



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, CO 80203

Date: November 18, 2010

Subject: Request For Proposal, #BD1460, Office Supplies (District-wide)

Enclosures: (1) Request for proposal cover sheet
(2) General terms and conditions
(3) Special terms and conditions.
(4) Scope of work/Specifications
(5) Pricing template
(6) Vendor Information form
(7) Diversity Business Certification form

To: All prospective bidders:

Thank you for obtaining this Request For Proposal on line.

Please note: Denver Public Schools Purchasing Department is also using an on-line 'Bid Provider' service, 'Bid Net'. Please refer to Bids and Proposals section under Doing Business/Bids option on the DPS Purchasing website for official bid documents. Please, carefully review the proposal as the District's proposal documents have been revised.

Enclosed, please find a Request for Proposal to provide Denver Public Schools with **Office Supplies, District-wide, (2 Day Delivery for Schools and Departments) for office supply items not carried in the District Warehouse**. Unless otherwise noted, (bidders) must provide a proposal on all of the requirements stated within this request. Bidders must be able to commit the resources necessary to provide the services requested in a timely manner and conform to the material aspects of the scope of work enclosed. To be considered valid in the selection process, all proposals must follow the critical dates, as set forth below:

Critical dates:

1) RFP Issue date - November 18, 2010.

2) Questions due date – December 3, 2010, 3PM, Mountain Standard Time. Responses to questions will be provided in writing to all prospective bidders, by December 3, 2010.

3) Proposal due date - Proposals must be received in the District's Purchasing Office on or before **December 15, 2010, 3PM, Mountain Standard Time**. Proposals received after this date and time will not be considered and individual extensions to the due date will not be granted. If you are hand delivering your response on the due date, allow enough time to find parking (the District does have a parking lot but space is limited and access may be denied) and security check-in. The District will not accept an e-mail or fax response to this Request for Proposal. You are responsible to address the envelope as follows- **Denver Public Schools, Purchasing Department, 900 Grant Street, Room #301, Denver, Colorado 80203, Attn: BD#1460.**

4) Proposal Expiration date- Bidder must indicate an expiration date for the proposal and pricing. Any expiration date shall not be less than (90) days from the proposal due date as indicated herein.

Please be advised that the award is based upon the content of the bidder's proposal. Organized, succinct and straight forward submissions are appreciated. There is no need to go to excessive costs in preparing elaborate packaging. Prior to a formal award, all contract terms and conditions must be agreed upon by all parties. Please address any inquiries to the buyer: Linda Kammerer, CPPB, Buyer II, Fax number (720) 423-3348.

Sincerely,

Linda Kammerer
CPPB, Buyer II



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, Colorado 80203

**REQUEST FOR PROPOSAL BD1460
COVER SHEET-FILE IN TAB A**

Date:	November 18, 2010
Proposal number:	BD1460
Proposal title:	Office Supplies (District-wide)
Proposals will be received until:	December 15, 2010 3:00 p.m., local standard time at 900 Grant Street, Room 301, Denver, Colorado 80203
Goods or services to be delivered to or performed at:	Various Schools/Departments
For additional information please contact the buyer:	Linda Kammerer, CPPB, Buyer II 720-423-3330
Email Address	linda_kammerer@dpsk12.org
Documents included in this package:	Request for Proposal Cover Sheet General Terms and Conditions Special Terms and Conditions Scope of Work/Specifications Pricing Template Vendor Information Form Diversity Business Certification Form

If any of the documents listed above are missing from this package, they may be picked up at 900 Grant, Room 301. If you require additional information, call the Denver Public Schools contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (3) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (4) that the vendor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety calendar days following the date of submission.

PRINT OR TYPE YOUR INFORMATION - TAB A

Name of Company: _____	Fax: _____
Address: _____ City/State: _____	Zip: _____
Contact Person: _____ Title: _____	Phone: _____
Authorized Representative's Signature: _____	Phone: _____
Printed Name: _____ Title: _____	Date: _____
Email Address: _____ Approved by: _____	Date: _____
Reviewed by: _____	Date: _____



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, Colorado 80203

REQUEST FOR PROPOSAL BD1460

GENERAL TERMS AND CONDITIONS

- I. **APPLICABILITY.** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as "Offers" or "Responses") made to the Denver Public Schools (hereinafter referred to as "District") by all prospective suppliers (herein after referred to as "Vendors") in response, but not limited, to Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitations").
- II. **CONTENTS OF OFFER**
- A. **General Conditions.** Vendors are required to submit their Offers in accordance with the following expressed conditions:
1. Vendors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and services as required by the conditions of the Solicitation. No plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying the requirements of the District or the compensation to the Vendor.
 2. Vendors are advised that all District contracts are subject to all legal requirements contained in the District Board policies, the Purchasing Department's procedures and state and federal statutes. When conflicts between the Solicitation and these legal documents occur, the highest authority will prevail.
 3. Vendors are required to state exactly what they intend to furnish to the District via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in the Vendor's Offer, it shall be construed that the Vendor's Offer fully complies with all conditions identified in this Solicitation.
 4. Denver Public Schools intends and expects that the contracting processes of the District and its Vendors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Vendors make available equal opportunities to the extent third parties are engaged to provide goods and services to the District as subcontractors, vendors, or otherwise. Accordingly, the Vendor shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract (**joint ventures are encouraged**). The Vendor shall disseminate information regarding all subcontracting opportunities under this contract in a manner reasonably calculated to reach all qualified potential subcontractors who may be interested. The Vendor shall maintain records demonstrating its compliance with this article and shall make such records available to the District upon the District's request.
 5. All Offers and other materials submitted in response to this Solicitation shall become the property of the Denver Public Schools.

B. Open Records. Disclosure of information to the District.

The Vendor understands that the information provided to the District in response to a Request For Proposal ("RFP"), a bid or under an agreement or contract between District and the Vendor, may be subject to release, inspection or disclosure upon request..

"Information," shall include any confidential or non-confidential information which: (a) belongs to the Vendor; (b) is of a scientific, technical, clinical, business, financial, marketing, corporate, specialized or other trade secret; (c) has value to the Vendor; (d) has generally been considered and treated by the Vendor as confidential prior to the time of disclosure; and (e) is clearly identified as "Confidential" or "Proprietary" when disclosed to the District. Information shall not include any information which: (a) at the time of disclosure is in the public domain (whether or not any of the parties knows that the information is in the public domain); (b) after disclosure is published or otherwise becomes part of the public domain in any manner other than by the District; (c) was in the possession of the receiving party at the time of disclosure by the District as evidenced by competent written documents; or (d) was independently developed by the receiving party as evidenced by competent written records.

It is presumed that any Information provided to the District is a public record and is subject to inspection, further disclosure and release by lawful subpoena, government regulation, court order, lawful purpose or as requested pursuant to the Colorado Public (Open) Records Act (Colo. Rev. Stat. sec. 24-72-204, or as amended later), except any information that is recognized as confidential, qualifies as exempt or is protected by the applicable state and Federal law, the District will not disclose; provided, however, when it is reasonably practicable to do so under the circumstances, the District will make an effort to notify the Vendor of the impending release of records in order to provide the Vendor an opportunity to challenge the release of the requested information. Barring the receipt of a legal order or decree prohibiting the District's disclosure of the requested information, the information will be released to the requesting party as the law requires.

Nothing in this provision shall be construed to create a legal duty or an obligation or a liability for the District or its employees, officers, agents or assigns to act or pursue any claim, defense, cause of action, or legal process on the Vendor's behalf. The Vendor further agrees to defend, indemnify and save and hold harmless the District, its employees, officers, agents or assigns against any claim, judgment, damages and legal expenses and costs, including any attorney fees awarded to a third party or incurred or a court may order to pay because of a lawful release of the requested information by the District.

- C. Worker's Compensation Insurance. Each contractor and subcontractor shall maintain at his own expense until completion of his work and acceptance thereof by the District, Worker's Compensation Insurance, including occupational disease provisions, covering the obligations of the contractor or subcontractor in accordance with the provisions of the laws of the State of Colorado. The contractor shall furnish the District with a certificate giving evidence that he is covered by the Worker's Compensation Insurance herein required, each certificate specifically stating that such insurance includes occupational disease provisions and provisions preventing cancellation without five days' prior notice to the District in writing.

D. Clarification and Modifications in Terms and Conditions

1. Where there appear to be variances or conflicts between the General Terms and Conditions, the Special Terms and Conditions and the Technical Specifications outlined in this Solicitation, the Technical Specifications then the Special Terms and Conditions will prevail.
2. If any Vendor contemplating submitting an Offer under this Solicitation is in doubt as to the true meaning of the specifications, the Vendor must submit a **written request** for clarification to the District's Contact person as stated in the Special Terms and Conditions. The Vendor submitting the request shall be responsible for ensuring that the request is received by the District at least five calendar days prior to the scheduled Solicitation opening or as stated in the Special Terms and Conditions.

Any official interpretation of this Solicitation must be made, in writing, by an agent of the District's Purchasing Department who is authorized to act on behalf of the District. The District shall not be responsible for interpretations offered by employees of the District who are not agents of the District's Purchasing Department.

