloop.com/purchasing/bids>, by the Purchasing Agent responsible for this solicitation. Requests for clarification of bid items will need to be received in writing, preferably via email, no later than 12:00 PM, CST, Wednesday July 15, 2015 by the Purchasing Agent listed on Page 1. Any applicable amendments or responses to any questions received will be posted to the District website above no later than 5:00 PM, CST, Thursday, July 16, 2015.
- C. **SAMPLES:** If offering a brand and/or product OTHER THAN AS SPECIFIED, SAMPLES ARE REQUIRED. **Please make a notation in the comments section of this document on page 18 if you are sending sample(s).** The deadline to submit samples is 1:00 PM, CST Friday, July 31, 2015. Samples should be brought/sent to the Purchasing Department, 75 N. Pace Boulevard, Pensacola, FL 32505. **Samples should be clearly labeled "SAMPLE FOR ITB NUMBER 160105."** **Your bid will not be accepted on any product that does not include a sample if you bid a product that is not listed on the pre-approved list in the Specifications and Price Section.** Samples should be identified by bid item number and Bidder product/order number. Please note that samples submitted in accordance with the above prescribed manner, and paragraph T of General Terms and Conditions (Section II), by the due date will be evaluated prior to bid evaluation. Samples received after the above date/time may be evaluated for future bids, at the discretion of the District.
- D. **APPROVED PRODUCTS FOUND UNACCEPTABLE IN USE:** If an approved product is found to be unacceptable when used in schools, the School District reserves the right to remove the product from our approved list.
- E. **PRODUCT SUBMISSION FOR BRAND APPROVAL WITHOUT A BID SOLICITATION:** If a different brand is available and it has not been approved by the District, the vendor may contact the

Purchasing Agent **(850) 469-6208** to send in samples for evaluation. If samples are approved by the District, they shall be added to the list of approved brands on the next Classroom and Office Supplies Bid.

- F. BID QUANTITIES:** Quantities listed in the bid are estimates provided for Bidder information purposes only. No guarantee is given or implied as to the exact quantities that will be purchased from this bid. The District reserves the right to increase or decrease all estimated quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the bid pricing or the terms and conditions of the bid.
- G. PRICING:** It is the Bidder's responsibility to ensure that the pricing listed in the bid will be the pricing for the entire bid period. As purchases can occur throughout the bid term in varying quantities; any price based on discounts will still need to be honored.
- H. MINIMUM DOLLAR/ORDER QUANTITY REQUIREMENTS:** The District requests dual pricing when minimum dollar/order quantity requirements are included in the bid proposal. The bid price that must be provided in Section IV, Specifications and Price will reflect the price if the minimum dollar/order quantity requirement **IS NOT** met. Clearly indicate if your item has a minimum by noting to the **LEFT** of the description of the item that this price is **With Out a Minimum** by abbreviating it as **(W/O MIN)**. On the Minimums Form; pages 19-20, place any/all information pertaining to the minimum requirements for items that you have noted in Section IV. This price will be the price if the minimum dollar/order quantity **IS** met. It is understood that this requirement is often dictated by the manufacturer of the item and not the Bidder or reseller of the product. It is requested that Bidders attempt to keep minimum dollar/order quantity requirements to a low level as recent high minimum dollar/order quantity requirements have put an undue financial hardship on the District.
- I. BIDDER'S CLERICAL ERRORS:** The Purchasing Agent will correct clerical errors if the errors are evident on the face of the Bid or other documents submitted with the Bid. A clerical error is an error by the Bidder in transcribing its offer. Examples include typographical mistakes, errors in extending unit prices, transposition errors, arithmetical errors, instances in which the intended correct unit or amount is evident by simple arithmetic calculations (for example a missing unit price may be established by dividing the total price for the units by the quantity of units for that item or a missing, or incorrect total price for an item may be established by multiplying the unit price by the quantity when those figures are available in the Bid). Unit prices shall prevail over extended prices in the event of a discrepancy between extended prices and unit prices.
- J. ALTERNATE BID:** Mindful of the fact that new products may have been manufactured and variance in the kind and size of container and number of units in a shipping case commercially available, no Bidder is prevented from submitting a bid on different kind and size of container and/or number of units in a shipping case, provided the packaging specified in this document is no longer available commercially. The School District shall have sole discretion in accepting or rejecting any alternate product(s) bid.

