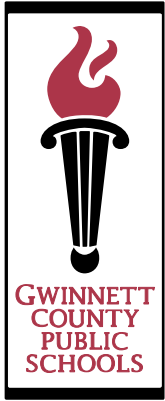


INVITATION TO BID
B-1516AO
PHYSICAL EDUCATION SUPPLIES CATALOG DISCOUNT



**GWINNETT COUNTY
BOARD OF EDUCATION**

Daniel D. Seckinger
2014 Chairman
District II

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2014 Vice Chairman
District III

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District I

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District IV

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District V

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**THE MISSION OF
GWINNETT COUNTY
PUBLIC SCHOOLS**

*is to pursue excellence
in academic knowledge,
skills, and behavior
for each student,
resulting in measured
improvement against
local, national, and
world-class standards.*

437 Old Peachtree Road, NW
Suwanee, GA 30024-2978
678-301-6000
www.gwinnett.k12.ga.us

It is the policy of Gwinnett County Public Schools
not to discriminate on the basis of race, color, sex,
religion, national origin, age, or disability in any
employment practice, educational program, or
any other program, activity, or service.

2010 and 2014 Winner of



The Gwinnett County Board of Education is soliciting competitive sealed bids from qualified suppliers for purchasing **PHYSICAL EDUCATION SUPPLIES USING A CATALOG DISCOUNT** as listed on the attached proposal forms.

SEALED BIDS will be received, subject to the terms and conditions as specified in the attachment, in the Purchasing Department for Gwinnett County Public Schools, which is located in the Instructional Support Center at 437 Old Peachtree Road, NW, Suwanee, Georgia 30024, **NO LATER THAN 2:00 PM ON DECEMBER 3, 2014.** IF THE BID RESPONSE IS HAND DELIVERED, PLEASE LEAVE THE BID WITH THE RECEPTIONIST AT THE FRONT DESK. The bid opening will be at 10:00 AM on December 4, 2014. Official time will be the time displayed on the time clock located in the Purchasing Department.

The anticipated effective dates for this Bid are expected to be January 1, 2015 until December 31, 2015. Actual dates will be posted in the official bid award notice. **PLEASE DO NOT SEND CATALOGS WITH YOUR BID RESPONSE.**

BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE FOLLOWING INFORMATION **MARKED CLEARLY ON THE OUTSIDE OF THE PACKAGE:**

- COMPANY NAME
- BID NUMBER
- OPENING DATE AND TIME OF THE BID

IF YOU RECEIVE MORE THAN ONE BID AT A TIME (i.e. different bid numbers), PLEASE RETURN EACH IN A SEPARATE ENVELOPE.

NO FAXED BIDS WILL BE ACCEPTED.

BIDS MUST BE FILLED IN COMPLETELY TO BE CONSIDERED.

ALL BIDDING OPPORTUNITIES ARE NOW POSTED ON OUR WEB PAGE at www.gwinnett.k12.ga.us. Under the **About** Menu, find **Organized for Success**, and select **Business & Finance**. Under **Purchasing**, select **Bids/Purchasing Opportunities**, then select **CURRENT BIDDING OPPORTUNITIES**. Please note that any bids posted may, at any time, have changes made to them. Please check our site periodically to note any changes. Tabulations to these bids will also be posted once an award has been made. Please allow up to two full weeks after bid before checking on bid results

Questions regarding the bid process should be directed to Anita Oakes,
Buyer at Anita_Oakes@gwinnett.k12.ga.us or by phone at 678-301-6298.

We look forward to receiving your bid and appreciate your interest in working
with Gwinnett County Public Schools.

Sincerely,

Anita Oakes
Gwinnett County Public Schools
Buyer

Gwinnett County Public Schools
Suwanee, Georgia
“INSTRUCTIONS AND CONDITIONS”

(These are general instructions and conditions that accompany each bid package. If more specific instructions are given in the individual bid package, those instructions should prevail.)

