

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

PLEASE QUOTE YOUR PRICES F.O.B. OUR WAREHOUSE, SAN BERNARDINO, CALIFORNIA

TO: _____

RFP NO.: 25-11

BID FORM

Date Mailed: July 28, 2011

This Quotation must be delivered before:
August, 11, 2011 @ 2:00 p.m.

Submit RFP to Purchasing Agent – 777 North F Street, San Bernardino, California 92410

Gentlemen:

The Board of Education of the San Bernardino City Unified School District will receive sealed RFPs on **Reprographic Services, RFP No. 25-11**, in accordance with the attached specifications, in the office of the Purchasing Department, 777 North "F" Street, San Bernardino, California, 92410 on or before 2:00 p.m. on August 11, 2011.

Enclosed please find one copy of **RFP No. 25-11**. Please return one signed copy to this office in the enclosed self-addressed envelope, noting the opening date as indicated and retain one copy for your records.

JAYNE L. ZYLMAN
Buyer
Purchasing Department

DEBRA LOVE
Director of Purchasing
Purchasing Department

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GENERAL BID INSTRUCTIONS AND CONDITIONS

1. **SUBMITTING BIDS:** Each RFP must be received in the Purchasing Department, San Bernardino City Unified School District, 777 North "F" Street, San Bernardino, California, by the time prescribed on the face of the RFP form. Only RFPs submitted on the District RFP forms shall be accepted. All attachments to the proposal shall include the bidders company name. All bids shall be signed with the firm name and by a responsible officer or employee. Each proposal shall be in a sealed envelope bearing the RFP number, the date and hour specified for public opening.

It is the bidders sole responsibility to see that their proposal is received by the date and time specified and in the Bid Box located in the Purchasing Department.

The RFP proposal must be signed by a person duly authorized to bind the bidder to the proposal. By signing, the authorized person is agreeing to all terms, conditions, instructions, specifications and requirements of this bid document, including all amendments and attachments.

2. **BID RESPONSE DEADLINE:** The proposal must be received on or before the time indicated in the Notice Inviting Proposals. Proposals delivered or received after the opening date and time will not be accepted. Proposals submitted after the deadline will be returned unopened and the bidder will be disqualified. Proposals received by mail after the opening date and time will be returned to the bidder. Faxed or emailed proposals will not be accepted.
3. **CORRECTIONS:** All prices and notations shall be typewritten or in ink. No erasures will be permitted. Mistakes may be crossed out and corrections made adjacent and shall be initialed in ink by person signing proposal. Verify your proposals before submission.
4. **BID MODIFICATIONS/QUALIFICATIONS BY BIDDER:** The full and complete proposal response requirement shall remain constant regardless of any other products and services, or approach to the solution the bidder may offer in the proposal response.

A proposal response to any specific item of this RFP with terms such as "negotiable", "will negotiate" or similar, may be considered non-responsive to that specific item.

Partial responses, changes to, additions, deletions, or exceptions to this RFP by the bidder, which are not specifically called for in the RFP documents, may result in the District's rejection of the proposal.

5. **ACCEPTANCE:** Bid on each item separately. Prices shall be stated in units specified. The Board will not be responsible for errors in extensions. The right is reserved to reject any and all proposals; to waive any irregularities or informalities in any proposal or in the bidding; and to accept or reject any items in the proposal.
6. **TIE BIDS:** Whenever proposals are equal, preference shall be given to firms located within the School District and/or firms with whom the District has had satisfactory business relationships, in the order named.
7. **FAILURE TO PROVIDE REQUESTED INFORMATION:** Failure of a bidder to provide any required documentation or information requested in this package may result in the rejection of their proposal.
8. **BID EVALUATION CLARIFICATION:** The District reserves the right to obtain clarification of any point in a bidders submittal or to obtain additional information. The District reserves the right to conduct on District site, telephone or email, conversations with the bidders to clarify RFP proposals and other documents, ask questions or obtain additional information. The bidders inability to respond to this request may be cause for disqualification of their proposal.
9. **SUBSTITUTIONS:** Use of patent or proprietary names or the names of manufacturers in these specifications shall be deemed to be used for the purpose of facilitating a description and shall be deemed to be followed by the words "or equal" unless the proposal specifically requires no substitutions. The bidder may offer any materials or products which shall be substantially equal to that so indicated or specifically provided; however, the bidder shall