Qualifications and requirements of bidding alternate (items):

1. Any alternate packaging offered must be substantially equivalent and listed as an alternate bid.
2. Changes in packaging and packing offered by the Bidder must be clearly indicated in the bid request and will be given consideration to the extent deemed consistent with the best interests of the School District.
3. Products that have not been previously approved must be listed as an Alternate Bid or abbreviated as **(ALT)** to the **LEFT** of the Brand Name/Number lines of each item that qualifies in Section IV.
4. Samples must be provided to the District no later than Friday, July 31, 2015, by 1:00PM CST. Bids will not be accepted for alternate items without a sample. Any sample that is not clearly identified with bid number, item number, Bidder/Mfg's name will not be considered for bid

evaluation.

- K. ALTERNATE PRODUCTS:** The School District pre-approves products prior to bid. Offering any product not listed as approved in this document is an alternate bid. Bidders may bid an equivalent product in lieu of the items approved. An alternate product will only be accepted if a sample is provided to the District in the time and manner stated within this document. The District shall have sole discretion in accepting or rejecting a Bidder's alternate product. If approved, the alternate product bid for that item will be added to the approved product list and will be accepted for potential award for this and future solicitations. For larger and/or more expensive items; Bidders may send detailed specifications, including, but not limited to, photos or drawings and the full manufacturer's warranty in place of the sample, providing a request is made in writing to the Purchasing Agent listed on Page 1 of this document.
- L. SUBSTITUTIONS:** Only those items bid shall be shipped and accepted. In the event that an item is discontinued by the manufacturer, the Bidder may not substitute an equivalent item without first submitting specifications with any deviations to the original specifications noted. If the District so desires, a sample may be requested. Substitute products replacing a product awarded must be offered at the same price or lower than the discontinued product. Such pricing will remain in effect for the balance of the bid term. A new model that directly replaces a discontinued model is not considered a substitution under this paragraph.
- M. DISCONTINUED ITEMS:** In the event the manufacturer/supplier replaces the specified products with a new product, the Bidder will notify the District's Purchasing Department in writing, and will apprise them of product replacement options at the Contract Price, and/or any cost reduction available for the specified product(s). The School District reserves the right to authorize such product replacement and/or cost reduction on any specified product(s).
- N. SHELF LIFE REQUIREMENT:** All products delivered in accordance with this ITB will require a **twelve (12) month shelf life after receipt of product**. Any items delivered under this bid with a shelf life less than twelve (12) months will be returned to the vendor at the vendor's cost.
- O. PACKAGING:** All merchandise of fifty (50) case lots or more will come in palletized on 48" x 40" grocery pallets. A Maximum of 45" high from the bottom of the pallet to the top of the stack. Slip sheeting is an acceptable alternative.
- P. DELIVERY:** Deliver all goods to the Escambia County District Warehouse, 51 East Texar, Pensacola, Florida 32503. All shipments/deliveries must be received and signed for by the Warehouse Manager or his designee. Delivery appointments must be made at least twenty-four (24) hours in advance by calling 850-469-5321 or 850-469-5623.
- Q. CONDITION OF PRODUCT AT TIME OF DELIVERY:** Bidders shall ensure that merchandise is shipped to and received by the District in good condition and that all items meet bid specifications, quality and appropriately ordered quantity. **If an item is received in the District's Central Warehouse that does not exactly meet specifications, the Central Warehouse will either refuse shipment at delivery or issue a pickup notice to the Bidder. Any item requiring Bidder's pickup because it does not meet the bid specifications will be picked up by the Bidder at the Bidder's expense. No shipping charges or restocking fees shall be charged to the School District.** If Bidder indicates that specifications are being met, but delivers inferior products, or indicates, after the bid award that the price must go up, the Bidder's entire bid may be terminated and awarded to the next lowest Bidder and/or the Bidder may be prohibited from doing business with the School District for a period not to exceed two years.
- R. DELIVERY TIME:** It is anticipated that all products bid are in-stock and available for immediate

delivery. Please state your normal delivery time after receipt of order on page 18. The District recognizes that certain items bid may have a longer lead time. Bidder shall indicate those items which have a lead time in excess of ten (10) days. For example, "Lead time is four (4) weeks ARO." Failure to meet delivery schedules may be grounds for contract termination.

