



PURCHASING COOPERATIVE

18639 – 80th Ave. S. ♦ P.O. Box 5550 ♦ Kent, WA 98064-5550 ♦ Phone 425-251-8115 ♦ Fax 253-395-5402 ♦ www.kcda.org

INVITATION FOR BIDS
ON
PRINTING PAPER-COLOR/SPECIALTY
BID #09-018

Time and Place for Filing

On or before 2:00 PM PST or 5:00 PM EST

April 6, 2009

King County Directors' Association
Purchasing Department
18639 80th Ave. S.
Kent, Washington 98032

Note: Each bid is to be filed electronically through eschoolmall.com. All bids must be submitted before the date and time shown above and will not be accepted after that date. Mailed, faxed or emailed bids will not be accepted. For information regarding electronic bidding, please contact either Charlene Turner cturner@kcda.org or the Purchasing Agent shown below.

Printing Paper-Color Bid 09-018 will be awarded by the KCDA Board of Directors on April 16, 2009
See Section II, General Provisions, Paragraph G under terms and conditions.

Brian Fawcett, Purchasing Agent
King County Directors' Association
bfawcettf@kcda.org
425-251-8115 ext 127

Published in the Seattle Daily Journal of Commerce
and The Oregon Daily Journal of Commerce
March 13th and 20th, 2009

INSTRUCTIONS ON REATTACHING BID DOCUMENT FORMS:

Save these forms to “my documents”. You may also attach any other documents as needed please save as one file. You may then fill out the forms. Save

On Eschoolmall bid- Under the response attachments press attach

Attachment Description- You may name your file with any title
Press continue

Press Browse- this will enable you to find the document in your saved documents, once you find your file double click on the document.

Continue- Attach- then X out (unless you want to attach another form)

You must enter a dollar value of \$.01 on bid line item #1 for this to attach and appear on the bid.

This will then be saved on the disk/paper clip.

Press update at the bottom of this page.

You may reopen and change before you submit the bid. Once submitted you can not retrieve.

When your bid entry is complete, you must click “**submit**” for you bid to become an official bid offer. Your bid cannot be considered unless it has been submitted.

On the bid opening day you will be able to review all bids.

Please call if you need assistance with these instructions-
Brian Fawcett 425-251-8115 X127

Special notice and instructions for Bid# 09-018

- A) Bid Print Paper-Color/Specialty is to be bid for 1 year (365) days, with three (3) quarterly reviews. See the “Special Provisions” sections for more information on the quarterly review process.**
- B) On the following paper types, bidder must use only one manufacturer in each section (type). Manufacturer’s can be changed at each paper type, but not on each item. Use of different manufacturer’s on each item, is cause for losing bid for that specific section.**

Index
Vellum Bristol
Carbonless
Imitation Parchment
Opaque
Designer Papers
Digital Color Copy
Multi-purpose
Brights

VIII. DELIVERY SPECIFICATIONS FOR BID #08-018:

- A. Orders placed against this bid award shall be delivered to KCDA's Warehouse, 18639 80th Ave. S., Kent, WA 98032 and to various member location warehouses throughout the states of **Washington, Oregon and Idaho.**
- B. Please outline the minimum order quantity needed to have any item or group of items shipped prepaid to our member districts located **throughout each state (Washington, Oregon and Idaho).** Please utilize the last page of this attachment to specify any restrictions as to delivery areas, minimum purchase requirements and shipping weight.
- C. KCDA is able to accept rail deliveries. If rail deliveries offer a financial savings to KCDA, please offer rail delivered pricing by noting delivery method/pricing/minimum purchase requirements as an alternate offer in the "item notes" section in www.eschoolmall.com Burlington-Northern has requested that KCDA's street address and track #6385 be used for any inquiries.
- D. KCDA, and some of its member districts, are able to accept delivery of 53' containers. If deliveries in excess of 42,000# offer a financial savings to KCDA and its members; please offer delivery method/pricing/ minimum purchase requirements for 53' containers as an alternate offer in the "item notes" section in www.eschoolmall.com.
- E. All paper must be delivered on pallets for all locations. All pallets shall be appropriate for use with electric pallet jacks.

IX. GROUP AWARDS:

Items to be awarded by "item", "group" or by "all or none"; whichever is deemed in the best interest of the school districts served by KCDA.