1. PREPARATION OF BIDS

- A. All prices and bids must be typed or neatly handwritten.** No erasures are permitted. Errors may be crossed out and corrections typed adjacent and must be initialed in ink by the person signing the bid.
- B. Brand names and numbers when given in bids are for reference to establish a quality standard unless “no substitution” is stated in the specifications.** Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal in quality. Specifications used are intended to be open and nonrestrictive. When no reference or change is made on proposal by bidder, it is understood that the specific item named on the proposal shall be furnished by the bidder. If bidding on other than the make, model, brand or number shown, and offered as an equal, complete technical information, specifications, manufacturer’s name, catalog reference and a catalog cut must be attached to the proposal letter. Failure to include the supportive information will result in the item automatically being rejected. The Board, through its Purchasing Agent, shall be the sole judge in making determination as to the quality. All decisions shall be final.
- C. Quote on each item separately.** All or nothing bids, items or groups based on other items or other bids, will not be considered. **Prices must be stated in units specified** in the bid in order to be considered. Prices are intended to be valid and to remain unchanged for the duration of the contract period.
- D. Time of delivery is part of the bid and must be adhered to.** If it is impossible to meet the delivery specified in the bid, bidder shall state the best delivery possible in the space provided on the Bid Request. Time shall be stated in days and days shall mean “calendar days”.
- E. All bids must be signed by a responsible officer or employee.** The firm name and telephone number must be shown. Obligations assumed by such signature must be fulfilled.
- F. Telephone/fax bids in lieu of this form will not be accepted.**
- G. Prices submitted on the electronic price worksheet should be in number format.** Other prices contained elsewhere in the Bid or proposal should be stated in both words and numbers. In the event of a conflict, the word version will prevail.

**Gwinnett County Public Schools
Suwanee, Georgia**

2. SUBMISSION OF BIDS

- A. Each bid must be submitted on the enclosed form in a sealed envelope with **the company name, opening date and time, and bid number printed on the outside of the envelope.**
- B. Bids, modifications to bids or corrections on bids received after the opening time specified will not be considered. The Board will not be responsible for lateness of receipt due to mail delays.
- C. If necessary, addendums to the Bid will be posted up to seventy two (72) hours before the Bid opening time.

3. AWARDS

- A. Awards will not be made to a vendor for less than \$500.00 when there are multiple awards on a bid.
- B. Bidders agree that their bids are subject to acceptance at anytime within 30 days after opening, unless otherwise stipulated in the bid.
- C. Bid tabulations shall be accessible online 24 hours after the scheduled bid opening.
- D. The Board may place additional orders or increase quantities at quoted prices in excess of the original bid with the consent of the bidder and for such period of time as may be agreed upon between the Board and the bidder.
- E. The Board may accept or reject any or all bids or part of bids and may waive informalities, technicalities and irregularities. The judgment of the Board on such matters shall be final.
- F. **CONTRACT:** The Request for Bid, Bidder's Response and a Purchase Order or Contract and its attachments, either attached hereto or by reference, when received by the successful bidder, shall constitute (1) a binding Contract on the terms set forth herein, and (2) the entire Contract, and it is to be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

**Gwinnett County Public Schools
Suwanee, Georgia**

4. AUTHORIZED PURCHASES

All purchases, whether for products or services, must be supported in advance by an official hard copy purchase order, valid purchase order number or GCPS authorized Visa purchasing card. The Gwinnett County Board of Education will not be bound by any unauthorized purchases.

5. TERM

The standard effective term of this Bid will be twelve (12) months based on the dates specified in the Bid Award. The Board reserves the option to renew this Bid up to a maximum of three (3) additional terms of twelve (12) months each for a total potential term length of four (4) years.

6. DELIVERY TERMS

Prices quoted shall be based on F.O.B. delivery our warehouse except where installation is required. Where installation is required, prices are to include all necessary wiring, connecting, leveling, piping, uncrating, moving and all other changes incurred in placing the equipment in operation, unless otherwise specified.

All merchandise requiring installation and which is shipped F.O.B. job site must be received by the successful vendor's regularly employed personnel and the equipment stored in the area designated by the owner's representative. The Board will not assume responsibility for any items which require installation until it is completely installed and demonstrated to the appropriate school officials.

7. SHIPPING AND MARKING

A. All merchandise will be received in our warehouse on weekdays between the hours of 7:00 A.M. and 3:00 P.M. Where two or more items are packaged together, their combined weight shall be no more than two thousand (2,000) pounds.