The District shall issue a written addendum if substantial changes which impact the technical submission of Offers are required. Such addenda will be posted on the Purchasing Department web site (<http://purchasing.dpsk12.org/bids/default.asp>). Vendors are responsible for either revisiting this website prior to the due date or contacting the designated buyer to ensure that they have any addenda which may have been issued after the initial download. The Vendor shall certify its acknowledgment of the addendum by signing the addendum and returning it with its Offer. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

E. Prices Contained in Offer--Discounts, Taxes, Collusion

1. Vendors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Offers; discounts for periods of less than twenty days, however, will not be considered in making the award.
2. Vendors shall not include federal, state, or local excise or sales taxes in prices offered, as the District is exempt from payment of such taxes.
3. The Vendor, by affixing its signature to this Solicitation, certifies that its Offer is made without previous understanding, agreement, or connection either with any persons, firms or corporations making an Offer for the same items, or with the District. The Vendor also certifies that its Offer is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the District's public procurement process, all Vendors are hereby placed on notice that any and all Vendors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

III. PREPARATION AND SUBMISSION OF OFFER

A. Preparation

1. The Offer must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Vendor must be initialed **in blue ink** by the authorized agent of the Vendor.
2. Offers must contain, **in blue ink**, a manual signature of an authorized agent of the Vendor in the space provided on the Solicitation cover page. **The original cover page of this Solicitation must be included in all Offers. If the Vendor's authorized agent fails to sign and return the original cover page of the Solicitation, its Offer shall be invalid and shall not be considered.**
3. Unit prices shall be provided by the Vendor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and **shall be for the unit of measure requested**. Prices that are not in accordance with the measurements and descriptions requested may be considered non-responsive and may not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
4. Alternate Offers will not be considered unless expressly permitted in the Specification's Special Terms and Conditions.
5. The accuracy of the Offer is the sole responsibility of the Vendor. No changes in the Offer shall be allowed after the date and time that the Offers are due.

6. Organization of BID response: (See scope of work section for additional details)

TAB A- Cover letter and transmittal sheet (identify any exceptions to specifications or terms and conditions within this section).

TAB B- Management Section

TAB C- Technical Section

TAB D- Project schedule and implementation plan

TAB E- Pricing

TAB F- Vendor Profile

B. Submission

1. One original and **Eight** copies shall be sealed in an envelope with the vendor's name and the RFP number on the outside and marked, 'Master'. This master copy shall be sent or delivered to the District's Purchasing Offices- Denver Public Schools, 900 Grant Street, Room #301, Denver, Colorado 80203.
2. In addition to the copies above furnish one complete copy of your Proposal on a CD-ROM disk or furnish the copy on a portable storage drive device (thumb drive) along with the master paper copy. The District will distribute this electronic version for evaluation. Please ensure that this copy is complete and accurate and includes all proposal content, descriptions and pricing.
3. Unless otherwise specified, when a Specification and Pricing form is included as a part of the Solicitation, it must be used when the Vendor is submitting its Offer. The Vendor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the addendum duly issued by the District. No other form shall be accepted.
4. Offers submitted via facsimile machines or email will not be accepted.
5. Vendors which qualify their Offers by requiring alternate contractual terms and conditions as a stipulation for contract award must include such alternate terms and conditions in their Offers. The District reserves the right to declare Vendors' Offers as non-responsive if any of these alternate terms and conditions are in conflict with the District's terms and conditions, or if they are not in the best interests of the District.

C. Late Offers. Offers received after the date and time set for the opening shall be considered non-responsive and returned unopened to the Vendor. **(Note: If you are hand delivering your response to the District on the due date, please allow ample time for parking. Space is limited in the District's parking lot and additional time may be required for security check in).**

D. Vendor Information. All Vendors are required to complete the Vendor Information Form that is included in this solicitation.

IV. MODIFICATION OR WITHDRAWAL OF OFFERS

A. Modifications to Offers. Offers may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the Offers to be opened. Each modification submitted to the District's Purchasing Department must have the Vendor's name and return address and the applicable Solicitation number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the District's Purchasing Department will be considered the valid modification.

B. Withdrawal of Offers

1. Offers may be withdrawn prior to the time and date set for the opening. Such requests must be made in writing on company letterhead.
2. In accordance with the Uniform Commercial Code, Offers may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If an Offer is withdrawn by the Vendor during this ninety day period, the District may, at its option, suspend the Vendor from the bid list and may not accept any Offer from the Vendor for a six month period following the withdrawal.

V. REJECTION OF OFFERS

A. Rejection of Offers. The District may, at its sole and absolute discretion:

1. Reject any and all, or parts of any or all, Offers submitted by prospective Vendors;
2. Re-advertise this Solicitation;
3. Postpone or cancel the process;
4. Waive any irregularities in the Offers received in conjunction with this Solicitation to accept an offer(s) which has additional value or function and/or is determined to be more advantageous to the District; and/or
5. Determine the criteria and process whereby Offers are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by the District.

B. Rejection of a Particular Offer. The District may, at its sole and absolute discretion, reject an offer under any of the following conditions:

1. The Vendor misstates or conceals any material fact in its Offer;
2. The Vendor's Offer does not strictly conform to the law or the requirements of the Solicitation;
3. The Offer expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation's Special Terms and Conditions;
4. The Offer does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Offer in conjunction with the Solicitation's Special Terms and Conditions and/or Technical Specifications; or
5. The Offer has not been executed by the Vendor through an authorized signature on the Specification's Cover Sheet.

C. Elimination From Consideration

1. An Offer may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the District upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the District.
2. An Offer may not be accepted from, nor any contract awarded to, any person or firm which has failed to perform faithfully any previous contract with the District, state or federal government, for a minimum period of three years after this previous contract was terminated for cause.

D. The District reserves the right to waive any technical or formal errors or omissions and to reject any and all bids, or to award contract for the items hereon, either in part or whole, if it is deemed to be in the best interest of the District to do so.

VI. COMPLIANCE WITH LAW AND DISTRICT POLICIES.

The Contractor will comply with all laws, regulations, municipal codes and ordinances and other workplace requirements and standards applicable to the provision of services/work performed including, without limitation, federal and state laws governing wages and overtime, civil rights/employment discrimination, equal employment, safety and health, verifiable security background checks, employees' citizenship, withholdings, pensions, reports, record keeping, and campaign contributions and political finance,.

- A. The Contractor certifies that it shall comply with the provisions of C.R.S. 8-17.5-101, et seq. In accordance with that law, the Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. The Contractor represents, warrants, and agrees that it: (i) has verified that it does not employ any illegal aliens, through participation in the E Verify Program; and (ii) otherwise will comply with the requirements of C.R.S. 8-17.5-102(2)(b). The Contractor shall comply with all reasonable requests made in the course of an investigation under C.R.S. 8-17.5-102 by the Colorado Department of Labor and Employment. If the Contractor fails to comply with any requirement of this provision or C.R.S. 8-17.5-101, et seq., the District may terminate this Agreement for breach and the Contractor shall be liable for actual and consequential damages to the District.
- B. The Contractor, if a natural person eighteen (18) years of age or older, hereby swears or affirms under penalty of perjury that he or she (i) is a citizen of the United States or otherwise lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of C.R.S. 24-76.5-101, et seq., and (iii) shall produce one of the forms of identification required by C.R.S. 24-76.5-103 prior to the effective date of this Agreement.

VII. AWARD OF CONTRACT. The District shall award a contract to a Vendor through the issuance of a Purchase Order or a Notice of Award. The General Terms and Conditions, the Special Terms and Conditions, any Technical Specifications, the Vendor's Offer, and the Purchase Order or Notice of Award are collectively an integral part of the contract between the Denver Public Schools and the successful Vendor. Accordingly, these documents shall constitute a binding contract without further action by either party.

VIII. APPEAL OF AWARD. Vendors may appeal by submitting, **in writing**, a detailed request for reconsideration to the District's Director of Purchasing within 72 hours after the recommendation of award is posted on the Purchasing Department's web site at <http://purchasing.dpsk12.org/bids/default.asp>, provided that the appeal is sought by the Vendor prior to the District finalizing a contract with the selected vendor.

IX. CONTRACTUAL OBLIGATIONS

- A. Local, State and Federal Compliance Requirements. Successful Vendors shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws applicable to, and affected by, this contract including, but not limited to, Equal Employment Opportunity (EEO) regulations, Occupational Safety and Health Act (OSHA), and Title II of the Americans with Disabilities Act (ADA).
- B. Disposition. The Vendor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation, without prior written consent of the District.
- C. Employees. All employees of the Vendor shall be considered to be, at all times, employees of the Vendor, under its sole direction, and not an employee or agent of the District.
 1. The District may require the Vendor to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable, and whose continued employment on District property is not in the best interest of the District.