GENERAL BID INSTRUCTIONS AND CONDITIONS

furnish samples and/or full descriptive information covering the product bid on, properly marked, showing item number and page number on each sample, or description, before closing time of RFP.

10. **QUALITY:** All workmanship, materials, and articles incorporated in the items covered by this specification shall be of the best available grade of their respective kinds of the purpose for which the items are to be used. All equipment shall be new unless otherwise specified.
11. **BONDS:** No bidder's bond or certified check is required, unless directed in the supplemental RFP conditions.
12. **SAMPLES:** Samples may be requested of any and all bidders. Samples must be provided within three (3) days of request and shall be furnished free of expense to the District. Samples will be retained by the District for the purpose of comparing against material delivered by the successful bidder and be returned at bidder's expense. The final decision as to whether the material or copy is the equal to that specified shall be made by the District. In all cases the District reserves the right to review all the materials and copies it deems necessary.
13. **DEFECTS AND COMPLIANCE:** Bidders shall guarantee all items purchased under this RFP to be in compliance with the RFP specifications and shall be free of defects. Should any problems arise due to defective material(s) or faulty workmanship, or if the product is not in compliance with RFP specifications and requirements, the vendor shall replace the product at no charge, including labor, material and transportation costs, to the complete satisfaction of the District.

If the vendor is unable to meet the District requirements, the District reserves the right to receive a full refund check from the vendor for the unsatisfactory merchandise, including all labor, materials and transportation costs.

Repeated failure to provide product on time and/or product(s) which do not meet the specifications, will constitute grounds for termination of the contract.

If determined by the District, after a written warning to the successful bidder and a reoccurrence of the same failure, the contract may be terminated. If so, a letter of cancellation shall be mailed by the Purchasing Department to the vendor.

At the time of termination, payment of invoices for products and/or services already received and approved in accordance with RFP documents shall be the responsibility of the District. The District shall not be responsible for any loss of profits resulting from cancellation of a portion of any order at the time of termination.

The rights and remedies of the District provided above shall not be exclusive and are in addition to any other rights and remedies provided by law.

Unless a prior written agreement has been reached with the District, failure to comply with the promised delivery schedule or failure to provide an acceptable product, releases the District from all obligations. In addition, the vendor will be responsible for the cost difference of purchasing items from the next lowest responsible bidder meeting all District specifications and conditions. If next lowest responsible bidder is unable to supply the items, the District reserves the right to purchase the items from another source and bill the difference from any unpaid balance owed the original awarded bidder.

14. **PATENT INFRINGEMENTS:** The successful bidder shall hold the San Bernardino City Unified School District, its officers, agents, servants and employees, harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented invention, article, or appliance, furnished or used, under this RFP.
15. **DELIVERY:** It is understood that the bidder agrees to deliver prepaid all items on which proposals are accepted to the address indicated on the bid form. All costs for delivery, drayage, or freight, or the packing of said articles are to be borne by the bidder.