B. MARKING: Include packing list in each shipment. Packing list must show Gwinnett County Board of Education Purchase Order Number, Contents and Shipper's Name and Address, mark packing list and Invoices covering final Shipment "Order Completed". If no packing list accompanies the shipment, the Buyers count will be accepted. Mark (upper left corner) or each package (box, crate, barrel, bundle, piece) clearly with (1) Shipper's name and address, (2) Contents, (3) Board of Education Purchase Order Number, and (4) Bill of Lading or Express Receipt and on every package the marking specified above, will obligate Shipper for any and all extra cost incurred, including drayage or demurrage.

**Gwinnett County Public Schools
Suwanee, Georgia**

8. SAMPLES

Samples, when required, must be furnished at the Bidder's expense to the Board. **Samples must be tagged with the bidder's name and Bid Number.** Samples not used or destroyed in testing will be returned to the bidder at his request and at his expense.

The Board will assume no responsibility for items destroyed or stolen when being tested.

9. INVOICES

All invoices must show the purchase order number, the item number, and should be mailed to Gwinnett County Public Schools, Finance Department, 437 Old Peachtree Road, NW, Suwanee, Georgia 30024-2978.

10. PAYMENT

PAYMENT IN FULL will be made by the Board of Education when an invoice is received indicating that the goods and/or services have been delivered. The Board of Education will also make **PARTIAL PAYMENT** when partial shipment is received, as long as an invoice is received indicating partial delivery.

11. DEFAULT

In the event any property or service to be furnished by the bidder under a Contract or purchase order should for any reason not conform to the specifications contained herein, or to the sample submitted by the bidder with his bid, the Board may reject the property or service. Then, in which event, with specific instructions from the Director of Purchasing, the bidder shall immediately remove the property without expense to the Board and replace all rejected property with such property or service conforming to the specifications or samples.

Should the bidder default in the performance of the foregoing paragraph, the Board may procure such property or services from other sources and shall have the absolute right to deduct from any monies due to the bidder, the difference between the contract price and the actual cost of the property to be replaced or substituted. Price paid by the Board of Education in such event shall be the prevailing market price at the time the substitute purchase is made.

**Gwinnett County Public Schools
Suwanee, Georgia**

12. COMPLIANCE

All property or services furnished must comply with all applicable Federal, State and Local Laws, Codes and regulations. Successful Bidders must obtain County Permits where necessary.

13. RIGHTS AND REMEDIES

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

14. BIDDERS EVIDENCE OF RESPONSIBILITY

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the items offered satisfactorily and expeditiously and that they are authorized dealers and can provide necessary services and warranties for items they propose to furnish.

15. SUCCESSFUL BIDDERS

Successful Bidders will be responsible for seeing that all County Inspection Codes are complied with as regarding (1) electrical, (2) gas and (3) water fittings and outlets. **Field Checks** for exact measurements of all spaces for items to be furnished will be the responsibility of the successful bidder. This is to insure proper fitting of all items in the space provided. **Shop Drawings**, if applicable, will be prepared and three (3) copies will be furnished to the Board of Education Purchasing Department, before work is begun.

16. RESPONSE

Failure to respond to Invitation to Bid (submission of bid, or written notice that vendor is unable to bid on this particular request but wishes to remain on the active bidder's list for this particular item) will be understood by the Board of Education to indicate a lack of interest and concurrence in the removal of the vendor's name from the Board's mailing list.

17. USE BY OTHER AGENCIES

This bid allows for other State and Local Government Agencies within the State of Georgia to buy off this bid at the same prices quoted during the effective term, pending agreement between Bidder and the third party entity.

**Gwinnett County Public Schools
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18. DEBARMENT STATUS

By submitting their bid or proposal, all vendors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

**Gwinnett County Public Schools
Suwanee, Georgia**

I THE UNDERSIGNED, ACKNOWLEDGE THAT I HAVE READ THE BID DOCUMENT IN ITS ENTIRETY AND AGREE TO CONFORM TO ITS EVERY REQUIREMENT. I FURTHER ACKNOWLEDGE THAT FAILURE TO PREPARE, SUBMIT, OR EXECUTE THIS BID IN THE EXACT MANNER REQUESTED WILL BE JUST CAUSE TO REJECT ANY OR MY ENTIRE BID.