2. The Vendor shall not employ, retain, hire or use any individual that has been convicted of any felony charges as the same is defined under the laws of the State of Colorado in the performance of the services to be rendered and materials to be provided to the District pursuant to this Solicitation unless the Vendor receives prior written permission.
 3. In accordance with the District's policy regarding the use of tobacco products, no employee of the Vendor shall be permitted to use tobacco products when performing work on District property.
 4. To protect the staff and program against undue invasion of the school or work day, sales representatives shall not be permitted in schools or other departments for the purpose of making sales unless authorized to do so by the Director of Purchasing or his/her designee. If special or technical details concerning goods or services to be purchased are required, the involvement of vendors should be coordinated through the Purchasing Department.
- D. Delivery. Prices, quotes and deliveries are to be **FOB destination, freight prepaid**, and shall require inside delivery unless otherwise specified in the Solicitation's Special Terms and Conditions. Title and risk of loss shall pass to the District upon inspection and acceptance by the District at its designated point of delivery, unless otherwise specified in the Special Terms and Conditions. In the event that the Vendor defaults on its contract or the contract is terminated for cause due to performance, the District reserves the right to re-procure the materials or services from the next lowest Vendor or from other sources during the remaining term of the terminated/defaulted contract. Under this arrangement, the District shall charge the Vendor any difference between the Vendor's price and the price to be paid to the next lowest Vendor, as well as any costs associated with the re-solicitation effort
- E. Material Priced Incorrectly. As part of any award resulting from this process, vendor(s) will discount all transactions as agreed. In the event the District discovers, through its contract monitoring process or formal audit process, that material was priced incorrectly, vendor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

X. MODIFICATIONS TO EXISTING CONTRACT.

Terms and conditions may be added, modified, and deleted upon mutual agreement between agents of the District and the Vendor provided that such terms and conditions remain within the scope and original intent of the Solicitation. Said terms and conditions may include, but are not limited to, additions or deletions of service levels and/or commodities and/or increases or decreases in the time limits for an existing contract. Any and all modifications must be expressed in writing through a Memorandum of Understanding and executed by authorized agents of the District and the Vendor prior to the enactment of such modifications.

XI. TERMINATION OF CONTRACT

- A. The District may, by written notice to the successful Vendor, terminate the contract if the Vendor has been found to have failed to perform its service in a manner satisfactory to the District as per specifications, including delivery as specified. The date of termination shall be stated in the notice. The District shall be the sole judge of non-performance.
- B. The District may cancel the contract, without penalty, upon thirty days written notice for reason other than cause. This may include the District's inability to continue with the contract due to the elimination or reduction of funding.



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, Colorado 80203

REQUEST FOR PROPOSAL BD1460

SPECIAL TERMS AND CONDITIONS

SCHEDULE OF ACTIVITIES: The following activities outline the process to be used to solicit vendor responses and to evaluate each vendor proposal.

November 18, 2010
December 3, 2010
December 15, 2010
January 13 & 14, 2011
February 18, 2011

Distribute Request for Proposal
Deadline for submitting questions
Proposal deadline
On-site Presentations **if needed**
Award contract

PURPOSE OF SOLICITATION - TO OBTAIN PROPOSALS/INFORMATION: The purpose of this Solicitation is to provide qualified Vendors with sufficient information regarding the District's needs in order to adequately prepare and submit a Response for the provision of **Office Supplies (2 Day Delivery for District Schools and Departments)**. It is agreed and understood that Responses to this Solicitation are considered to be working documents while they are under consideration and, as such, are not subject to official bid openings. The only information released at the public opening of Responses to this Solicitation will be the names of the respondents. Only after staff makes an official recommendation of award will prices associated with the Solicitation be available as public record. Recapitulations of prices and evaluations will not be mailed out; they may be reviewed in person during normal business hours after the recommendation of award is made.

The Denver Public Schools desires to enter into a requirements contract for Office Supplies which will permit our various schools and operating sites the use of firm contract pricing with a Vendor which regularly stocks office supplies, as well as having access to firm discounted pricing from a Vendor's catalog. It shall be agreed and understood that the terms and conditions of this contract apply to purchases that are issued through the District's Purchasing Department and employees of the District when purchasing items for official District use through District issued Visa Purchasing Card, petty cash expenditure and/or Contract Release Requests. This contract will require the successful vendor to partner closely with the DPS Purchasing Department, Schools and departments.

The District presently operates a central warehouse that stock many items. This solicitation does not include any of the products purchased for this facility, which are purchased under separate bid solicitations. This award is not to include current or any future contracts associated with the purchase of office supplies, including copy paper, office machines, toner & ink cartridges, calculators, large whiteboards, classroom and office furniture, for the Denver Public Schools or District Warehouse, nor is it to include current and future contracts for the purchase of these items.

METHOD OF AWARD - FIRM CONTRACT PRICING WITH A VENDOR WHICH REGULARLY STOCKS THE ITEMS LISTED ON THE ATTACHED SPECIFICATION AND PRICING FORM: The Denver Public Schools desires to enter into a requirements contract for **Office Supplies (Delivered Site to Site)**, which will permit our various schools and operating sites the use of firm contract pricing with a Vendor which regularly stocks the items listed on the attached Specifications and Solicitation Form as well as having access to firm discounted pricing from a Vendor's catalog. It shall be agreed and understood that the terms and conditions of this contract apply to purchases that are issued through the District's Purchasing Department and employees of the District when purchasing items for official District use through petty cash expenditure and/or Contract Release Requests.

TERM OF CONTRACT: This contract shall commence on February 18, 2011 and shall remain in effect through January 31, 2013.

PRICES SHALL BE FIXED AND FIRM FOR THE TERM OF THE CONTRACT: If the Vendor is awarded a contract under this Solicitation, the prices proposed by the Vendor shall remain fixed and firm during the term of the contract, provided, however, that the Vendor may offer incentive discounts from this fixed price to the District at any time during the contractual term.

Prices shall remain firm for the first two years of the contract. Thereafter, prices may only increase on the anniversary date of the contract and only in an amount not to exceed price increases passed on from the manufacturer in the previous year.

OPTION TO RENEW FOR SUBSEQUENT YEARS (WITH PRICE ADJUSTMENT): The prices or discounts quoted in this Solicitation shall prevail for a two-year period from the effective date of the contract, at which time the District shall have the option to renew the contract for subsequent one year periods. This option is a District prerogative and not a right of the Vendor and will be exercised only when such continuation is clearly in the best interest of the District. The optional renewal periods shall not exceed three years. During each annual option period, the District will consider an adjustment to the pricing structure if the manufacturer or supplier notifies the Vendor of a price adjustment. It shall be understood that such price adjustments shall not exceed the amount passed on to the Vendor by the manufacturer or supplier. The Vendor shall notify the District of such adjustments during the option period at least thirty calendar days prior to the effective date of the new price to be charged to the District. The District reserves the right to reject any price adjustments submitted by the Vendor and/or to terminate the contract with the Vendor based on such price adjustments.

ELIGIBILITY OF VENDORS - MUST BE ENGAGED IN SUPPLYING PRODUCTS OR SERVICES RENDERED: Pre-award inspection of the Vendor's facility may be made prior to award of the contract. Solicitations will only be considered from firms which have been engaged in the business of manufacturing or distributing the goods and/or performing services as described in this Solicitation. The Vendors must be able to produce evidence that they have an established satisfactory record of performance for a reasonable period of time and have sufficient financial support, equipment and organization to ensure that they can satisfactorily execute the services if awarded a contract. The term equipment and organization as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the District. The District reserves the right, before awarding the contract, to require a Vendor to submit such evidence of its qualifications as it may deem necessary, and may consider any evidence available to it (including, but not limited to, the financial, technical and other qualifications and abilities of the Vendor, including past performance and experience with the District) in making the award in the best interest of the District.

CONSIGNMENT OF CONTRACT NOT ALLOWED: Responses will only be considered from firms which are directly engaged in the business of manufacturing or distributing the goods and/or performing the services described in this Solicitation. Accordingly, no part of this contract can be consigned to another vendor.

STOCK LEVELS SHALL BE MAINTAINED BY VENDOR: The successful Vendor shall ensure that adequate stock levels are maintained at its place of business and/or at its distributor's place of business in order to assure the District of prompt delivery. If the delivery terms specified in this Solicitation are not fulfilled by the Vendor, the District reserves the right to cancel the order, purchase the goods elsewhere, and charge the Vendor for any re-procurement costs incurred by the District.

SALES TAX: The District is exempt from paying State or Local Sales Taxes. Notwithstanding, Vendors should be aware of the fact that all materials and supplies which are purchased directly by the Vendor in conjunction with this contract will be subject to applicable state and local sales taxes and these taxes shall be borne by the Vendor.

SHIPPING TERMS - FOB DESTINATION: All Vendors shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized District representative.

VALUE OF ORDERS TO BE DELIVERED: It is understood that the value of the orders placed by, and delivered to, the District will normally be greater than \$100.00. The cost of processing, shipping and delivering these items to the District premises shall be borne by the Vendor. Shipping and handling surcharges, including fuel surcharges, are expressly prohibited. If the Vendor requires a minimum dollar value greater than \$100.00 for each individual order/delivery, this dollar value must be designated by the

Vendor on its Response. It is hereby agreed and understood that such designation represents a variation from the Solicitation requirements; accordingly, the District may, in its best interest, accept this variation as a stipulation of contract award or reject the Vendor's Response as non-responsive.

