



**Highline Public Schools NO. 401
15675 Ambaum Boulevard SW
Burien, WA 98166**

OUR PROMISE: Every Student in Highline Public Schools is known by name, strength and need, and graduated prepared for the future they choose.

REQUEST FOR PROPOSAL

RFP 20/21-6 PRINT SERVICES

**PRINTING SERVICES FOR SCHOOL YEAR 2021-2022
WITH EXTENSIONS THROUGH SCHOOL YEAR
2025-2026**

Release Date

May 14th, 2021

Due Date

June 4th, 2021

12:00:00 PM (Pacific Standard Time)

Official Contact:

Tracey David, Procurement Manager

Tracey.David@HighlineSchools.org

206. 631.3202

Official RFP Page:

www.highlineschools.org/purchasing



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

DATES TO ADVERTISE

May 17th, 2021

May 24th, 2021

ADVERTISEMENT FOR REQUEST FOR PROPOSAL

NOTICE TO BIDDERS

REQUEST FOR PROPOSAL NO. 20/21-6 PRINT SERVICES

Sealed Proposals will be received for Print Services, by the undersigned **up to, but no later than 12:00:00 p.m. on the 4th day of June 2021**, in the Business Services Department of the Central Office; 15675 Ambaum Boulevard Southwest, Burien, WA 98166, Attention: Tracey David, Procurement Manager. Public opening to take place on June 4th, 2021 at 12:10P.M. (PST) at the above location.

Bid specifications and contract documents may be obtained at the central office at the above address or via the district website at <http://www.highlineschools.org/Purchasing>

No bidder may withdraw his/her bid after the hour set for the opening thereof or before award of contract, unless said award is delayed for a period exceeding forty-five (45) days.

Highline School District No. 401, King County, Washington, reserves the right to reject any and/or all bids, to split awards, and to waive informalities or irregularities if the best interest of the district will be served thereby.

Highline School District No. 401 encourages the participation of Minority Owned and Women Business Enterprises in this invitation to bid.

Questions concerning the bid should be directed to Tracey David, Procurement Manager, at Tracey.David@highlineschools.org

To be advertised in the Daily Journal of Commerce, May 17th, 2021 and May 24th, 2021



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

Table of Contents

SECTION I – INTRODUCTION	5
SECTION II – PROPOSAL SUBMITTAL REQUIREMENTS.....	7
SECTION III – TERMS AND CONDITIONS.....	10
SECTION IV – CONTRACT PROVISIONS.....	17
SECTION V – BID FORM – SIGNATURE PAGE.....	18



**Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166**

RFP CHECK LIST

- ✓ Review all RFP documents and attachments
- ✓ Bid Form – Complete and Sign; Page 18
- ✓ W9
- ✓ Additional Information/Materials for proposed program

This list is prepared for the Contractor's convenience, this list shall not be construed to alleviate the Contractor of formalities and requirements of the bidding documents.



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

SECTION I – INTRODUCTION

REQUEST FOR PROPOSAL RFP 20/21-6 PRINT SERVICES

RELEASE DATE
May 14th, 2021

DUE DATE
June 4th, 2021
12:00:00 PM (Pacific Standard Time)

INTRODUCTION

Highline Public Schools will accept bid proposals for Print Services thru June 4th, 2021, at 12:00:00 PM, Pacific Standard Time.

The purpose of this Request for Proposal is to seek out Printing Services for the district. Highline Public Schools No. 401 is comprised of one (1) early learning center, two (2) grades 6-12 school locations, five (5) middle school locations, twelve (12) high school locations, one (1) athletic stadium, eighteen (18) elementary school locations, one (1) administrative office and several support facilities (transportation, maintenance, facilities management, etc...).

The central office of Highline Public Schools No. 401 is located at 15675 Ambaum Boulevard SW, Burien Washington, 98166 in the County of King, State of Washington. The District has an approximate student population of 19,741 and an administrative/teaching/support staff of approximately 2,500

This RFP contains instructions for submitting a bid, the procedures and criteria by which a contractor will be selected and the contractual terms by which the District proposes to govern the relationship between it and the selected contractor.