COMPANY NAME: _____

BY: _____
(PRINT NAME)

(SIGNATURE)

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

DATE: _____

THE ABOVE ACKNOWLEDGMENT MUST BE PROPERLY SIGNED AND FIRMLY ATTACHED TO YOUR BID. THIS ACKNOWLEDGMENT BECOMES A PART OF YOUR BID AND WITHOUT IT YOUR BID IS NOT COMPLETE AND WILL BE SUBJECT TO REJECTION.

Gwinnett County Public Schools
Suwanee, Georgia
BID PROTEST PROCEDURE

This bid protest procedure applies to challenges to the awarding of bids or contracts by the Purchasing department of the Gwinnett County Public Schools.

If the protesting party does not submit a bid or proposal the protest must be submitted prior to the date of the bid opening, or prior to the date on which the RFP proposal or quote is due to be received by the Board. Any protests received after those dates will not be reviewed and considered and will be dismissed as untimely.

For those protestors who did submit a bid or RFP response, their protests must be filed within seven days after the protesting party knew or should have known of the facts giving rise to the protest. However, no protest will be accepted that is filed more than seven days after the date the notice of award of the contract is posted on the Purchasing Department of the Gwinnett County Public Schools website. Untimely protests will be dismissed.

The date of filing is the date the protest is received by the Purchasing Department. A protest must be in writing and must be sent to Gwinnett County Public Schools, Purchasing Department, 437 Old Peachtree Road, NW, Suwanee, Georgia 30024 Attn: Director of Purchasing.

Each protest must specify the reasons the protesting party believes that the solicitation or award was improper. Issues not raised in the written protest are deemed waived and may not be raised on appeal. The protesting party may submit with the protest any documents or information deemed relevant. If the contract has been awarded, the Purchasing Department shall notify the successful bidder or contractor of the protest. If the protest is received before the contract is awarded and substantial issues are raised by the protest, all bidders and offerors who appear to have a substantial and reasonable prospect of winning the award shall be notified of the protest and the reasons for the protest and they may file their position on the issues with the Purchasing Department, in writing, within five days after receipt of notice of the protest.

Upon the filing of a protest, further action on the solicitation or award shall be stayed, or if the protest is timely received after the award, performance of the contract should be suspended until the protest is resolved. The Purchasing department may, however, determine that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the Board. In such case, if the Director of Purchasing determines that the protest is clearly without merit or will substantially harm the Board and does not stay the procurement, he shall immediately issue the decision.

Gwinnett County Public Schools
Suwanee, Georgia

Within 15 days of the receipt of a protest, the Purchasing Department will issue a response. The response may include any documents or information that the contracting officer or Director of Purchasing deems relevant to the protest. If additional time is required to investigate the protest, he shall inform the protesting party of the additional time needed to render a determination and obtain the protesting party's consent. Unless an extension of time has been agreed to, the Director of Purchasing shall issue a final written determination stating the reasons for the decision within 60 days of the date the protest was filed.

The Purchasing Department shall send a copy of the decision to the protesting party and any other person determined to be affected by the decision. If the protest is denied, the decision shall inform the protesting party of its right to file an appeal. The appeal will need to be sent to Gwinnett County Public Schools, Business and Finance Division, 437 Old Peachtree Road, NW, Suwanee, Georgia 30024 Attn: Chief Financial Officer, and received within 15 days of the mailing date of the decision.

**Gwinnett County Public Schools
Suwanee, Georgia**

TO ALL PROSPECTIVE VENDORS:

Because of the many requests to be placed on our vendors' lists, we are continuously updating them. While we want to include all bona fide vendors, we do not want to send notifications to those vendors who may no longer be interested in participating in our solicitation procedure.

If you do not choose to respond to the attached Request for Proposal, please fill in the form below indicating whether or not you want to be retained on our current vendors' list.

Vendors who do not respond in any way (by either submitting a proposal or by returning the form below) over a period of one year will be removed from the vendors list.