ESTIMATED CONTRACT VALUE: The estimated total annual value of this contract is approximately Nine Hundred Thousand Dollars. This estimate is based on the District's actual needs and usage during the prior twelve month period if available. (Office Supplies not Office Furniture) It shall be understood and agreed that the estimate is provided in this solicitation for the Vendor's guidance only. No guarantee is expressed or implied as to the dollars that will be used during the contract period. The District is not obligated to place an order for any given amount subsequent to the award of this Solicitation.

PURCHASE ORDERS PLACED WITH VENDOR DURING CONTRACT: All orders placed with the Vendor during the term of the contract shall be issued by the District's Purchasing Department through a Purchase Order bearing a unique Purchase Order number or by individual schools and departments using a field purchase order (Contract Release Request) bearing a unique Contract Release (CR) number which will be sent directly via fax or mail to the Vendor. The Vendor shall not fill any requests for materials or supplies until a Purchase Order or Contract Release has been received from the District. A verbal Purchase Order number, however, may be issued to the Vendor by an agent of the Purchasing Department under emergency circumstances in advance of a written Purchase Order.

DELIVERY SHALL BE WITHIN TWO- BUSINESS DAYS FROM DATE OF ORDER: The Vendor shall make deliveries within two business days after the order either is verbally placed with the Vendor or is transmitted to the Vendor via facsimile or U. S. Mail, whichever notification occurs earlier. All deliveries shall be made in accordance with good commercial practice and shall be adhered to by the successful Vendor(s), except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the Vendor. In these cases, the Vendor shall notify the District of the delays in advance of the delivery date so that a revised delivery schedule can be negotiated.

BACK ORDERS MUST BE FILLED WITHIN REASONABLE TIME: If the successful Vendor experiences a back order of items from its manufacturer or distributor, the Vendor shall insure that such back orders are filled within a reasonable period of time. The Vendor shall not invoice the District for back ordered items until such back orders are delivered and accepted by the District's authorized representative. It is understood and agreed that the District shall be the sole judge of what constitutes a reasonable period of time and may, at its discretion, verbally cancel back orders, seek the items from another vendor, and charge the Vendor for any re-procurement costs.

SHELF LIFE OF STOCK: The successful Vendor(s) shall supply the District with fresh stock only and shall insure that items with a limited shelf life are inspected and certified fresh by the Vendor prior to shipment to the District.

FEDERAL STANDARDS COMPLIANCE: All items to be purchased in conjunction with this Solicitation shall be in accordance with all governmental standards to include, but not be limited to, those issued by the Office of Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

DUPLICATE SHIPMENTS ARE NOT ALLOWED: The District will not accept duplicate shipments of items. If the Vendor sends duplicate shipments to a District location, the Vendor shall either retrieve the items at no cost to the District or allow the District to retain the items at no cost to the District.

METHOD OF PAYMENT - INVOICE FOR A SINGLE DELIVERY: The successful Vendor shall submit an invoice to the District's Accounts Payable Department. The invoice shall reference the appropriate Purchase Order/Contract Release Request number, the delivery address, and the corresponding delivery ticket or packing slip number that was signed by the authorized representative of the District when the items were delivered and accepted. The date of the invoice shall not exceed thirty calendar days from the date of delivery of the items. Under no circumstances shall the invoice be submitted to the District in advance of the delivery and acceptance of the items.

PRICE DECREASE DURING CONTRACT: If prices decrease during the term of the contract, the successful Vendor must notify the District of the lower prices so that all subsequent orders will reflect accurate pricing.

MATERIAL PRICED INCORRECTLY: As part of any award resulting from this process, Vendor(s) will discount all transactions as agreed. In the event the District discovers, through its contract monitoring process or formal audit process, that material was priced incorrectly, Vendor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

PACKING SLIP AND/OR DELIVERY TICKET: The Vendor shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this Solicitation. The packing slip shall be attached to the shipping carton(s) which contain the items and shall be made available to the District's authorized representative during delivery. The packing slip or delivery ticket shall include, at a minimum, the following information: Purchase Order/Contract Release Request number, date of order, a complete listing of items being delivered, and back-order quantities and estimated delivery date of back-orders if applicable and allowable. The District's Receiving representative has the authority to reject shipments that do not conform to this requirement.

DEFICIENCIES, DEFECTS AND/OR DAMAGES TO PRODUCTS SHALL BE CORRECTED BY VENDOR: The successful Vendor shall promptly correct all deficiencies, defects and/or damages in equipment or products delivered to the District in accordance with this Solicitation. All corrections shall be made within ten calendar days after such deficiencies, defects and/or damages are verbally reported to the Vendor by the Purchasing Department. The Vendor shall be responsible for filing, processing and collecting all damage claims against the shipper when applicable.

PRODUCT RECALL: Vendor(s) awarded contract(s) under this solicitation shall be required to notify the Denver Public Schools Purchasing Department of any manufacturer's recalls regarding items ordered under said contracts. The Vendor shall contact the Buyer by phone within two hours of notification by the manufacturer and shall follow-up in writing within 24 hours. Failure to comply with this requirement may be cause for termination of any existing contracts between the Vendor and the District and for removal from the District's approved vendor list(s).

REPORTS: Vendor must run usage reports by ship-to location quarterly upon request.

PROTECTION OF PROPERTY: All existing structures, utilities, services, roads, trees, shrubbery, etc. located on District property shall be protected against damage or interrupted services at all times by the Vendor during the term of this contract. The Vendor shall be held responsible for repairing or replacing any and all property which is damaged by reason of the Vendor's operation on the property to the satisfaction of the District.

INDEMNIFICATION: The successful Vendor shall indemnify and hold the District harmless from any and all claims, liabilities, losses and causes of action which may arise out of the fulfillment of the Vendor's contractual obligations as outlined in this Solicitation. The Vendor or its insurer(s) shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the District when applicable, and shall pay all costs and judgments which may issue thereon.

INSURANCE: The Vendor shall purchase and maintain at its own expense, insurance which is at least as broad, and with limits at least as great as outlined below:

General Liability

Policy form:	Occurrence
Policy Aggregate	\$ 2,000,000
Products/completed operations aggregate	2,000,000
Each occurrence limit	1,000,000
Personal & advertising injury limit	1,000,000
Products/completed operations Defense in excess of limits	
Per location / per job aggregate limit	
Blanket contractual Independent contractors	
Primary & non-contributory	
Show Waiver of Subrogation in favor of the District	
All locations / operations	(if not, show district job/location specifically)
Name the District as "Additional Insured"	

Automobile Liability:

Combined single limit:..... \$ 1,000,000
Any auto (or Hired & Non-owned, if you own no vehicles)
Show Waiver of Subrogation in favor of the District
Primary & non-contributory
Auto pollution liability (IF you carry any hazardous cargo)
(If the Vendor is providing repairs to District vehicles on the Vendor's property, the Vendor shall possess Garage Liability Insurance, covering premises, auto and completed operations)
Name the District as "Additional Insured"

Professional Liability:

{ IF you render professional services }

Policy form: Occurrence
(if not, claims-made retro date must predate our contract or date of service)
Per claim or occurrence limit..... \$ 1,000,000
Blanket contractual
Primary & non-contributory
Show Waiver of Subrogation in favor of the District
Per location / per job aggregate limit
Defense in excess of limits
Designated profession must be applicable to your work for our company
Name the District as "Additional Insured"

Pollution Liability:

{ IF you have any pollution exposure }

Policy form: Occurrence
(if not, claims-made retro date must predate our contract or date of service)
Per claim or occurrence limit..... \$ 1,000,000
Blanket contractual
Primary & non-contributory
Show Waiver of Subrogation in favor of the District
Per location / per job aggregate limit
Defense in excess of limits
Designated Location or Operation must be shown as per your contract for the District
Name the District as "Additional Insured"

Umbrella:

Policy form: Occurrence - Umbrella
Each occurrence or claim limit: \$ 1,000,000
Excess commercial general liability
Excess Products/completed operations
Show Waiver of Subrogation in our favor
Excess automobile liability
Excess professional liability (if you provide professional services)
Excess pollution liability (if any pollution exposure exists)
Excess employer's liability
Blanket contractual
Per location / per job aggregate limit
Defense in excess of limits
Primary & non-contributory
All locations / operations (if not, designate specific project or location)
Name the District as Additional Insured including Products/Completed Operations

Workers' Compensation:

Workers Compensation benefits: per Colorado Statute
Employers liability – limit per accident \$ 100,000
Employers liability – limit per disease 100,000
Employers liability – disease aggregate 500,000
All owners/officers who will be on District property or job site must be covered
Show Waiver of Subrogation in favor of the District
Coverage must apply to workers in Colorado

Insurance companies providing the coverages specified above must be authorized to do business under the laws of the State of Colorado and must be rated no less than “A-“ by A.M. Best Company. Issuance of a contract is contingent upon verification of all required coverage, as required.

Insurance Certification: Vendor shall cause its insurer(s), (or the insurer(s)' agent, broker or authorized representative), to furnish the District's Purchasing Department with a Certificate of Insurance which indicates that insurance coverages have been obtained which meet the requirements as outlined. Issuance of a contract is contingent upon the receipt of the insurance documents.