X. SPECIAL PROVISIONS:

- A. KCDA Reserves the right to request samples. Samples shall be available within ONE (1) working day from date of request.
- B. Item(s) shall be of "virgin fiber" content, unless "recycled fiber" content has been specified in the product description. KCDA Reserves the right to mix or replace merchandise of virgin fibers with merchandise of recycled fibers based on actual school orders, cost, availability or any other criteria which is deemed in the best interest of the member districts served by the KCDA Purchasing department.
- C. Items shall be "or equal" unless specified as "NO SUBSTITUTE", in which case only the brand and product number specified will be accepted.
- D. Manufacturers' specification sheets AND swatch books are required for each item/group bid. Specification sheets must be on file at KCDA prior to bid award. Sheets shall be specific as to: acid/alkaline process, fiber content, sheffield, finish, caliper, opacity, brightness, weight and copy/printer applications (suitability).
- E. **"QUARTERLY REVIEW PROGRAM"**. In an effort to assist the successful bidder in offering KCDA the lowest competitive prices on all items, this bid will offer the successful bidder the opportunity to review pricing on a quarterly basis. The quarterly review shall pertain to all items on Bid 09-018.

The items listed above will be awarded as an annual contract covering 365 days from the declaration of the award by the KCDA Board of Directors with the provision of a quarterly review for price escalation. Price reductions are allowed at any time during the contract and are encouraged if market prices decrease. The vendor requesting a unit price increase will submit that request, with supporting documentation, to KCDA thirty (30) days in advance of the following effective dates:

July 17, 2009 October 16, 2009 January 15, 2010

KCDA reserves the right to: accept the adjustment, request additional supporting documentation, reject the request and/or to terminate (without cause) the continuing supply agreement with that vendor with a thirty (30) days notice.

The following will apply to the quarterly review process:

- 1) Price increase must be verified in writing from the Manufacturer.
- 2) The price of an item can only be increased by the actual amount changed by the manufacturer.
- 3) Lack of notification by the successful bidder will be considered as continuation of the original or previously changed price(s).
- 4) **KCDA may, at any time/without cause, terminate a continuing supply agreement with minimum of thirty (30) days written notice to the contract holder/bid award recipient.**

- F. **The contract period for this bid will be from award date on April 16, 2009 through April 15, 2010, with no option for extension of bid offers. SHOULD PAPER PRICES DECREASE DURING THIS BID PERIOD (AS DOCUMENTED BY MILL NOTIFICATIONS/MILL PRICE SHEETS/OR COMPETITIVE BID PRICING BASED UPON THE RESULTS OF SCHOOL/STATE OR OTHER GOVERNMENTAL COMPETITIVE BID INFORMATION), VENDORS WILL BE REQUIRED TO ADJUST KCDA'S PRICES FOR LIKE PRODUCT. PRICE DECREASES SHALL APPLY TO ORDERS NOT YET PLACED WITH THE VENDOR AND/OR MILL.**
- G. KCDA encourages the direct participation of manufacturers/mills in the bid process. KCDA welcomes bid responses direct from manufacturers/mills.
- Quantities shown are **estimates** of KCDA's usage during the period of March 2008 through February 2009. KCDA reserves the right to purchase more or less than the quantities indicated in this bid.
- H. *All sheets are grain long, unless otherwise indicated by description or the manufacturer's product number. All 20# "multi-purpose" papers must be certified for use in: high/low speed copiers, laser/offset printers, high speed duplicators.*
- I. ***In the event that "allocations" are in place and/or any vendor/mill specifies that KCDA's purchases may be limited or restricted; KCDA may at it's option, award any particular line item to multiple vendors and/or mills in order to meet the needs of KCDA's members.***
- J. **NO FUEL SURCHARGES WILL BE ALLOWED FOR THIS BID.**
- K. **Bid# 09-018 will open at 2:00 PM PST/5:00PM EST on Monday, April 6, 2009.**
- a. **Attachment A.** This is certification that a company has not been suspended or excluded from Federal procurement actions by any Federal agency. Bids submitted via eschoolmall are not required to submit a signature page or attachment A.
- L. Printing Paper –Color/Specialty, Bid #09-018 will be awarded, by the KCDA Board of Directors on the evening of April 16, 2009.

Attachment A

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

In submitting the proposal to provide products and/or services as outlined in the bid specifications, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

Signed: _____

Title: _____

Firm: _____

Address: _____

City & State: _____

Date: _____

Note: Signature not required when filing electronically. Electronic acceptance of these terms and conditions signifies compliance with above statement.

This page intentionally left blank