**S. INVOICES:** All invoices, packing lists, and relevant documentation should reference the appropriate Purchase Order and the seven digit ECSD item number shown in the detail specifications. No additional trucking, freight or fuel surcharges will be either considered or paid.

**T. PAYMENT METHODS:** The method of payment will be at the District's sole discretion using any of the following methods:

1. By warrant (check)
2. By "P-card", the District's Visa credit card

The pricing submitted by the Bidder and accepted by the District is inclusive of any applicable payment terms and all fees incurred by the Bidder through their financial institution for accepting the above payment methods. No additional fees or charges to the District shall apply, unless otherwise preapproved by the District.

**U. BACKGROUND SCREENING REQUIREMENTS:** Bidder will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, by certifying that the Bidder and all of its employees who provided services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided to the school in advance of the Bidder providing any services on campus while students are present. The Bidder will bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Bidder and its employees. The Bidder will follow the procedures for obtaining employee background screening as outlines on the Escambia County School District Website: <http://ecsd-fl.schoolloop.com>. Bidder will provide school a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Bidder will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added. The parties agree that in the event that Bidder fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling school to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Bidder agrees to indemnify and hold harmless school, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from Bidder's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.

**V. FLORIDA PREFERENCE:** Pursuant to §287.084 Florida Statute, award recommendations shall make appropriate adjustments to pricing when considering solicitations from Bidders having a principal place of business outside the State of Florida. All Bidders must complete and submit the "Bidder's Statement of Principal Place of Business", Attachment 1 on page 24 with the response to this solicitation. Failure to comply shall be considered non-responsive to the terms of this solicitation. Refer to <http://www.leg.state.fl.us/Statutes/index.cfm> for additional information regarding this Statute.

**W. FLORIDA'S PUBLIC RECORDS LAW:** Bidder shall comply with Florida's Public Records Law. Specifically, Bidder agrees that it will:

1. Keep and maintain public records that ordinarily and necessarily would be required by the District in order to perform the services performed by Bidder under the Agreement.
2. Provide the public with access to such public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed that provided in Chapter

119, Florida Statute, or as otherwise provided by law.

3. Ensure that public records that are exempt or that are confidential and exempt from public records requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records and transfer to the District, at no cost, all public records in possession of Bidder upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.
5. The failure of the Bidder to comply with the provisions set forth shall constitute a default and breach.

**X. EX PARTE COMMUNICATION:**

1. Ex parte communication, whether verbal or written, by any potential Bidders or representative of any potential Bidders to this solicitation with District personnel involved with or related to this Bid, other than as expressly designated in this document, is strictly prohibited. Violation of this restriction may result in the rejection/disqualification of the Bidders' offer.
2. Ex parte communication whether verbal or written, by any potential Bidders or representative of any potential Bidders to this solicitation with District Board members is also prohibited and will result in the rejection/disqualification of the Bidders' offer.
3. **Any current contractor meetings with District staff and administration, or instructional personnel shall at no time include any conversation regarding the Bid.**
4. **Questions regarding Bid must be directed to the Purchasing Agent listed on page 1 within the timeframe provided in Section III Special Conditions, Paragraph B.**

**Y. BID DOCUMENTATION AND REQUIRED ENCLOSURES: Submissions must be in hardcopy format; fax and/or email submissions will be considered "non-responsive".**