Non-Compliance: If the Vendor fails to submit the required insurance documents within 15 calendar days after verbal or written notice to submit such policies is given to the Vendor by a District representative, the Vendor shall be in default of the contractual terms and conditions and will not be awarded the contract. The next qualified bidder will be notified.

Cancellation/Modification: The Vendor shall be responsible for notifying the District thirty days in advance of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.

Impaired Aggregate: If Vendor is threatened by any claim which, if paid, may impair any aggregate limit by more than 25%, Vendor shall notify the District representative, and the District representative may require purchase of additional coverage, as appropriate to protect the District.

COOPERATIVE PURCHASING EFFORTS: Denver Public Schools encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, to the extent other governmental jurisdictions are legally able to participate in cooperative purchasing, the District supports such cooperative activities. (Examples of these cooperative efforts include: MAPO- Multiple Assembly of Procurement Officials, CEPC- Cooperative Educational Procurement Council).

We hereby request that any member of other governmental jurisdictions be permitted to avail itself of this contract and purchase any and all items specified herein from the successful Vendor(s) at the contract price(s) established herein. Each governmental entity which uses a contract(s) resulting herefrom would establish its own contract, issue its own orders, schedule deliveries, be invoiced therefrom, make its own payments, and issue its own exemption certificates as required by the Vendor. It is understood and agreed that the District is not a legally binding party to any contractual agreement made between another governmental entity and the Vendor as a result of this Solicitation. The District shall not be liable for any costs or damages incurred by any other entity.

EQUAL OPPORTUNITY: Denver Public Schools intends and expects that the contracting processes of the District and its Vendors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Vendors make available equal opportunities to the extent third parties are engaged to provide goods and services to the District as subcontractors, vendors, or otherwise. Accordingly, the Vendor shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract (**joint ventures are encouraged**). The Vendor shall disseminate information regarding all subcontracting opportunities under this contract in a manner reasonably calculated to reach all qualified potential subcontractors who may be interested. The Vendor shall maintain records demonstrating its compliance with this article and shall make such records available to the District upon the District's request.

RESPONSE TO QUESTIONS: Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, **in writing**, via fax, email or U.S. mail, to Linda Kammerer, CPPB, Buyer, Purchasing Department, Denver Public Schools, 900 Grant Street, Denver, Colorado 80203, linda_kammerer@dpsk12.org, fax number 720-423-3348. The vendor submitting the question shall be responsible for ensuring that the question is received by the buyer at least **ten** calendar days prior to the scheduled opening of the Solicitation.

Any official interpretation of this Solicitation must be made by an agent of the District's Purchasing Department who is authorized to act on behalf of the District. The District shall not be responsible for interpretations offered by employees of the District who are not agents of the District's Purchasing Department.



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, Colorado 80203

REQUEST FOR PROPOSAL BD1460

SCOPE OF WORK / SPECIFICATION

Section I Overview

PROFILE OF THE DENVER PUBLIC SCHOOLS: The Denver Public Schools serve approximately 78,352 students in a metropolitan area with a population of more than 450,000. The District is comprised of 161 total schools: 87 elementary, 9 K-8, 3 K-12, 24 middle, 18 high, 30 charter, 12 alternative and 6 other. The school district covers approximately 200 square miles.

School communities have been given authority to make decisions on many issues affecting their local schools. Each school has a collaborative decision-making team consisting of parents, teachers, students (in the high schools), and business representatives who are elected yearly by their peers, and the school principal.

The Denver Public Schools are governed by a seven-member Board of Education. Members are publicly elected to four-year staggered terms. Five members of the School Board represent a geographic district of the city and two are at-large. Board members are responsible for setting policies for the overall operation of the District, as well as evaluating and hiring a superintendent to oversee the District's daily operations.

The Superintendent is responsible to the Board of Education for carrying out District policy, administering the operation of the District and schools, supervising all District personnel and advising the Board of Education on all educational matters for the welfare and interest of the students.
Basic Purchasing Policy

The principle objective of the Denver Public Schools Purchasing Department is to acquire quality goods and services for all District sites through an open, competitive bidding process while adhering to all State of Colorado statutes and Board of Education policies.

The Denver Public Schools Purchasing Department is a member of the [National Institute for Governmental Purchasing \(NIGP\)](#), which is dedicated to the establishment and maintenance of ethical standards and professionalism in public purchasing. We are also members of the Cooperative Educational Purchasing Council (CEPC), which is made up of 25 school districts along the Front Range (from Colorado Springs to Fort Collins). The mission of the CEPC is to support the educational process and enhance the value of public purchasing through cooperative procurement, high ethical standards, fiscal responsibility, networking and professional growth.

The Purchasing Department uses three types of formal solicitations: (1) Invitation to Bid (2) Request for Proposal (3) and Request for Quotes. These three instruments allow the district to purchase goods and services that meet definitive specifications and quality standards. We are most interested in seeing that ALL Vendors have an opportunity to do business with Denver Public Schools, thus strengthening and widening product and service choices while optimizing use of public funds.

It is the intent of the District to award this Contract to the vendor who receives the highest score when the responses submitted by interested vendors are reviewed by the District's Response Evaluation Committee. For this solicitation, the Evaluation Committee will score responses in two phases. In the first phase, the Committee will score written responses by reviewing documentation submitted by the vendors.

EVALUATION CRITERIA

This RFP will be evaluated by an evaluation team consisting of staff members from the following Departments within the District: Financial Services, Humanities, Budgetary Services, High School Business Dept., and Purchasing Dept.

The evaluation committee will evaluate and score proposals based upon the following pre-established criteria:

Category	Point Value
<u>Pricing</u>	30
--Pricing per options	
--Discounts offered	
<u>Bidders capabilities</u>	15
--Description of firm and organization	
--Company size and background	
--Terms and conditions compliant	
--Ability to perform services	
<u>Technical compliance-scope of work and specification compliance</u>	25
--Scope of work compliant	
--Analysis & evaluation capabilities	
--Customer service and support	
<u>Schedule and project implementation</u>	10
--Project and implementation timeline meeting the District's requirements	
<u>Past performance and references</u>	10
--Past performance for similar entities	
--Public entity references-school districts, municipalities	
<u>Value added components</u>	5
--Discounts	
--Incentives / Rebates	
--Programs or equipment offered	
_Signing bonus ie: On-line ordering rebate (percentage rebate for orders placed on-line), incentives, discounts and credit programs based on sales volume	
<u>Proposal preparation and compliance</u>	5
--Organization	
--Insurance	
Total points possible	100

If necessary, in the second phase, the Committee may invite a limited number of vendors who received the highest scores during phase one to provide an oral presentation. The number of vendors who are invited to provide an oral presentation will be determined by the Committee after the written responses have been scored. The evaluative score from the oral presentation will be added to the score from the written response to determine the awarded Vendor. **Vendors should be prepared for the second phase of this RFP, oral presentations, which will be held on Thursday January 13th and/or Friday January 14th. Vendors will be notified via email that they have been invited to participate in this round.** Notification will be on or around January 7, 2011.

The District reserves the right to conduct negotiations with vendors and to accept revisions of proposals. During this negotiation period, the District will not disclose any information derived from proposals submitted, or from discussions with other vendors. Once an award is made, the solicitation file and the proposals contained therein will be of public record.

Section II Scope of Work

The Vendor shall make office supply deliveries within two business days after the order is placed with the Vendor. Orders shall be placed via fax or online using a contract release form. The pricing on the form shall be derived by the individual placing the order using a web site, catalog or by phone request to the vendor's customer service. All deliveries shall be made in accordance with good commercial practice and shall be adhered to by the successful Vendor(s), except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the Vendor. In these cases, the Vendor shall notify the District of the delays in advance of the delivery date so that a revised delivery schedule can be negotiated.

It is not the District's intent to replace its existing warehouse and furniture contracts or paper contracts through this process.

PRICE DISCOUNT OFF THE VENDOR'S PUBLISHED CATALOG PRICING: The Vendor shall quote a percentage discount off the Vendor's published catalog pricing (submit one copy of catalog, with each copy of response, with executed copy of this Solicitation). The resulting cost per item must also reflect all shipping and handling charges, trade discounts, and terms of payment.

Vendor Response:

PRICE LIST SHALL BE FURNISHED WITH RESPONSE: The Vendor shall be required to furnish One original and Eight copies of their price list with its Response. The price list shall provide descriptive literature, technical data and service information for the items offered. In addition to the copies above furnish one complete copy of your price list on a CD-ROM disk or furnish the copy on a portable storage drive device (thumb drive) along with the master paper copy. The District will distribute this electronic version for evaluation. Please ensure that this copy is complete and accurate and includes all descriptions and pricing.

Vendor Response:

CATALOG SHALL BE SUBMITTED WITH RESPONSE: The Vendor shall submit One original and Eight copies of its catalogs with the Response. Upon request, the Vendor shall provide additional sets of its catalogs at any time during the contractual period and at no cost to the District.

Vendor Response:

CATALOG TO EACH SCHOOL AND DEPARTMENT: The successful Vendor shall be required to furnish two copies of its catalog to each school and department within the District (approximately Five Hundred) annually. Upon request, the Vendor shall provide additional sets of its catalogs at any time during the contractual period to each school and department.

