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THE DOVER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800 FAX (603) 516-6809

March 15, 2018

REQUEST FOR BID
Dover School District – SAU #11
General School Office, Instructional and Art Supplies

You are cordially invited to submit a bid for *General School Office, Instructional and Art Supplies* for the Dover School District in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.

One (1) printed signed copy and one electronic (USB drive) format of the Bid must be submitted in a sealed envelope, plainly marked:

Dover School District – SAU #11
General School Office, Instructional and Art Supplies
Superintendent's Office
61 Locust Street, Suite 409
Dover, NH 03820

All proposals/bids must be received by **Tuesday, April 17, 2018 at 1:00 p.m. EST**

***IMPORTANT:** *IF you have not already please click here and sign up on our website in order to be notified of any future bids associated with your service.*

Vendors wishing to respond to a bid request with alternates to specifications must notify the School District no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the School District will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the School District could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



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I. INTRODUCTION

The Dover School District, SAU #11, of Dover NH (hereinafter referred to as the “District”) is seeking bids from qualified vendors to submit their proposals on general school office, instructional and art supplies for the 2018-2019 school year.

II. INFORMATION AVAILABLE

The District currently serves approximately 4,100 students and employs approximately 500 full and part time employees, both instructional and operational. School facilities participating include the SAU Office, 3 elementary schools (Garrison Elementary School, Horne Street Elementary School, Woodman Park Elementary School), 1 middle school (Dover Middle School), 1 high school (Dover High School), 1 Regional Career and Technical Center (Dover CTE, attached to Dover High School) and 1 alternative program (Dover Alternative School, on the Dover High School campus but freestanding building).

III. SPECIFICATIONS

1. The District is soliciting interested vendors for a *percentage discount* from items listed in your company’s supply catalog(s). All bidders must provide their most current designated list price catalog with bid submission which will reflect prices effective July 1, 2018 through June 30, 2019. A single percentage discount shall be offered on the entire catalog. Please note bidders may exempt any categories such as furniture or equipment; however, those areas must be clearly noted and identified.
2. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the purchase order number, vendor name and items. Cartons shall be identified by purchase order number and name.
3. Orders of stocked products will be shipped within 48 hours of receipt of order. The requisitioner shall be notified by the vendor if the product cannot be shipped within this time period in order for the requisitioner the opportunity to secure the product elsewhere.
4. A Market Basket Approach will be used when selecting a vendor(s) for this bid solicitation. Items are listed in Excel format as Attachment A: Chart of Items which can be downloaded on the Dover School District’s website at http://www.dover.k12.nh.us/about_us/business_office/current_bids. Completion and submission of Attachment A: Chart of Items is mandatory and shall be part of the submission on the USB drive. These items represent a sample of items commonly purchased by the District. It does not represent all the items purchased by the District.
5. Some brand names are used in Attachment A: Chart of Items to convey the general style, character and quality of item desired. Through bid analysis, any item that is deemed by the District to be the equal of that item will be accepted.
6. When appropriate, designate individual and/or quantity prices for each item on the Chart of Items.
7. The vendor will provide catalogs and price lists for items awarded to each of the locations making purchases.



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8. Vendors that provide on-line ordering will be given preference. The ordering process must allow authorized users to create an order using a purchase order number and allow supervisory approval to process the order.
9. The District does not warrant a specific dollar volume of ordering during the 2018-2019 school year, nor does this bid preclude the District from utilizing other vendors for purchase of general school office, instructional and art supplies.

IV. GENERAL REQUIREMENTS

Vendors submitting proposals must respond in writing to all requirements of this Request for Bid (RFB). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFB shall be the sole responsibility of the vendor submitting the proposal. The Dover School District reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The District reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The District reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The District reserves the right to waive defects and informalities of the proposals. The District may award the bid to more than one vendor and on an item by item basis to obtain the best prices on office, instructional and art supplies.

Questions shall be directed in writing to Libby Simmons, at L.simmons@dover.k12.nh.us **no later than seven (7) days prior to bid date and time on cover page of this document. All responses will be made available to all vendors.**

Procurement information shall be a governmental record to the extent provided in NH RSA 91:A and RSA 91-A:5 and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Business Administrator prior to submission of the response.

Representatives from candidate firms are prohibited from making any contact with members of the School Board and District staff with regard to this Request for Bid, except to seek clarification of the requirements from the Business Administrator as noted above. The District reserves the right to disqualify any candidate firm found to have improperly contacted members of the School Board or District staff with regard to this Request for Bid.

The prices quoted must reflect a delivered price to Dover. Any related charges associated with delivery to Dover must be factored into the unit price quoted.

The District reserves the right to use additional criteria or analysis tools in making their ultimate selection of a vendor(s).



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References

Please provide the names and contact information, including a telephone number, for three (3) communities/organizations for which you have provided similar products to during the past three (3) years.

1. _____
2. _____
3. _____

FORMAT OF PROPOSAL:

Proposals should be formatted to 8.5"x11" pages and contents bound. Submissions shall be sealed and clearly marked **Dover School District – SAU #11 General School Office, Instructional and Art Supplies.**

Proposals should include all information listed above, as well as any additional information the firm believes would assist the District in making its selection.

CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Printed Name:			
Signature:		Title:	

Check here if appropriate: _____ **(X) NO BID**

The District supports the concept of purchasing products that are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please indicate in a cover sheet by item number and description.



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Bid Protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Business Administrator. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Business Administrator, the person submitting the protest shall submit a written appeal to the Superintendent within three (3) calendar days of a decision by the Business Administrator.
- C. Purchasing procedures shall be stayed pending a decision of the Superintendent unless the Superintendent decides that the award of a contract is necessary to protect substantial interests of the School District.

BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The Dover School District (DSD) reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the District"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. **FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER.** If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the Dover School District to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, the Bidder should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the DSD Business Administrator so that it may be checked into for bids for the coming year. The Bidder will state in the proposal the brand name and any



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guarantees of the material the Bidder proposes to furnish. The brand name is to be for the material that meets all specifications.

6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Dover School District reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Superintendent's Office the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Superintendent's Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low Bidder and the associated total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to the Dover School District Business Office after a bid opening and asking to look through the file or by sending a written request for the bid analysis along with a self-addressed stamped envelope.