GENERAL BID INSTRUCTIONS AND CONDITIONS

16. SALES TAX: (A) Do not include California State Sales Tax in proposal. Said tax will be added to invoice and paid by the District. (B) Do not include Federal Excise Tax or Use Tax in the proposal. The District is not subject to same.
17. DISCOUNT: Cash discount when stated on proposal shall be allowed on all payments that are processed by the District with reasonable promptness after acceptance of material and receipt of vendor's invoice. Cash discount for a period of less than thirty (30) days will not be considered in determining low bidder.
18. NON-BIDDERS: If proposal is not made, please notify the District if you wish to remain on the mailing list.
19. INTERPRETATIONS OF BID DOCUMENTS: All interpretations of the bid conditions and/or specifications shall be made only by written addendum. The District shall not be responsible for any other explanation or interpretation of the bid document.
20. LEGAL REQUIREMENTS: All bidders are required to comply with and be bound by all applicable provisions of law whether or not referred to herein.
21. AWARD OF BID: Award will be made to the overall lowest responsible bidder, bidding on all line items and meeting District specifications and requirements. This RFP implies no obligation to buy. The District reserves the right to refrain the award of this bid. The District reserves the right, and may award any, all or none of this bid. In addition, the District may award all of the RFP and refrain from entering into an agreement or placing orders for any or all of the items awarded. There shall be no minimum or maximum contract or purchase order quantities. The award is subject to acceptance by the District's Board of Education. The District reserves the right to reject all proposals and not award a contract. If there is a discrepancy between the unit price bid and the extended price, unit prices shall prevail.
22. REJECTION OF PROPOSALS: The District reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities in any proposal or in the bidding.
23. COMMUNICATION OF AWARD: Bid awards made by the Board of Education shall not become binding upon the District until communication in writing to the successful bidder.
24. SAFETY AND SERVICE REGULATIONS: All products furnished, and/or all work performed, shall meet all applicable safety regulations of the Division of Occupational Safety and Health of the State of California and Health Codes of the State of California.
25. AFFIRMATIVE ACTION: The bidder shall certify that he is an Equal Opportunity Employer and has made a good faith effort to improve minority employment and agrees to meet federal and state guidelines.

No discrimination shall be made in the employment of persons upon public works in this project because of the sex, race, color, national origin or ancestry, religion, or handicap of such personnel.

Complete the enclosed certification document and return it with your proposal. This document should be submitted with each proposal.
26. TERMINATION FOR CONVENIENCE: The District may terminate this contract, in whole or in part, at any time by written notice to the vendor without cause.
27. ALTERNATE SOURCES: Nothing in this agreement shall prohibit the District from acquiring the same type or equivalent material or service from other sources, when deemed to be in the best interest of the District.
28. UNIT PRICES: Pricing shall be per unit. The pricing per unit shall include all costs (excluding tax) and shall be delivered F.O.B. Destination or will call.

GENERAL BID INSTRUCTIONS AND CONDITIONS

29. **SPECIFICATIONS:** The District shall be the sole judge as to whether items bid are equal to the District specifications and whether the successful bidder meets the Districts requirements and specifications.

The District retains the right to reject any copy or service equivalents if, in its opinion, the product equivalent does not meet the RFP or District requirements. The District shall be the sole judge as to whether copies or services bid are equal or meet the District requirements.

Product information sheets (ex: literature, specifications, drawings) should be submitted with bid, if bidding on items other than the manufacturer/model stated in District RFP.

30. **RFP QUANTITIES:** The quantities listed herein are estimates. The District reserves the right to order more, less or none of the quantity indicated or to withdraw a line item or the entire RFP.

31. **FUNDS:** Purchase is contingent upon availability of funds.

32. **RFP TERM:** The RFP term will commence upon award by the Board of Education, and shall continue for an initial term of one (1) year. Pricing shall be held firm for the duration of the year.

33. **BID EXTENSION:** After one (1) year, the District reserves the right to extend the bid on a year to year basis, not to exceed three (3) years (including the first year) at the discretion of the successful bidder and the District, if it is in the best interest of the District.

34. **PRICE ESCALATION:** After the initial one (1) year term, prices may increase in accordance with the terms of this price escalation clause.

A maximum price increase of no more the five percent (5%) per year, or in accordance with the San Bernardino area CPI for the item purchased, whichever is less, may be negotiated subject to the existing market conditions and approval by the District.