Vendor Response:

LOCAL OFFICE SHALL BE REQUIRED: Due to the service level required in conjunction with this Solicitation, the Vendor shall maintain an office within the Metro Denver, Colorado, area. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

Vendor Response:

WAREHOUSE FACILITIES: Due to the urgent need to obtain supplies from Vendors on an immediate basis, Responses will only be accepted from Vendors who have warehouse facilities located in the Metro Denver, Colorado area.

Vendor Response:

At minimum, the successful vendor must have an on-line catalog with the following features: DPS Net Pricing, in-stock status, a detailed description. The vendor must be able to customize the catalog by blocking out items specifically requested. Awarded vendor must have an on-line catalog with the following features:

- * Catalog must include at a minimum all 8000 Core office supply items
- * All items must be pictured with a photograph or realistic illustration.
- * At a minimum, a description, part number, the order unit of measure (examples: "each", "box of 12" or "dozen"...) and the District's price must be provided with the illustration.
- * The on-line catalog must offer the ability to search at a minimum by category description.
- * Vendor must be able to differentiate in some manner (such as highlighting, identifying status in words and/or listing first) any special-priced or best value products.
- * Vendor must have ability to customize the on-line catalog for the District, and to block out and/or flag items specifically requested by the District for the exclusion from the award contract.
- * Vendor must be able to accept on-line orders placed through the on-line catalog described above.

Vendor Response:

The District Purchasing Office will publish the resulting contract award on a computer program that is available to School and Department Requisition Secretaries, Bookkeepers, and Accountants. (Website is: <http://purchasing.dpsk12.org>). A link for viewing the awarded vendor's on-line catalog with District pricing will also be part of the contract. The awarded vendor(s) must provide the District Purchasing Office with the electronic file containing the current product/price list file (which may be in Word for Windows, WordPerfect for Windows, Excel or other widely-used format) and must provide the District Purchasing Office with a link to the vendor's online catalog. The electronic file and on-line catalog must be available and functional within 28 days after vendor is notified of award or by the time the contract goes into effect. All prices and product lists must be kept current by the vendor.

Vendor Response:

Quality and reliability of services offered

Vendor shall propose a quality assurance plan which details the methods by which it will guarantee ordering, delivery and general supply in a correct and timely manner.

Vendor Response:

Please include the size and experience of the customer service management and staff and the ability to have a semi-dedicated customer service staff familiar with DPS ordering patterns. Include the hours of operation for a "live person" response.

Vendor Response:

The District must have one or more assigned account representative(s). Representatives must be available to provide assistance for problems that are above and beyond the normal scope of everyday customer service tasks (Examples of "everyday customer service tasks" include accepting orders, accepting requests for returns, handling simple billing questions.)

Vendor Response:

Awarded vendor must have a toll free phone line for placing orders, asking questions and making complaints. Vendor's customer service and order line must be in operation during the hours of 8:00 a.m. to 5:00 p.m. Mountain Time, Monday through Friday.

Vendor Response:

Provide your latest waiting time benchmark for customer service to pick up a call. What is the name(s) and number we would use to reach our representative(s)?

Vendor Response:

Describe the preparations you would make to provide services and supplies to DPS.

Vendor Response:

Quality and viability of invoicing options and other reports

Most orders will be done on-line using blanket purchase orders. Any order faxed or verbally phoned-in using a Purchase Order Number will be invoiced to the District's Accounts Payable Department. Invoices for goods shall be made by paper invoice in addition to having invoices available through the Contractor's web site. Invoices will reference the purchase order number, delivery address, packing slip number, description, unit price, quantity, extended price, invoice total and when the items were delivered and accepted. Additional billing details may be agreed to between the parties. The date of the invoice will not exceed thirty (30) days from the date of delivery. Contractor is at all times solely responsible for billing accuracy and timeliness. Under no circumstances will invoices be submitted to the District prior to the delivery and acceptance of the items.

Describe your company's reporting and invoicing capabilities

Vendor Response:

Winning Contractor will be required to establish and maintain two accounts, one account number for goods directly requested by the Denver Public School District Warehouse and an additional separate account number for all other orders with multiple delivery locations/facilities throughout the Denver Public School District. Describe your company's account number process.

Vendor Response:

Payments for goods will be made by check through the Denver Public School District Accounts Payable Department. Each check will detail the invoice numbers being cleared by the payment.

Vendor Response:

Denver Public School District will have an assigned individual that will process all payments to the winning Contractor. The Contractor, in turn, will assign/provide a single named individual responsible for the accounts receivable process.

Vendor Response:

Provide samples of actual invoices that your company has developed.

Vendor Response:

Provide examples of reports created for your customers and a brief explanation of the information each report details. Indicate at what level of sophistication and complexity you can provide the District with usage reports on a monthly, quarterly and annual basis. Desirable reporting information includes:

- Usage/sales reports that include date of purchase, unit price, unit-of-measure, description, quantity purchased, manufacturer number, manufacturer, category, and purchase order number.
- Quarterly report on purchases of products by purchase order numbers, (i.e. paper, pens, etc.), date of purchase, unit-of-measure, description, the quantity purchased, manufacturers number, manufacturer, category.

Vendor Response:

Describe the process for returning items and receiving credits. Include the time frame for issuance and receipt of credits. When are restocking charges applied?

Vendor Response:

Ability to support procurement capabilities

Product Line – Variety and number of items offered

The catalog must include a minimum of 8,000 items. Do not include furniture nor office machines.

Vendor Response:

Environmentally Preferable Alternative Capabilities

- a. Ability to provide a range of environmentally preferable/recycled content products as an alternate to an item not containing any recycled product.

Vendor Response:

Give a summary of your company's E-Procurement capabilities.

Vendor Response:

Give a summary of your company's Implementation and training of on-line ordering system, and communication of new contract as necessary. (Proposed Training Plan)

Vendor Response:

DPS requested quarterly meetings will be held to discuss historical and future procurements, and District cost savings.

Vendor Response:

Is your company capable of offering automated confirmation and ability to track orders placed with your company? Remember, there may be sites that will not be ordering on-line.

Vendor Response:

Describe how you block out items specifically requested?

Vendor Response:

How often are updates to the catalog issued and how are they released?

Vendor Response:

Are there any types of items that cannot be filled during the required standard delivery time?

Vendor Response:

How do you handle out of stock items/backorders?

Vendor Response:

Describe any discounts for alternative delivery programs.

Vendor Response:

Prior experience in performing similar work

Provide a minimum of three major account references from present customers, including company name, contact name, position or title, telephone number, fax number and Email address. Accounts must be comparable in size and scope to the Denver Public Schools. Do not use Denver Public Schools as one of your references.

Vendor Response:

Provide a minimum of two major account references from customers no longer doing business with you, including company name, contact name, position or title, telephone number, fax number and Email address. Accounts must be comparable in size and scope to the Denver Public Schools.

Vendor Response:

Pricing

The Vendor shall be required to furnish their price list with its Response. The price list shall provide descriptive literature, technical data and service information for the items offered.

Vendor Response:

The Vendor shall quote a percentage discount off the Vendor's published catalog pricing. Pricing must include inside delivery.

Vendor Response:

Submit any other pricing/cost data necessary to carry out the project.

- All costs, relative to this proposal must be shown (e.g. e-procurement portal fees, etc.)
- On-line ordering rebate (percentage rebate for orders placed on-line), incentives, discounts and credit programs based on sales volume.

Vendor Response:

BELOW IS A SAMPLE OF ITEMS ON TYPICAL SCHOOL ORDERS. PLEASE COMPLETE THE SAMPLE WITH YOUR CATALOG PRICING AND DISCOUNT PRICING BEING OFFERED.

* Please keep in mind that DPS schools and departments should order items that are available through the District Warehouse, or with Contracts in place, at price breaks connected to volume purchasing, such as copy paper, ink cartridges, calculators, whiteboards, furniture, custodial supplies and first-aid & safety, etc.

The resulting cost per item must also reflect all shipping and handling charges, trade discounts, and terms of payment.

Failure to provide a brand name and number on each line item will result in your bid being declared non-responsive on items where this information is missing.

The accuracy of the Offer is the sole responsibility of the Vendor. The Offer must be typed or legibly printed in ink. The use of erasable ink is not permitted.

All corrections made by the Vendor must be initialed **in blue ink** by the authorized agent of the Vendor.