**Failure to return the following forms WILL result in your bid not being accepted:**

1. **The ENTIRE ITB document (pages 1-24) MUST** be returned when bidding.
2. **Invitation to Bid (ITB) & Bidder's Acknowledgement:** This form located on page 1 of the bid document, must be complete with an **ORIGINAL** signature and returned with the bid.
3. If bidding on a brand and/or product number OTHER THAN AS SPECIFIED, **SAMPLES ARE REQUIRED.** Samples must be received in the purchasing office no later than **FRIDAY, JULY 31, 2015, at 1:00 PM CST.** Please make a notation in the comments section if you are sending sample(s).
4. **Minimums Form:** Complete the minimums form on pages 19-20 for all items with a minimum dollar or minimum quantity amount if there are any.
5. **Drug Free Workplace:** This form, located on page 21 of the bid document, while not required, will be a determining factor in award between two (2) bids equal in price, quality and service. If submitting, the signature must be an **ORIGINAL.**
6. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:** This form, located on pages 22 and 23 of the bid document, must be returned with the bid completed with an **ORIGINAL** signature.
7. **Bidder's Statement of Principal Place of Business:** This form, located on page 24 of the bid document, must be completed and submitted with the response to this solicitation. TWO (2) SIGNATURES are required on this form: Bidder, which must be an **ORIGINAL** signature, and Attorney (if you are an out of state Bidder), which does not require an original signature. Pursuant to §287.084 Florida Statute, award recommendations shall make appropriate adjustment to pricing when considering solicitations from Bidders having a principal place of business outside the State of Florida. Refer to <http://www.leg.state.fl.us/Statutes/index.cfm> for additional information regarding this Statute.

**IV. SPECIFICATIONS AND PRICE**

<u>BID NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ECSD ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
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**\*Note: Items 1 – 11 may be awarded as a lot.\***

**Items 1 – 11:** Bordette, Pre-scalloped border 2 1/4" x 50' rolls. Approved: Pacon 37XXX Series or an approved equal.

1.	100	rl	0145022	Black	_____	_____
2.	150	rl	0145023	Azure Blue	_____	_____
3.	125	rl	0145024	Dark Blue	_____	_____
4.	75	rl	0145025	Brown	_____	_____
5.	180	rl	0145026	Canary	_____	_____
6.	100	rl	0145027	SB Emerald Green	_____	_____
7.	120	rl	0145028	Nile Green	_____	_____
8.	115	rl	0145029	Orange	_____	_____
9.	190	rl	0145031	Flame Red	_____	_____
10.	130	rl	0145034	White	_____	_____
11.	90	rl	0145033	Violet	_____	_____

Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

**\*Note: Items 12 – 20 may be awarded as a lot.\***

**Items 12 – 20:** Paper, Kraft, 36" x 1,000' rolls (With two surfaces). Approved: Pacon "Rainbow" 63XX-0 Series, APC Duo or an approved equal.

12.	40	rl	0145460	Black #63300	_____	_____
13.	25	rl	0145461	Dark Blue #63180	_____	_____
14.	35	rl	0145462	Canary #63080	_____	_____
15.	30	rl	0145463	Emerald Green #63140	_____	_____
16.	25	rl	0145464	Orange #63100	_____	_____
17.	15	rl	0145465	Pink #63260	_____	_____
18.	35	rl	0145469	Red #63030	_____	_____
19.	75	rl	0145470	White #63000	_____	_____
20.	30	rl	0145473	Sky Blue #63150	_____	_____

Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

<u>BID NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ECSD ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
21.	50	rl	0145471	Paper, Kraft, Brown, 24" x 1,000' roll, 40#. <u>Approved</u> : Pacon 5724, APC 4024-BKM, School Smart 4024-BKM or an approved equal.	_____	_____

Brand Name/Number \_\_\_\_\_

**UOM PRICE** \_\_\_\_\_ **EXTENDED PRICE \$** \_\_\_\_\_ **SHIPPED PACK/CASE QTY \$** \_\_\_\_\_

**\*Note: Items 22 – 35 may be awarded as a lot.\***

**Items 22 – 39:** Paper, Construction, 18" x 24", 80#, 100% Vat Dyed Sulphite, 50 sheets/package. Approved: Pacon/Riverside Tru-Ray Only.