Highline School District No. 401 provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability.

POINT OF CONTACT

RFP documents may be viewed on the [Purchasing Page of the Highline Public Schools website](#). For assistance please contact Procurement Manager, Tracey David.



Highline Public Schools #401
 Central Office
 15675 Ambaum Boulevard SW
 Burien, WA 98166

CONTRACT TERMS

EXPECTED INITIAL CONTRACT: September 01, 2021 - August 31, 2022

OPTIONAL RENEWAL

RENEWAL OPTION #1: September 1, 2022 - August 31, 2023

RENEWAL OPTION #2: September 1, 2023 - August 31, 2024

RENEWAL OPTION #3: September 1, 2024 - August 31, 2025

RENEWAL OPTION #4: September 1, 2025 - August 31, 2026

SCHEDULE OF EVENTS

The estimate schedule of events through award of the contract is outlined below.

Event	Date
RFP Released	May 14 th , 2021
RFP 1 st Advertisement	May 17 th , 2021
RFP 2 nd Advertisement	May 24 th , 2021
Deadline for Questions	May 26 th , 2021 @ 2:00 PM (Pacific Standard Time)
Response to Questions	Will be posted on the Purchasing Page of Highline Public Schools by: June 1 st , 2021
Bid Due Date (Sealed bids)	June 4 th , 2021 at 12:00:00 PM (Pacific Standard Time)
Public Opening and Reading	June 4 th , 2021 at 12:10 PM (Pacific Standard Time) In the Central Office Board Room, 15675 Ambaum Blvd SW, Burien, WA 98166
Completion of Review, Evaluation, Scoring, and Notification of Award No Later Than.	June 17 th , 2021
Expected Start of Contract	September 1 st , 2021
Contract Review and Extensions	Completed Annually June-August



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

SECTION II – PROPOSAL SUBMITTAL REQUIREMENTS

Proposal Requirements

The general purpose of this proposal is to obtain professional printing services to include mailing of printed material for Highline Public Schools No. 401.

Proposal Submission

The proposal shall include the following completed documents:

- Cover Letter
- Proposer's Information (form provided herein)
- Pricing Response
- References
- Samples

The District shall not be liable for any expenses incurred in the preparation of presentation of bidder's proposal.

Proposers must be in full compliance with federal, state and local laws, rules and regulations that in any manner affect the items covered herein. Lack of knowledge by the proposer shall in no way be cause for relief from responsibility. Become familiar with and abide by current federal laws, state and local statutes, regulations and ordinances that could impact pricing or performance.

All materials submitted in response to the RFP shall become the property of the District.

Print Job Submission

All jobs will be submitted electronically via email. Jobs can be as small as 10 pages.

All jobs submitted could be in any of the following formats: doc, docx, xls, xlsx, ppt, pptx, pub, rtf, png, jpg, zip, and pdf. The paper color, weight from 20 to 100 pound, type, binding, punching, folding, lamination, simplex or duplex, collation and inserts will be specified with the job submission.

Evaluations

The District will evaluate all proposals from responsible and responsive proposers. Evaluation of the proposals received in compliance with the RFP instructions will be performed for the purpose of selecting a company which best meets the needs of the District. The Proposer with the higher score will be awarded the contract for services. Before the proposals are awarded, the District reserves the right to conduct due-diligence reference checks and investigate in any way the District determines is appropriate to ensure the Proposer's company is in the District's best interest.

In evaluating RFP responses, the District will award points to each response up to the maximum points that are listed for each of the five following criteria:



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

Price	35
Preferred Services	33
Company's Ability (From Cover Letter)	15
Sample Quality	10
References	7
Grand Total	100 Points

Please provide written responses to the following:

3.1 Price Submission:

Provide in your response a price sheet for all supplies and services related to your business, broken down so the District may determine total cost, for each print job, to include, paper color, weight from 20 to 100 pound, type, binding, punching, folding, lamination, simplex or duplex, collation and inserts. If your price sheet is a retail price and your proposed price is a percent off of the listed retail price, clearly indicate the percentage discount. Evaluation of pricing will be made of a selected “market-basket” of print jobs.