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
1	4,570	EA	AMP25206	NTBK,11X8.5,80SH EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
2	4,076	DZ	STP476919	Yellow Pencils, #2, Soft, PCL,WD,#2,AMER,SOFT,DZ EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
3	3,082	EA	RED43461	BOOK,CMPSN,CM,10"X7" EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
4	1,550	EA	UNV59022	RULER,ACRYLIC,CLR,12" EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
5	1,341	EA	ESS096120	BOOK,CMPSN,9.75X7.50,WE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
6	1,150	EA	AVE17021	BNDR,DURBL VU,1.5"CAP,BK EXTENDED BRAND NAME, NUMBER, DESCRIPTION, MISC.		
7	858	EA	ACM00403	RULER,FINGER GRIP,12",AST EXTENDED BRAND NAME, NUMBER, DESCRIPTION, MISC.		
8	790	DZ	PENBK440A	Pentel WOW!™ Retractable Ballpoint Pens PEN,BLPT,WOW,MED EXTENDED BRAND NAME, NUMBER, DESCRIPTION, MISC.		
9	742	BX	DIX79003	Dixon Ticonderoga® Pencil Cap Wedge Erasers ERASER,PCL,CAP,25BX EXTENDED BRAND NAME, NUMBER, DESCRIPTION, MISC.		
10	702	BX	BIN587808	Binney & Smith Crayola® Washable Markers, Broad Tip, Assorted Color EXTENDED BRAND NAME, NUMBER, DESCRIPTION, MISC.		
11	700	EA	EPIE379	GLUE,ALL,WE,7 5/8OZ EXTENDED BRAND NAME, NUMBER, DESCRIPTION, MISC.		
12	680	EA	AVE17022	BNDR,DURBL VU,1.5"CAP,WE EXTENDED BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
13	390	PK	STP849398	Filler Paper, College Ruled, 8 1/2" x 11", 400 Sheets SPLS CLLG FILLER 400PK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
14	382	DZ	BICGSMG11BE	PEN,BLPT,RND STK,MED,BE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
15	352	DZ	BICGSMG11BK	PEN,BLPT,RND STK,MED,BK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
16	323	EA	SDNSDCZ36004GA11	MEMORY,FLASH DRIVE,4GB EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
17	300	EA	STP807726	BNDR,VU,3RG,LTR,2 EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
18	300	PK	STP201384	COMPOSITION,100,STPL,2/PK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
19	290	DZ	SAN25025	Sharpie Accent® Tank-Style Highlighters, 12 Fluorescent Yellow Highlighters HILITER,MJR ACNT,FYW EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
20	288	DZ	SAN25009	HILITER,MJR ACNT,PK Fluorescent Pink EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
21	260	ST	STP153874	INDEX,BNDR,LTR,CL,8TB EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
22	258	DZ	BICGSMG11RD	PEN,BLPT,STK,MED,RD EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
23	230	EA	AVE19651	BNDR,VU,3RG,LTR,1.5",WE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
24	226	EA	FEL07223	Magazine Files, Letter, 11-1/2"H x 4"W x 9"D FILE,LTUR,MAGZ,FBRBD,LTR EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
25	212	EA	AVE19600	BNDR,VU,3RG,LTR,1",BK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
26	190	EA	AVE19601	BNDR,VU,3RG,LTR,1",WE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
27	180	EA	STP740926	MEMORY,FLASH DRIVE,2GB		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
28	170	PK	PAC102940	Pacon Tru-Ray Construction Paper, 9" x 12", Assorted Bright, 50/Pk PPR,CONST,9X12,BAS,50PK		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
29	158	EA	AMP25404	NTBK SGL SUBJECT 11X8.5		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
30	145	ST	BIN684024	PCL,CLR,1/8"LEAD,AST,24ST		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
31	144	EA	OIC30229	OIC Barrel Pencil Sharpener, Blue SHARPENER,PCL,BRL,OPBE		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
32	143	ST	SAN25076	HILITER,MJR ACNT,6/ST		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
33	137	EA	AVE05404	BNDR,VU,3RG,LTR,1.5",WE		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
34	137	BX	BIN587813	MRKR,WASH,THIN,12ST EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
35	133	PK	STP517664	Assorted-Color Index Cards, Ruled, 3"x5", IND CRD RLD SIDE 3X5 AST EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
36	126	ST	SAN88074	MRKR,EXPO,DRY ERS,BLT,4ST EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
37	125	RM	STP135855	PPR,CPY,20#,92B,LTR,WE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
38	124	EA	AVE19701	BNDR,VU,3RG,LTR,2",WE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
39	123	EA	QRT51659672Q	Quartet Dry-Erase Low-Odor Marker Kit MRKR,DRY-ERASE,BROAD,4CNT EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
40	120	PK	AVE11418	INDEX MAKER,LASR,5TB,AST EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
41	115	EA	BICWOC12	CORR FLUID,ALL PURPOSE		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
42	115	ST	AVE11433	INDEX MAKER,DVDR,AST,1ST		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
43	108	ST	BIN684012	PCL,CLR,1/8"LEAD,AST,12ST		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
44	106	BX	SWI35450	Swingline S.F.® 4® Premium Speedpoint Chisel Staples, 1/4", 5,000/Bx STAPLE,PREM,CHISEL,1/4,5M		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
45	102	EA	AMP25207	NTBK,WB,11X8.5		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
46	101	PK	STP167601	ERASER,CAP,12/PK		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
47	101	PK	MMM62210SSCY	NOTE,SUPER STICKY,POSTIT		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
48	100	EA	AVE05504	BNDR,VU,3RG,LTR,2",WE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
49	25	BX	ESS4152X2	Esselte Pendaflex® Hanging Box Bottom Folders, 2" Capacity, LETTER-size Holds 8 1/2" x 11", 25/Bx EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
50	100	DZ	AVE08888	MRKR,PROMO,LG,BK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
51	100	ST	QRT51659312Q	MRKR,REWRITABLE MINI,6/ST EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
52	100	ST	AVE16170	DIVIDER,WRITE-ON,5TAB EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
53	100	RM	STP756975	100% Recycled Multipurpose Paper, LETTER-size, 95 US/Euro Brightness, 24 lb., 8 1/2" x 11", 500 Sheets/Ream STP 8X11 RCY MLT 24# RM EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
54	99	EA	EPIE904	RUBBER CEMENT,4OZ,W/BRUSH EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
55	99	PK	STP905473	Laminated Twin-Pocket Portfolios PORTFOLIO,2PKT,LM,BK,10PK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
56	97	ST	SAN22478	MRKR,FLIP CHART,8/ST EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
57	97	ST	BICDECP41ASST	MARKER,DRY ERASE,4,ASST EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
58	97	EA	SAN89063	Expo® Double-Sided Learning Board, 12"W x 9"H 9 X 12 LAP MRKRBRD EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
59	96	EA	STP807732	Economy Round-Ring View Binder, White, 1" Ring Diameter BNDR,VU,3RG,LTR,1,WE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
60	96	EA	AVE27251	Avery Durable EZ-Turn™ Ring Binder, Blue, 200-Sheet Capacity, 1" (Ring Diameter) BNDR,3RG,DURBL,1",BE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
61	96	EA	AVE27250	BNDR,3RG,DURBL,1",BK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
62	96	EA	AVE27253	BNDR,3RG,DURBL,1",GN EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
63	96	EA	AVE27252	Avery Durable EZ-Turn™ Ring Binder, Burgundy, 200-Sheet Capacity, 1" (Ring Diameter) BNDR,3RG,DURBL,1",BY EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
64	94	EA	STP125039	Soft Molded Wastebasket, Black, 41 1/4 Quart, 10 Gallons, 20"H x 15 1/2"W x 11"D WASTEBASKET,10 GAL,BK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
65	90	ST	AVE11306	INDEX,BNDR,LTR,A-Z,BF EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
66	80	EA	ACM13727	SCISSORS,6.25",BLUNT,STL EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
67	76	DZ	DIX12872	Dixon Oriole® Pencils, #2, Soft PCL,WD,#2,HB,ORIOLE,MED EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
68	76	PK	STP907719	PORTFOLIO,2 PKT,RD,10PK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
69	75	EA	AVE09501	Avery Durable Slant Ring View Binder, White, 480-Sheet Capacity, 2" (Ring Diameter) BNDR,SLTRG,11X8.5,2",WE		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
70	75	ST	SAN16078	MRKR,VISAVIS,FN,8/ST		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
71	75	ST	AVE11818	INDEX,READY,10TB,ASSORTED		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
72	74	PK	AVE5144	BADGE,NAME,PLAIN,BE BRDR		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
73	70	EA	ACM05011	RULER,WOOD,SGL EDGE,12"		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
74	70	EA	STP648685	1" POLY BINDER-BLUE		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
75	68	EA	STP124867	Soft Molded Wastebasket, 15"H x 14 1/2"W x 10 1/2"D, 28 1/8 Quart, 7 Gallons, Black WASTEBASKET,7 GAL,BK		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
76	60	ST	AVE23076	INDEX,BNDR,LTR, AST,5TB		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
77	60	PK	BIN587709	MRKR,CLASS,FNE,8/BX EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
78	60	ST	BIN587708	MRKR,BROAD LINE,8BX EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
79	60	EA	ACM45011	RULER,PLAS,12" EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
80	60	EA	AMP25403	NTBK,WB,NM,10"X8",80SHT EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
81	58	EA	OIC83500	CLIPBOARD,9"X12.5",BN EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
82	58	DZ	AVE24427	WHTBRD DRY ER MKR DZ BK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
83	56	EA	BICWOFQD12	CORR FLUID,QUICKDRY EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
84	56	PK	STP905655	FLDR,2 PKT,POR,ASST CLR		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
85	56	EA	STP634797	DRY ERASE ERASER		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
86	55	EA	AVE05304	BNDR,VU,3RG,LTR,1",WE		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
87	55	EA	NUD38020	Stand-Up Sign Holders, Clear, 11" H x 8 1/2" W SIGN HLDR,STDUP,8.5"X11"		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
88	55	EA	AMP20414	NTBK,POLY,20#,70SH,BE		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
89	54	DZ	DIX22500	PENCIL,TRI-CONDEROGA,NO 2		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
90	53	EA	CRD26330	BNDR,SLTRG,XLIFE,3",WE		
				EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
91	53	PK	STP907701	FLDR,2 PKT,POR,DBE EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
92	51	DZ	STP167056	MRKR,REG,BK,DZ EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
93	51	ST	SAN80699	MRKR,EXPO2,DRYERAS,12/ST EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
94		EA	AAGDMD14132	DESKPAD.MO.IMAGES OF SEA EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
95		DZ	STP163485	NOTEBOOK, 6X9, 80SHT, GR, 12 EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
96		EA	GLW93BLA	FILE CARD INDEX 3X5 BK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
97		PK	ABFSC11542D	PHONE MESSAGE BK 2 PK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