22.	180	pkgs	0145486	Holiday Green (Tru-Ray 18SC)(102962)	_____	_____
23.	290	pkgs	0145487	Yellow (Tru-Ray 5SC)(103068)	_____	_____
24.	170	pkgs	0145488	Violet (Tru-Ray 11SC)(103073)	_____	_____
25.	200	pkgs	0145489	Turquoise (Tru-Ray 8SC)(103071)	_____	_____
26.	300	pkgs	0145490	Holiday Red (Tru-Ray 84SC)(102995)	_____	_____
27.	145	pkgs	0145491	Red (Tru-Ray 59SC)(103094)	_____	_____
28.	80	pkgs	0145492	Magenta (Tru-Ray 1SC)(103064)	_____	_____
29.	100	pkgs	0145493	Festive Green (Tru-Ray 7SC)(103088)	_____	_____
30.	100	pkgs	0145494	Pink (Tru-Ray 14SC)(103076)	_____	_____
31.	220	pkgs	0145495	Sky Blue (Tru-Ray 21SC)(103080)	_____	_____
32.	290	pkgs	0145496	Blue (Tru-Ray 33SC)(103086)	_____	_____
33.	500	pkgs	0145497	Black (Tru-Ray 57SC)(103093)	_____	_____
34.	575	pkgs	0145498	Assortment (Tru-Ray 00SC)(103095)	_____	_____
35.	115	pkgs	0145499	Warm Brown (Tru-Ray 51SC)(103089)	_____	_____
36.	50	pkgs	0145515	Gold (Tru-Ray 48SC)(102999)	_____	_____
37.	85	pkgs	0145520	Dark Brown (Tru-Ray 50SC)(103088)	_____	_____
38.	115	pkgs	0145522	Orange (Tru-Ray 3SC)(103066)	_____	_____
39.	75	pkgs	0145523	Brillant Lime (Tru-Ray 10SC)(103427)	_____	_____

Brand Name/Number \_\_\_\_\_

**UOM PRICE** \_\_\_\_\_ **EXTENDED PRICE \$** \_\_\_\_\_ **SHIPPED PACK/CASE QTY \$** \_\_\_\_\_

<u>BID NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ECSD ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
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**\*Note: Items 40 – 49 may be awarded as a lot.\***

**Items 40 – 49:** Paper, Construction, 12" x 18", 80#, 100% Vat Dyed Sulphite. 50 sheets/package. Approved: Pacon/Riverside Tru-Ray Only.

40.	90	pkgs	0145480	Salmon (Tru-Ray 12SC)(103042)	_____	_____
41.	140	pkgs	0145481	Brilliant Lime (Tru-Ray 10SC)(103425)	_____	_____
42.	170	pkgs	0145500	Orange (Tru-Ray 3SC)(103034)	_____	_____
43.	165	pkgs	0145501	Green (Tru-Ray 7SC)(103038)	_____	_____
44.	200	pkgs	0145502	Gray (Tru-Ray 55SC)(103059)	_____	_____
45.	100	pkgs	0145503	Pink (Tru-Ray 14SC)(103044)	_____	_____
46.	150	pkgs	0145504	Dark Brown (Tru-Ray 50SC)(103056)	_____	_____
47.	140	pkgs	0145505	Light/Warm Brown (Tru-Ray 51SC)(103057)	_____	_____
48.	150	pkgs	0145506	Tan (Tru-Ray 49SC)(103055)	_____	_____
49.	580	pkgs	0145578	Bright White (Tru-Ray 53SC)(103058)	_____	_____

Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

**\*Note: Items 50 – 56 may be awarded as a lot.\***

**Items 50 – 56:** Paper, Tissue, 20" x 30", 24 sheets/package. Approved: Pacon 59XX-O, Arts & Crafts or an approved equal.

50.	30	pkgs	0145513	Yellow	_____	_____
51.	50	pkgs	0145514	White	_____	_____
52.	40	pkgs	0145516	Red	_____	_____
53.	35	pkgs	0145517	SB Purple	_____	_____
54.	15	pkgs	0145518	Orange	_____	_____
55.	20	pkgs	0145519	Green	_____	_____
56.	15	pkgs	0145521	Blue	_____	_____

Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

57.	100	pkgs	0145507	Paper, Tissue, Assorted Bright (Spectra) Colors, 20" x 30", 20 sheets/ package. <u>Approved:</u> Pacon 58506, Peacock 1465-1 or an approved equal.	_____	_____
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Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

