

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 your 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-
Tom Michael 425-251-8115 ext 135
Or
Charlene Turner 425-251-8115 ext 143



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
INDUSTRIAL ARTS TOOLS, GENERAL
BID #09-170

Time and Place for Filing

on or before 2:00 P.M., Pacific Standard Time,
April 23, 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 at cturner@kcda.org or the Purchasing Agent shown below.

Industrial Arts Tools, General Bid #09-170 will be awarded by the KCDA Board of Directors on June 18, 2009. See Section II, General Provisions, Paragraph G. Bid duration is until June 19, 2010.

Tom Michael, Purchasing Agent
King County Directors' Association
tmichael@kcda.org
425-251-8115 ext 115

Published in the Seattle Daily Journal of Commerce
And the Oregon Daily Journal of Commerce
April 2, 2009 and April 9, 2009



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INDUSTRIAL ARTS TOOLS, GENERAL BID #09-170

The undersigned offers and agrees, if this bid be accepted, to furnish any or all of the items upon which prices were quoted, at the prices set opposite each item, F.O.B. delivery point specified in the invitation for bids, and agrees to make delivery within the delivery dates specified, or as otherwise amended by attachment.

Please note the contract provisions of Paragraphs II E, G, H, and I.

Terms are: _____%, 30 Days

Contract Prices Offered

- 1. Firm for annual contract ()
- 2. Firm for initial order only ()
- 3. Variable by item/group ()
(Identify under separate cover)

FIRM NAME: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

NAME: (Typed or Printed in ink) _____

TITLE: _____

TELEPHONE NO: _____

FAX NO: _____

E-MAIL ADDRESS _____

If you are not responding to this bid, please list your company name and address check one of the following lines and return to KCDA:

Keep our name on the list of bidders for this bid _____

Remove our name from the list of bidders for this bid _____

Remove our name from the list of bidders for all bids _____

ATTACHMENT "A"
KING COUNTY DIRECTORS' ASSOCIATION PURCHASING DEPARTMENT
AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT

Bidders who desire to provide KCDA with equipment, supplies and/or professional services must comply with the following affirmative action contract requirements. During the performance of this contract, the Bidder agrees as follows:

1. Bidder agrees to comply with all Local, State and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
2. The Bidder will not discriminate against any employees or applicant for employment because of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. The Bidder will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
3. The Bidder will, in all solicitations or advertisements for employees placed by or on behalf of the Bidder, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
4. The Bidder will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Bidder's affirmative action commitments, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. Any Bidder who is in violation of these requirements, or an applicable affirmative action program shall be barred forthwith from receiving awards of any purchase order from KCDA, or shall be subject to other legal action or contract cancellation unless a satisfactory showing is made that discriminatory practices, or noncompliance with applicable affirmative action programs, have terminated and that re-occurrences of such acts is unlikely. This includes compliance with Section 503 & 504 of the Vocational Rehabilitation Act of 1973 and Sections 2012 & 2014 of the Vietnam-Era Veterans Readjustment Act of 1974.

Acknowledgment: The undersigned acknowledges that he/she has read and understands the foregoing:

Authorized Agent's Signature

Date

Name of Firm

Bid Number

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

Attachment B

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.

VII. DELIVERY SPECIFICATIONS:

- A. All initial orders placed against this bid award shall be delivered to KCDA warehouse, 18639 80th Ave. S., Kent, Washington 98032.
- B. KCDA's warehouse is served by Burlington Northern railroad. Rail deliveries are acceptable where applicable.

VIII. GROUP AWARDS:

- A. Award will normally be made on an item by item basis, although similar items may be awarded on a group basis, whichever is deemed in the best interest of the school districts served by King County Directors' Association Purchasing Department.

IX. SAMPLES REQUIRED:

- A. All samples must be received at the offices of the King County Directors' Association no later than May 15, 2009.
- B. Please send current catalogs and MSDS sheets on all items bid to aid in bid evaluation and KCDA catalog update.

IX. SPECIAL PROVISIONS:

- A. All bidders are to include a current Washington State approved MSDS with their bid for all proposed products requiring such warning. Bidders failing to supply MSDS sheets by date of bid opening may be considered as non-responsive.
- B. All bidders are to factor into merchandise cost the Washington State Hazardous Material tax. This tax is not to be billed separately. All bidders are to supply a letter certifying their compliance with this requirement and is to be received no later than May 21, 2009.
- C. Industrial Arts Tools, General Bid #09-170 will be awarded by the KCDA Board of Directors' on June 18, 2009. See, Section II, General Provisions, Paragraph "G".