LINE ITEM #	APPROX 3 MO QTY	UNIT	ITEM	DESCRIPTION	LIST PRICE	DPS DISCOUNT PRICE
98		EA	BOS05030	Stanley Bostitch B310HDS Antimicrobial Heavy-Duty Stapler, Fastening Capacity 130 Sheets/20 lb., Black STAPLER,HVY DTY, BK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
99		EA	MSK03451210659	1-Color Pre-Inked Stamp, "Received", Red, 3/8" x 1 5/8" STAMP PRE INKED RECD EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		
100		EA	STP572645	Adjustable 3-Hole Punch, Capacity: 30 Sheets/20 lb, Black PUNCH,3HL,HD,BK EXTENDED		
				BRAND NAME, NUMBER, DESCRIPTION, MISC.		

**Section III
Proposal Preparation and Submission Requirements**

To enable the District to conduct a uniform review of all proposals submitted in response to this solicitation, components of the proposal shall be submitted as set forth below. The District reserves the right to reject submittals that do not follow the requested format.

This section should clearly define what is needed from the Vendor and in what order you would like the response submitted (you need a precise order for ease of evaluation).

Suggestions

TAB A- Cover Sheet. Submit the signed, completed Cover Sheet from this Request for Proposal

TAB B- Management Summary. Include a management summary which provides an overview of proposed services. Vendors should emphasize why their proposal is best suited to meet the needs of the District.

TAB C-Technical Summary. Include a summary of your technical offering; an overview of products and services to be provided to the District. Include within this section, technical descriptions, drawings, plans, and specifications as related to your offering.

TAB D- Project Schedule and Implementation Plan. Provide a detailed implementation plan.

TAB E- Pricing .

A Submit a price proposal to perform all services detailed in your scope of work.

TAB B- Management Summary.

1B) Include a management summary which provides an overview of proposed services. Vendors should emphasize why their proposal is best suited to meet the needs of the District.

2B) Financials- (If the responding proposals are in excess of \$100k or for Office Supplies- DPS requires the submission of financial information for the responding vendor). The vendors shall complete the attached financial information worksheet, as attached to this RFP and include this in TAB B of your submission.

TAB F- Vendor Profile. Provide a Vendor Profile to include:

- A.** An overview of the company
- B.** The length of time the Vendor has been in business
- C.** An outline of the Vendor's background and overall qualifications
- D.** Resumes of key personnel
- E.** Provide a minimum of three client references, including complete addresses and telephone numbers and contact person. Describe the contract for each reference.
- F.** Completed vendor information form

Vendor Financial Information

Include this in TAB B of your submission

Company		
Services Provided		
Ownership		
Owner		
#Yrs in Business		
Fiscal Yr End		
# of Employees		
Current		
Last Year		
2 yrs ago		
Staff Turnover		
Current		
Last Year		
2 yrs ago		
Customers		
# of Customers		
Typical Customer Served		
Largest Customer		
Customer Retention Rate		
% of customers outside of N America		
Customers in Education Field		
Market Share		
Product Life		
Financial Overview		
Financial Outlook		
Profitable (EBITDA):		
Cash Positive (yrs):		
Growth (consistent?):		
Financial Ratios		
Solvency Ratios:		
Solvency Ratio ((after tax profits+depreciation)/total liabilities - s/b >=20%)		
	2009	
	2008	
Quick Ratio ((current asset-inventory value)/current liabilities - (s/b>1)		
	2009	
	2008	
Current Ratio (Current Assets/Current Liab - 2:1 is desirable)		
	2009	
	2008	
Profitability Ratio		
Retun on Sales (Net Income B4 Interest & Tax/Sales - s/b positive)		
	2009	
	2008	
Source of Funding		
Current Projection		
Reference Summary		
Observations		

File the following in TAB A

Does your offer comply with all the terms and conditions? If no, indicate exceptions.

Yes _____
No _____

Does your offer meet or exceed all specifications? If no, indicate exceptions.

Yes _____
No _____

May any member of another governmental jurisdiction avail itself of this contract and purchase any and all items specified?

Yes _____
No _____

State percentage of prompt payment discount, if offered.

_____ %

_____ DAYS, NET _____

The District has a VISA Procurement Card Program.

Will you accept the District's Visa as payment for goods and/or services purchased from this Proposal?

Yes _____

No _____

Submission of Proposals: One original and **Eight** copies of each Proposal, Catalog and Price List must be received no later than 3:00 p.m. local standard time, **December 15, 2010**. It is the responsibility of the submitting vendors to ensure timely receipt by the District. The District reserves the right to reject all late submittals.

Mail or hand deliver proposals to:

Denver Public Schools
Purchasing Department
900 Grant Street, Room # 301
Denver, Colorado 80203
Attn: **BD 1460 Office Supplies**

DENVER PUBLIC SCHOOLS VENDOR INFORMATION FORM-TAB F-Vendor Profile

The following information is required when submitting a response to this solicitation. Please complete **ALL** areas. Mark N/A for those which are not applicable. Type or **print legibly**, all responses.

1. a. LEGAL NAME OF FIRM: _____

b. DBA OR BUSINESS NAME
(IF DIFFERENT) _____

2. ADDRESS OF FIRM (WHERE PURCHASE ORDERS SHOULD BE SENT):

a. STREET ADDRESS: _____

b. CITY: _____ STATE: _____ ZIP: _____

c. ALTERNATE ADDRESS: _____ YES _____ NO If yes, attach separate sheet with information. (Address used for returns, etc., if different from #2 and #3.)

3. PAY OR REMIT ADDRESS:

a. LEGAL NAME OF FIRM: _____

b. STREET ADDRESS: _____

c. CITY: _____ STATE: _____ ZIP: _____

d. PAYMENT TERMS (e.g., 2%10, net 30, etc.) _____

4. FIRM TELEPHONE NUMBER: (____) _____

TOLL FREE NUMBER: (800) _____

FAX NUMBER (____) _____

EMAIL: _____

5. a. FIRM'S FEDERAL IDENTIFICATION NUMBER: _____

b. **SELF-EMPLOYED VENDORS ARE REQUIRED TO SUBMIT THE FEDERAL IRS W-9 FORM.**

c. Please provide a brief description of the types of goods and/or services you offer.

I hereby certify that my firm is not on the Federal Debarred vendor list, EPLS site-http://www.epls.gov/epl.

I affirm, under penalty of perjury, that I am authorized to submit this information on behalf of (name of firm) _____ and that the information contained herein is true and correct to the best of my knowledge and belief.

Name: _____

Title: _____

Signature: _____ Date _____

No employee of Denver Public Schools shall realize, directly or indirectly, any significant personal material or monetary gain as a result of his/her association with the vendor or have a material financial interest in any contract or subcontract between the vendor and DPS.

The District has a VISA Procurement Card Program.

Will your company accept the District's Visa?

Yes _____

No _____

Diverse Business Certification Form

In order to be classified as a Business Diversity vendor with the Denver Public Schools, vendor must attach a copy of its applicable certification.

Check the box (select one) which pertains to your enterprise.

- | | |
|---|--|
| <input type="checkbox"/> Disadvantaged Business Enterprise | <input type="checkbox"/> Small Business Enterprise |
| <input type="checkbox"/> 8A Certified | <input type="checkbox"/> Service Disabled Veteran |
| <input type="checkbox"/> Emerging Small Business Enterprise | <input type="checkbox"/> Veteran Owned |
| <input type="checkbox"/> Woman owned and controlled (WBE) | |

Owner(s) name(s)	Percent of ownership	Male/ Female	Title/ Position
_____	_____	_____	_____
_____	_____	_____	_____

Ethnicity of Business - check the box(s) which are applicable (if any).

- | | |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Hispanic |

Legal Name of Company: _____

DBA: _____ Fax: _____

Address: _____ City/State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone: _____

Authorized Representative's Signature: _____ Phone: _____

Printed Name: _____ Title: _____ Date: _____

Email Address: _____

If you are a certified diverse business and would like your company name to appear in the Denver Public School's Diverse Business Directory, please check the box below.

- Yes, please add my company's name to the directory.

If a copy of your applicable certification is not enclosed, we cannot add your company to the directory.

Please provide a brief description of the types of goods and/or services you offer:

For assistance please contact the DPS Business Diversity Outreach Program (BDOP) Manager, Sharon Gonzales, at 720-424-5447.