The successful bidder must substantiate such price increases by providing documentation that is acceptable and to the complete satisfaction of the District in order to justify the increase.

35. **PRICE DECREASES:** Bidders are required to pass price reductions immediately through to the San Bernardino City Unified School District as market prices drop for these products throughout the duration of the bid award and any extensions. In addition, the District reserves the right to extend this bid for additional years under any price decreases provided by the successful bidder if it is in the best interest of the District.

36. **DELIVERY:** Upon placement of a telephoned order, the successful bidder shall deliver materials within a twenty-four (24) hour period unless other delivery times or arrangements have been agreed to by the District and vendor.

All boxes, packing lists and invoices must reference the correct District purchase order number and project number.

Items shall be required to be delivered to the San Bernardino City Unified School District Board of Education, Facilities Management Department unless otherwise indicated on the purchase order. The method of delivery may be electronic or physical to site determined by job specification.

All items are F.O.B. Destination, no freight/shipping charges.

All products and services are subject to final inspection and acceptance by the District. Such final inspection shall be made within a reasonable time after delivery.

Pick up and delivery shall be made between 8:00 a.m. and 4:30 p.m. weekdays, unless other delivery times are agreed to by the District and the vendor. Electronic delivery will exclude these time frames as dictated by job specifications.

GENERAL BID INSTRUCTIONS AND CONDITIONS

37. PRODUCT AVAILABILITY: By submitting a Proposal, the vendor indicates that he has the ability to provide, or has on hand sufficient materials and resources to meet the twenty-four (24) hour order fulfillment requirement of the District.

38. INVOICES: Invoices must be clearly itemized, including the unit price, description, project number and purchase order number.

Invoices determined to be incorrect shall be returned and not paid until a credit for the invoice or a corrected invoice is supplied. Payment will be made within thirty (30) days of receipt of correct invoices and service.

Cash discounts with a term of less than thirty (30) days will not be considered in determining low bidder. Indicate cash discount on last page of Proposal.

Bidders must complete the attached W-9 tax form and return it with their Proposal.

39. INSPECTION OF VENDOR FACILITIES: All qualifying vendors are subject to inspection of facilities by the District.

40. ADDENDUM: If it becomes necessary to revise any part of this Proposal, an addendum will be provided to all bidders prior to the Proposal opening. The addendum must be signed and included in your Proposal package.

Any clarifications or corrections to this Proposal shall be made by written amendment to all vendors that have been mailed a Proposal or requested a Proposal. Any amendments to this Proposal will be posted to the District website at <http://www.sbcusd.k12.ca.us/new/index.cfm?function=deppage&De=46&Cat=370>. Each Bidder is solely responsible for checking the website for amendment postings.

Requests to amend any part of this Proposal must be done in writing seventy-two (72) hours prior to the bid opening in order to allow for a response.

41. BID WITHDRAWAL: Prior to the bid opening date and time, a Proposal may be withdrawn at the bidders' request.

No bidder may withdraw their Proposal for a period of sixty (60) days from the Proposal opening.

42. LAWS: All codes, laws, ordinances, rules, regulations, orders and other legal requirements of the city, county, state, federal and other public authorities which bear on items provided in this Proposal shall be adhered to, as applicable. Latest editions shall be applicable unless specified otherwise. This Proposal is governed by and construed in accordance with the laws of the State of California.

Each and every provision of law and clause required by law to be inserted in this bid shall be deemed to be inserted herein and the Proposal shall be read and enforced as though it were included herein and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party, the Proposal shall forthwith be physically amended to make such insertion or correction.

The bidder and the District agree that if any provision of this contract is found to be illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Proposal shall remain in full force and effect. Either party having knowledge of such term or provision shall promptly inform the other of the presumed non-applicability of such provision. Should the offending provision go to the heart of the Proposal, the Proposal shall be terminated in a manner commensurate with the interests of both parties, to the maximum extent reasonable.