If you desire to submit a "NO BID", please indicate by checking one or more of the reasons listed below. (Please indicate No Bid with Bid Number.) Return to Gwinnett County Public Schools, 437 Old Peachtree Road, NW, Suwanee, GA 30024-2978, Attention Purchasing Specialist, Susie Murray or fax to 678-301-6284.

- Unable to bid at this time. Would like to receive future bids.
- Do not offer this product or service; remove us from this item only.
- Remove us from your Bidder's List.

This page must be returned only if you are not bidding.

TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST

COMPANY NAME

BID NUMBER

**Directions to Instructional Support Center (ISC)
Gwinnett County Public Schools
437 Old Peachtree Road
Suwanee, GA 30024
678-301-6000**

Directions from Atlanta Area:

I-85 North;

Take exit number 109, Old Peachtree Road;

Turn right on Old Peachtree Road, NW. about 1.5 miles;

ISC will be on left.

Directions from I-85 South toward Atlanta:

I-85 South to exit number 111, GA-317 N / Suwanee;

Turn left onto Lawrenceville-Suwanee Road, NW;

Turn right onto Old Peachtree Rd, NW about 1.1 miles;

ISC will be on right.

Directions from Hwy 29:

Hwy. 29 to Langley Drive;

Langley Drive to W. Pike Street;

Turn left onto W. Pike Street which becomes Duluth Highway.

Straight on Duluth Highway to Lawrenceville-Suwanee Rd;

Turn right onto Lawrenceville-Suwanee Rd. to Old Peachtree Rd.;

Turn left onto Old Peachtree Rd., NW about 1.1 miles;

ISC will be on right.

Directions from Hwy 78:

Hwy. 78 towards Snellville to Scenic Hwy/Hwy.124;

Turn onto Scenic Highway / Hwy. 124 towards Lawrenceville,
to Sugarloaf Parkway;

Turn left onto Sugarloaf Parkway to N. Brown Rd.;

Turn right onto N. Brown Road; to Old Peachtree Rd.;

Turn right onto Old Peachtree Rd. about 1.4 miles;

ISC will be on left.

B-1516AO
Physical Education Supplies Catalog Discount

Contract Period

Open bid contract with all prices firm from January 1, 2015 through December 31, 2015.

Bid Prices

- We are requesting a Gwinnett County Public Schools catalog discount to be valid for the above specified period.
- Prices are to be guaranteed by your catalog number.
- **Bidder must specify all catalog items that are not discounted and/or excluded from this contract.**
- We are requesting that Gwinnett County Public Schools be able to view our catalog prices **via a website**, and that prices are valid using a purchase order or using a school purchasing card.
- Bidder must identify if shipping is free or otherwise.

Quantities

Quantities to be purchased during the contract period are unknown.

Delivery

Items ordered are to be delivered FOB destination to:

Gwinnett County Public Schools
Department of Supply Management
690 West Crogan Street
Lawrenceville, GA 30045
Phone: 770/822-6414 – Receiving
678/301-6390 - Purchasing

Catalogs

Upon bid award and written notification, vendor must supply one copy of catalog for each Gwinnett County Public School. Each catalog must be labeled with bid number and applicable discounts, along with the web address showing GCPS pricing. Delivery of catalogs should be made within 15 days of winning bid notification.

Bid Award

- Preference of bid award will be made to those bidders meeting all the above specifications. However, if you should not be able to meet all specifications, please indicate on the proposal form your exceptions to the stated specifications.
- Bids that reflect *prices subject to change* or do not secure FOB destination will not be considered.
- The school district reserves the right to bid or phone quote individual items contained within the catalog, when in the school district's best interest.
- All art paints and glazes must state on container and must be non-toxic and lead free.

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Physical Education Supplies Catalog Discount

SIGNATURE PAGE

When in the school system's best interest, Gwinnett County Public Schools reserves the right to bid or phone quote individual items contained within the catalog number listed below.

Please reference our CATALOG # _____ prices, less

_____ % DISCOUNT. Please use website

address _____ to find Gwinnett

County Public School pricing.

COMPANY NAME

PRINT REPRESENTATIVE'S NAME

REPRESENTATIVE'S SIGNATURE

CONTACT NAME
(if different from above)

DATE