<u>BID NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ECSD ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
58.	150	pkgs	0145508	Paper, Tissue, Pomps, Assorted Colors, 5 1/2" x 5 1/2", 300 sheets/package. <u>Approved:</u> Pacon 58458, Crystal 60 or an approved equal.	_____	_____
<u>Brand Name/Number</u> _____						
UOM PRICE _____		EXTENDED PRICE \$ _____		SHIPPED PACK/CASE QTY \$ _____		
59.	75	pkgs	0145512	Paper, Tissue, Assorted, Transparent Colors, 12" x 18", 50 sheets/package. <u>Approved:</u> Pacon 5852-0, Peacock 1465-1 or an approved equal.	_____	_____
<u>Brand Name/Number</u> _____						
UOM PRICE _____		EXTENDED PRICE \$ _____		SHIPPED PACK/CASE QTY \$ _____		
60.	50	pkgs	0145510	Paper, Fadeless, Duet, 12" x 18", containing six (6) assorted colors per package, 30 sheets/package. <u>Approved:</u> Pacon 56554 or an approved equal.	_____	_____
<u>Brand Name/Number</u> _____						
UOM PRICE _____		EXTENDED PRICE \$ _____		SHIPPED PACK/CASE QTY \$ _____		
61.	75	pkgs	0145511	Paper, Fadeless, 12" x 18", all purpose, 50#, containing twenty (20) assorted colors per package, 60 sheets/package. <u>Approved:</u> Pacon 57504, Reytrim or an approved equal.	_____	_____
<u>Brand Name/Number</u> _____						
UOM PRICE _____		EXTENDED PRICE \$ _____		SHIPPED PACK/CASE QTY \$ _____		
62.	30	pkgs	0145541	Paper, Newsprint, Assorted Colors, 18" x 24", 500 sheets/package. <u>Approved:</u> Pacon 3533 or an approved equal.	_____	_____
<u>Brand Name/Number</u> _____						
UOM PRICE _____		EXTENDED PRICE \$ _____		SHIPPED PACK/CASE QTY \$ _____		

<u>BID NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ECSD ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
63.	140	pkgs	0145543	Paper, White, Drawing Paper, 18" x 24", 80#, 500 sheets/package. <u>Approved:</u> Hunt Bienfang 523, APC 818W, Pacon 4818, or an approved equal.	_____	_____

Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

64.	200	pkgs	0145544	Paper, Finger Paint, 16" x 22", 60#, both sides glazed, 100 sheets/package. <u>Approved:</u> Chaselle 035223, APC, Pacon 5316 or an approved equal.	_____	_____
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Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

65.	300	pkgs	0145545	Paper, Manila Drawing, 12" x 18", 50#, 500 sheets/package. <u>Approved:</u> Pacon 4112, APC 512M or an approved equal.	_____	_____
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Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

66.	45	pkgs	0150005	Paper, Tracing, 12" x 18", 50 sheets/pad. <u>Approved:</u> Arts & Crafts 14136, Bienfang 104, Richeson, Pacon PAC2317-SPR, or an approved equal.	_____	_____
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Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

67.	20	pkgs	0150006	Paper, Watercolor, 18" x 24", 90#, 100 sheets/package. <u>Approved:</u> Hunt Bienfang 534-L, Sax 358451 or an approved equal.	_____	_____
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Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

<u>BID NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ECSD ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
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**\*Note: Items 68 – 72 may be awarded as a lot.\***

**Items 68 – 72:** Paper, Neon Colors, 24#, 8 1/2" x 11", pre-packaged with 100 sheets/package. Approved: Pacon-Riverside W-043XX series or an approved equal.

68.	70	pkgs	0140100	Neon Red	_____	_____
69.	175	pkgs	0140101	Neon Yellow	_____	_____
70.	250	pkgs	0140102	Neon Green	_____	_____
71.	175	pkgs	0140103	Neon Orange	_____	_____
72.	195	pkgs	0140104	Neon Pink	_____	_____

Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

73.	900	pads	0145089	Chart Tablet, 24" x 32", 1" Ruled, 25 sheets/pad. <u>Approved:</u> Pacon 7461 or an approved equal.	_____	_____
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Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

74.	460	pads	0145613	Chart Tablet, 24" x 16", 1" Ruled, 25 sheets/pad. <u>Approved:</u> Pacon 7462, APC/APS 2410H or an approved equal.	_____	_____
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Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

75.	275	cases	0150001	Board, Railroad, 22" x 28", 6-ply, assorted colors, coated both sides 50 sheets/case. <u>Approved:</u> APC RR6AS-L, Pacon 5488-2, or an approved equal.	_____	_____
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**\*\*Note: The quantity per case/ package needs to be clearly marked on case/package ends & sides.\*\***

Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

<u>BID NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ECSD ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
76.	250	cases	0150002	Board, Poster, White, 22" x 28", 4-ply, 100 sheets/case. <u>Approved:</u> Carolina Pad, APC RR4WH (APC 04100-100) Pacon 5460, or an approved equal.		
<p><b>**Note: The quantity per case/ package needs to be clearly marked on case/package ends and sides.**</b></p>						

Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

77.	200	each	0150004	Student Illustration Board, 20" x 30", A Medium Thick Board, .050 Thick, All Purpose, White with Cream Back. <u>Approved:</u> Hunt Bienfang CIB-9, Hurlock, Blick 1314-1003, Commercial Art 76-CP or an approved equal.		
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Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

78.	55	each	0145546	Board, Mat, 32" x 40", Gray/White, used for exhibits. <u>Approved:</u> Hunt Bienfang PM-31, Hurlock 336, Queen City Paper Company, Commercial Art 0189-C or an approved equal.		
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Brand Name/Number \_\_\_\_\_

UOM PRICE \_\_\_\_\_ EXTENDED PRICE \$ \_\_\_\_\_ SHIPPED PACK/CASE QTY \$ \_\_\_\_\_

## Comments

1. Were samples submitted for alternate item(s) bid?

Yes    No

2. Lead time from receipt of order to provide bid items awarded to your company will be on or before

\_\_\_\_\_ .

3. What, if any, reference information should be included on Purchase Orders issued to your company?

4. Please state discount credit for prompt payment, if any, on the line below:

\_\_\_\_\_ .

5. Does your company accept Visa based Purchasing Cards?

Yes    No

6. What is your policy/procedure regarding backorders?

## Minimums Form

This form that includes pages 19-20 are for any minimum dollar/order quantity requirement that you indicated above in Section IV, Specifications and Price. The prices that are placed here will be the prices of the listed items **IF** the Bidders' minimum dollar/order quantity requirement are accepted by the District. The District reserves the right to accept or reject and or all minimums.

Item #	Minimum Dollar Amount	Minimum Quantity	New UOM Price	New Extended Price
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Item #	Minimum Dollar Amount	Minimum Quantity	New UOM Price	New Extended Price
31.				
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## DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature \_\_\_\_\_

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## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-00014, 9/90 (Replaces GCS-009 (REV. 12/88), which is obsolete)

**BIDDER’S STATEMENT OF PRINCIPAL PLACE OF BUSINESS**

*(To be completed by each Bidder)*

Name of Bidder: \_\_\_\_\_

Identify the state in which the Bidder has its principal place of business: \_\_\_\_\_

Identify the political subdivision (outside of Florida) in which Bidder has its principal place of business:  
\_\_\_\_\_

Proceed as follow: **IF** your principal place of business above is located within the State of Florida, the Proposer may sign below and attach to your solicitation. No further action is required. **IF** your principal place of business is outside of the State of Florida the following must be completed by an attorney and returned with your solicitation. Failure to comply shall be considered to be non-responsive to this solicitation.

**OPINION OF OUT-OF-STATE BIDDER’S ATTORNEY ON BIDDING PREFERENCES**

*(To be completed by the Attorney for an Out-of-State Bidder)*

**NOTICE:** Section 287.084(2), Fla. Stat., provides that “a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.” See also: Section 287.084(1), Fla. Stat.

**LEGAL OPINION ABOUT STATE BIDDING PREFERENCES**

*(Please Select One)*

\_\_\_\_\_ The Bidder’s principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

\_\_\_\_\_ The Bidder’s principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES**

*(Please Select One)*

\_\_\_\_\_ The Bidder’s principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

\_\_\_\_\_ The Bidder’s principal place of business is in the political subdivision of \_\_\_\_\_ and the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of out-of-state Bidder’s attorney: \_\_\_\_\_

Printed name of out-of-state Bidder’s attorney: \_\_\_\_\_

Address of out-of-state Bidder’s attorney: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of out-of-state Bidder’s attorney: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address of out-of-state Bidder’s attorney: \_\_\_\_\_

Attorney’s states of bar admission: \_\_\_\_\_

Proposer’s Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_