43. CONTACTS: Please provide us with the following information:

Local Contact _____

Phone No. _____

GENERAL BID INSTRUCTIONS AND CONDITIONS

Business License Number _____ Expiration Date _____

44. VENDOR APPLICATION: Each bidder shall be required to complete the Vendor Application included with these Proposal documents.
45. REFERENCES: Each bidder shall include with his Proposal a list of businesses including other school districts, if any, for which they have provided the same products and/or services as required herein.
46. EXPERIENCE: The bidder, by submitting a Proposal, indicates that he has the ability to fulfill the terms and conditions of the Proposal and has been successful in supplying the products and/or services associated with this Proposal for a period of at least five (5) years.
47. SIGNATURES: Original signatures are required on all Proposals. All prices and notations must be typed or legibly written in ink. Proposals must not be written in pencil. Mistakes may be crossed out and correction inserted adjacent, and the correction must be initialed in ink by the person signing the proposal.
48. PIGGYBACKABLE BID: In accordance with Public Contract Code Section §20118, other school districts in the State of California may purchase under the same terms and conditions of this Proposal if it is determined to be in their best interest. If so, the San Bernardino City Unified School District waives its right and prefers that each school district work directly with the successful bidder. Sales to the other district will be made at the discretion of the successful bidder.
49. FINGERPRINT AND CRIMINAL BACKGROUND CHECK CERTIFICATION: This bid is subject to the provisions of Education Code Section 45125.1. Bidder's/Contractor's employees are required to submit fingerprints to the Department of Justice where an employee may come into contact with students at any District site.

The Department of Justice will ascertain whether the employee has a pending criminal proceeding for a violent or serious felony or has been convicted of a violent or serious felony as they are defined in Penal Code Sections 667.5 and 1192.7, respectively. Bidder/Contractor shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the Employee has not been convicted of a felony as defined in Education Code Section 45122.1.

Bidder shall provide the District with a list of names of employees who may come in contact with students and must certify in writing to the District that none of its employees who may come in contact with students have been convicted of a felony as defined in Education Code Section 45122.1. The District may request the removal of an employee from a District site at any time. Failure to comply with this provision may result in termination of the agreement.

Upon award of this Proposal, the successful bidder will be required to comply with these fingerprinting requirements. The successful bidder will be required to return the appropriate paperwork to the District prior to commencing any contract work.

If proposer is requesting a waiver of the Department of Justice fingerprint and criminal background investigation for Education Code Section 45125.1, the request for waiver section located on the fingerprint and criminal background check certification document must be filled out.

50. DISTRICT CONTACT: All contact with the District regarding this bid shall be made through the Buyer, Jayne L. Zylman, at (909) 381-1212, unless otherwise authorized by the Buyer.

SCOPE OF WORK

The District anticipates bidding over 40 projects over the next 12 – 18 months. Some of these projects are packaged into a single bid set and the average bid package is 150 plan sheets with a specification volume of 800 pages. Page counts will vary based on the project and the projects are staggered for bidding in 4 week cycles.

These materials remain the sole and exclusive property of the District. Copies are not to be

The scope of services for the Reprographic Bid are for special specifications as listed below.

- Single Sided Copies
- Double Sided Copies
- Back and Front Covers
- Colored Copies
- Stapled Copies
- Hole Punched Copies
- Book-Style Assembly
- Binding: ACCO, Screw Post, Comb, Wire and or Rib
- Specialized Paper Sizes for Blueprints and Presentation Documents
- Specialized Folding for Blueprints and Presentation Documents
- Specialized Wrapping for Blueprints
- Check Documents for errors prior to printing (page by page, may be hundreds of pages)
- Disassembly of Files for printing
- Reassembly of Files for printing
- Mounting of documents
- Delivery and Pick-up to and from Facilities Management and other sites in District at short notice for Deliveries to contractors/consultants both in and out of the San Bernardino area
- Package and ship documents as needed, track shipment and report details to District
- Record Compact Discs: Prepare record documents to be placed on C.D. for permanent record
- Scan and Save all drawing for District (remains the property of the District)
- Maintain Hard Copies for all documents for future printing
- Store and dispense documents for District as purchased by outside contractors, etc.
- Recycle Documents as necessary
- Rapid Turn Around of most documents, required

