

**Request for Bids
Office and Art Supplies**

The Rochester School District is seeking bids for Office and Art Supplies. Bids will be accepted until 12:00 noon Local Time on May 3, 2017. The bids will be opened publicly and read aloud at that time.

Bids shall be submitted to Michael Hopkins, Superintendent of Schools, Rochester School Department, 150 Wakefield Street, Suite 8, Rochester, New Hampshire 03867. Bids must be submitted in sealed envelopes plainly marked **BID FOR OFFICE AND ART SUPPLIES**. Failure to properly mark the envelope will result in disqualification of the bid should it be prematurely opened. Bids received via fax transmittal will not be accepted.

Specifications with the required Attachment A may be obtained at no cost from the Superintendent of Schools Office or on the District website at <http://www.rochesterschools.com/SAU/bids/bids.html>.

All bid proposals must be made on the Attachment A form.

I. INTRODUCTION

The Rochester School Department, of Rochester, NH (hereinafter referred to as the “District”) is seeking bids from qualified vendors to submit their proposals on Office and Art Supplies for the 2017-2018 School Year.

II. INFORMATION AVAILABLE

The District currently serves approximately 4,100 students and employs approximately 1,000 full and part time employees, both instructional and operational. School facilities participating include the SAU Office, 8 Elementary schools (William Allen School, Chamberlain Street School, East Rochester School, Nancy Loud School, Gonic School, Maple Street Magnet School, McClelland School, School Street School), 1 Middle school (Rochester Middle School), 1 High School (Spaulding High School), 1 Regional Career and Technical Center (Richard Creteau Regional Technology Center, attached to Spaulding High School).

III. SPECIFICATIONS

1. The District is soliciting interested vendors to submit competitive bid prices for the items listed in the Attachment A which can be downloaded from the Rochester School Department’s website at <http://rochesterschools.com/SAU/bids/bids.html>. These prices must be effective from July 1, 2017 through June 30, 2018.
2. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the purchase order number, vendor name and items. Cartons shall be identified by purchase order number and name.
3. Orders of stocked products will be shipped within 48 hours of receipt of order. The requisitioner shall be notified by the vendor if the product cannot be shipped within this time period in order for the requisitioner the opportunity to secure the product elsewhere.
4. Items are listed in Excel format as Attachment A which can be downloaded on the Rochester School Department’s website at <http://rochesterschools.com/SAU/bids/bids.html>. Completion and submission of Attachment A is mandatory and shall be part of the submission. These items represent a sample of items commonly purchased by the District. It does not represent all the items purchased by the District.
5. Some brand names are used in Attachment A to convey the general style, character and quality of item desired. Through bid analysis, any item that is deemed by the District to be the equal of that item will be accepted.
6. When appropriate, designate individual and/or quantity prices for each item on the Attachment A as well as Catalog number.
7. The vendor will provide catalogs and price lists for items awarded to each of the locations making purchases.
8. The District does not warrant a specific dollar volume of ordering during the 2017-2018 school year, nor does this bid preclude the District from utilizing other vendors for purchase of general school office and art supplies.

IV. GENERAL REQUIREMENTS

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

No late, email or facsimile proposals will be accepted.

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

Questions shall be directed in writing to Linda Casey, at casey.l@rochesterschools.com **no later than seven (7) days prior to bid date and time on cover page of this document. All responses will be made available to all vendors.**

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

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

The Rochester School Board reserves the right to reject any or all of the bids received and to waive any informality in the bidding. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the Owner.

References

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

1. _____
2. _____
3. _____

FORMAT OF PROPOSAL:

Proposals should be formatted to 8.5"x11" pages and contents bound. Submissions shall be sealed and clearly marked **Rochester School Department, Office and Art Supplies.**

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

CONTACT INFORMATION: SIGNATURE REQUIRED:

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

Check here if appropriate: _____ (X) NO BID

The District supports the concept of purchasing products that are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products.

If you are bidding on any such products which qualify, please indicate in a cover sheet by item number and description.

BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The Rochester School Department (RSD) reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the District"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. **FOB POINT IS ALWAYS TO BE ROCHESTER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN ROCHESTER.** If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the RSD Business Administrator so that it may be checked into for bids for the coming year. The Bidder will state in the proposal the brand name and any guarantees of the material the Bidder proposes to furnish. The brand name is to be for the material that meets all specifications.