The vendor should provide comprehensive support services for each of the categories that the District has asked for services that the vendor is proposing to provide. On-line services should be secure with regular proofing cycles and reliable and compatible email system. Dispensing and Tracking of documents should be confirmed with vendor receipt and then documents issued directly to requestors.

SUPPLEMENTAL BID CONDITIONS

It is extremely important that all bidders read and adhere to the terms and conditions, specifications and all bid documents included herein:

The purpose of this Proposal is to provide San Bernardino City Unified School District (“District”) with a source to provide conventional and/or digital printing, and related services including the furnishing of large format (i.e. blueprints) Blueline and Digital Bond Plan Paper Copies both in hard copy form and or/electronic format at the prices offered herein, for the term of agreement and any renewal periods. Please read all items.

1. The District shall not be obligated to purchase any particular services. The total value of all purchases to be made under this Proposal may vary annually. The actual amount of business will be based on the bidder’s discounts, available, stock and the District’s ordering requirements. Purchase in contingent upon availability of funds.
2. Prices quoted herein must be held firm for a period on one (1) year from the date bid is awarded. The District reserves the unconditional right to renew this agreement for (3) additional 1-year period(s), with the approval of the successful vendor(s). The District shall provide the vendor with thirty (30) days notice of its intent to renew. Any renewal shall be on the same terms and conditions as the original agreement, except for any authorized price increased or decreases. Any price increase must be justified by submission of documentation such as any or all of the following-consumer price index for that commodity, dealer invoices and cancelled checks and approved by the District prior to renewal. A maximum annual price increase of 5% with above justification may be considered for acceptance by the District with annual renewals.
3. The award of the bid will be to the lowest responsible bidder meeting District specifications. The District is the sole judge as to whether items bid are equal to the specifications or acceptable for District use.
4. The successful vendor will provide the District with the following requested services on an as needed basis. Vendor may be required to work overtime when specifically requested by District to meet project deadlines.
5. All items to be printed/copied/or reproduced are requested to be completed within 8 hours after request, unless the District has been notified and approved of special circumstances. Please indicate your normal return/delivery time in the space provided on the last page of the bid.
6. Please quote one price for each “ JOB “ specified for each type of service. **Vendor must quote a unit price or if specified per square foot.**

SUPPLEMENTAL BID CONDITIONS

7. All jobs must include in one unit price all expected costs to complete the project within the time frame specified on that project by the District. The District will not accept additional labor charges on invoices as to alter the quote price. Unless it is otherwise noted by the District. F.O.B. Destination, no charge to the District for freight.
8. Payment will be made after completion of all work and acceptance by the District and receipt of auditable invoice, per purchase order. District terms are net 30 days. Invoices shall be submitted in duplicate. Invoices shall include the purchase order number and detailed itemization of products or services. The vendor shall provide an experienced Account Executive for project consultation and customer service-related matters. Sales tax is required to be paid by the District.
9. The District reserves the right to accept or reject any or all Proposals, to withdraw a line item or the entire Proposal and to waive any irregularities or informalities in any Proposal or in the bidding.
10. The District expects the vendor to maintain high standards of quality control, strict production time frames and delivery schedules. The vendor shall be knowledgeable in industry-standard processes and best-case complete procedures. **In the event of Vendor error, the Vendor shall be expected to correct all projects that do not meet the District aesthetic, technical and quality standards without additional charges to the District. The vendor shall have the resources, equipment and expertise to perform requested corrections and/or alterations, to meet the District's project specifications.**

11. Please provide us with the following information:

Business Hours:	Fax:
(Hours store is open for drop off and pick up of instruments for repair.)	

Contact Person/Repair Status	Phone:
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Contact Person/Billing	Phone:
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California Business License Number:	Expiration Date:
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Questions regarding this bid should be directed to the attention of Jayne L. Zylman, Buyer, Purchasing Department, (909) 381-1212.

BID SHEETS

BIDDER MUST NOT WRITE IN THESE COLUMNS			BIDDER USE THESE COLUMNS ONLY	
ITEM AND DESCRIPTION Specify brand on which quotation is made in column provided	Total Quantity	Unit	UNIT PRICE	Total Quantity and Unit Price Total Bid
Reprographic and Binding Services				
1. Construction Specification Bid Set reproductions from PDF electronic files or hard copy, 20 lb. paper, black and white double-sided copies, 8.5" x 11" format, with 80 lb. cardstock covers/black and 3 hold post screw binding.				
a. Black and white double-sided copies 20 lb. paper (8.5" x 11" format:)	2,700,000	Pages		
b. 80 lb. printed cardstock covers and ba	7,000	Sets		
c. 3 hole post screw binding	7,000	Sets		
2. Construction Plan Full (30" x 42") and Half Size (15" x 21") Set reproductions from TIFF electronic files or copy, 24 lb. paper, black and white single sided prints with 3 post screw binding.				
a. Black and white single sided prints 24 lb paper (15" x 21" format)	2,500,000	Sq.Ft.		
b. 3 post screw binding	1,000	Sets		
Digital Scanning Services				
3. Scan images from hard copies, black and white, 8.5" x 11" PDF format, delivered on CD	20,000	Pages		
4. Scan Images from hard copies, full color, 8.5" x 11" PDF format ,delivered on CD	1,000	Pages		
5. Scan images from hard copies, black and white, 15" x 21" PDF format, delivered on CD	500	Pages		
6. Scan images from hard copies, black and white, 30" x 42" PDF format, delivered on CD	3,000	Pages		
7. Scan images from hard copies, full color, 30" x 42" PDF format delivered on CD	100	Pages		
Bid Distribution Services				
8. Drawing plan Version Control, minimum of 5 revisions to track, ability to print order any version	2,500,000	Sq. Ft.		

BID SHEETS

BIDDER MUST NOT WRITE IN THESE COLUMNS			BIDDER USE THESE COLUMNS ONLY	
ITEM AND DESCRIPTION Specify brand on which quotation is made in column provided	Total Quantity	Unit	UNIT PRICE	Total Quantity and Unit Price Total Bid
9. Specification Version Control, minimum of 3 revisions to track, ability to print order any version.	2,000,000	Pages		
10. Direct Document Ordering and Purchasing by Bidders including ability to accept orders by discipline/bid set	5,000	Sets		
11. Plan Holder Record Tracking including version tracking held by each Plan Holder	5,000	Sets		
12. Notification Services to Plan Holders for Addenda via email of fax with confirmation of notification	7,000	Sets		
13. Overnight Document Pickup and Delivery Services with 50 mile radius of District, price per pickup/delivery cycle	1,000	Sets		
NOTE: BIDDERS SHALL CALCULATE <u>TOTAL BID AMOUNT BEFORE SALES TAX</u> AND ENTER THE AMOUNT IN THIS SPACE:			Total Bid	

**** Equipment with additional options and/or standard features other than those listed above may be considered if at no additional cost. District to determine if desirable, or if in the best interest of the District

The undersigned has read the specifications, instructions and conditions, and all supplementary conditions or instructions included herein, is familiar with and understands the provisions and proposes and agrees to furnish and deliver the goods and/or services in strict accordance with these specifications, instructions, conditions and provisions, and the prices quoted herein:

Name of Firm _____

Cash Discount _____%

By _____

Delivery _____ Days from date of Purchase Order

SIGNATURE AND TITLE

Printed Name _____

*Enclosed is Cashier's Check No. _____

Address _____

Amount: \$ _____
(Required only as stated in the Bid Documents)

Phone _____

Fax _____

VENDOR APPLICATION

When completed mail to:

San Bernardino City Unified School District
 Purchasing Department
 777 N. "F" Street, San Bernardino, CA 92410
 (909) 381-1126

Business Name: _____

*Business License Number: _____ Expiration Date: _____

Representative Name: _____ Title _____

Business Address: _____

Number of years in business: _____ Email address: _____

Business Telephone Number: _____ Fax Number: _____

Products or Services Provided: _____

Comments: _____

List of References Where Your Company Provided Products/Services: (Preferably other school districts)

Other Schools or Business Name/Address	Contact	Phone	Dates of Service	Products/Service
1.				
2.				
3.				

"By signing below, I certify under penalty of perjury that the information provided is true and correct to the best of my knowledge. I understand it is the vendor's responsibility to update the above information as needed. I further agree that as a vendor of the District this company will conform to all Federal, State, County and City laws, ordinances, codes and regulations covering the products, work or services provided, including but not limited to, obtaining a *San Bernardino City business license as required by the San Bernardino City Clerk's Office. I understand that it is the vendor's total responsibility to determine specific details of such requirements and warrant that all work performed, or provided, totally conforms to such legal requirements. I understand the submission of this application does not guarantee that this company will be used as a vendor for the District or requested to quote on any or all requirements. I understand it is the vendor's responsibility to follow up and request the opportunity to quote. I understand the District reserves the right to use, any, or all vendors for the submission of quotes. Formal bids are advertised in The Sun newspaper's legal ads."

Authorized Vendor Representative Signature _____ **Date** _____

Name _____ **Title** _____

Equal Opportunity Certification

When completed mail to:

San Bernardino City Unified School District
777 N. "F" Street
San Bernardino, CA 92410
(909) 381-1126

Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____ Number of Employees _____

Please check one of the following categories. This company is:

Minority Owned _____ Woman Owned _____ Disadvantaged _____

Disabled Veteran Owned _____ None of the Other Categories _____

Please check and complete below. This company is:

Independently Owned and Operated: _____

An Affiliate of _____ Parent Company _____

A Subsidiary of _____ Address _____

A Division of _____

“By signing below, I certify that we are an Equal Opportunity Employer and have made a good faith effort to improve Minority, Women and Disabled Veteran employment.

Signature _____

Printed Name _____

Title _____

Date _____

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Vendor Tax Information
(Substitute Form W-9)

INDIVIDUAL			
Name of Individual as it appears On Social Security Card _____			
Social Security Number (SSN) _____			
Resident of California (Check One)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

SOLE PROPRIETOR			
Name of Individual Owner _____			
Business Name _____			
Taxpayer Identification Number/SSN _____ <small>(Use number that income from business will be reported under)</small>			
Resident of California (Check One)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

PARTNERSHIP			
Name of Partnership _____			
Federal Identification Number _____			
Resident of California (Check One)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

CORPORATION			
Name of Corporation _____			
Federal Identification Number _____			
Qualified to do business in California and/or permanent place of business In California (Check One)			
	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

TAX EXEMPT ORGANIZATION/ENTITY			
Name of Organization or Entity _____			
Department or Unit, if applicable _____			
Federal Identification Number _____			
Why Are You Tax Exempt? _____			

I hereby certify under penalty of perjury that the information provided on this document is true and correct.			
Signature _____	Title _____	Date _____	Tel No. _____

Failure to furnish correct information and return this form will subject our payment(s) to you to 31% backup withholding per IRS regulations.	Return this form to: SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT 777 North "F" Street San Bernardino, CA 92410-3017
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