3.2 Preferred Services:

In your proposal, provide a response to the District for each item listed below. The format shall include our number and the service listed with your response below each item. Provide a response not to exceed one-half page for each item below, describing how your company meets each preferred service item.

1. 24-hour turnaround of final proof delivered to our central office with no-fee delivery
2. No extra charge for unlimited proof edits
3. 72- hour (3 business days) turnaround of approved mailing product to the post office
4. 72- hour (3 business days) turnaround of approved print jobs of less than 50,000 pages (equivalent to 8.5” x 11” duplex)
5. 120- hour (5 business days) turnaround of approved print jobs of more than 50,000 pages (equivalent to 8.5” x 11” duplex)
6. Mail prep of over 64,000 pieces into postal routes delivered to post office. The District will provide the district borders upon successful award of the contract. The Service Provider shall determine the postal routes.
7. Bundling for sites and delivery to central office
8. Lamination services
9. Variety of sizes, types, poster, tri-folds, yard signs, banners, foam-core posters
10. Keeping a file of district print jobs

11. No-fee delivery for any project dropped off at our central office
12. Ability to pay by district credit-card without an additional fee.

3.3 Company's Ability:

In your cover letter for submitting your proposal, describe your company's history, capabilities to include a brief description of services (such as mailing, binding, folding, cutting, punching), number of employees, annual sales volume, equipment and capital capacity, etc..., in a straightforward and concise way not to exceed two single-sided pages. Your response will determine how well your company will be able to perform the work required under this proposal

3.4 Samples:

Provide samples for evaluation on quality to include, but not limited to the following:

- Standard printing, color and black and white
- Color glossy, heavy stock
- Color on light stock
- Tri-folded mailing
- Bound documents
- Post cards
- Laminated

3.5 References:

Please submit three (3) references listing companies or public entities relative to a similar quality and scope of services requested. The District reserves the right to interview references regarding any part of this proposal request and any other companies or public entities we determine might be relevant to the selection of this service. Submit company's name, contact name, phone, e-mail, contract term served, and dollar volume for the last twelve months the contract was performed. Indicate the volume by each category of service provided, i.e. Single Side Copy, Double-Sided Copy, etc.

The District reserves the right to seek additional information and/or clarification from any proposer, the right to reject any and all responses received with or without cause, the right to negotiate all final terms and conditions of any agreement entered into with any proposer that submits a response and also to waive an irregularities or informality if deemed to be in the best interest of the District.



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

SECTION III – TERMS AND CONDITIONS

SUBMISSION AND PREPARATION OF RFP

Sealed bid proposals must be received by the undersigned up to, Friday, June 04, 2021, and not later than 12:00:00 PM, or on the extension date thereof; made by an Addendum, to be considered. It is the sole responsibility of the Bidder, that the bid response is received at the designated location by the designated time. Electronic or Facsimile transmitted proposals will not be accepted. A sealed, hard copy response to the RFP shall only be accepted, and shall be considered as an offer to contract with the District. A bid response becomes a contract when it is officially accepted in writing, by the District.

The specifications, characteristics and requirements listed in the RFP are in no way to be considered exhaustive. However, vendors should limit the promotional materials submitted to a reasonable level no more than 35 pages total, including the bid response. At a minimum, each proposal must contain the following items: 1. Cover letter and company profile, including full legal name, federal tax I.D. number, address, phone, fax number, email address, and a description of your company's background. 2. Current contact and background information about representatives to be assigned to the District. 3. A management plan to collaborate with the Highline School District No. 401 staff for the planning, scheduling and successful installation and implementation of Print Services. Your plan should address, at a minimum, terms and conditions.

- A. The Bidder **must include** four (4) copies of the bid; **a signed original plus three copies of the required bid documentations** and one (1) Flash Drive electronic copy. The proposals must be submitted on 8-1/2 x 11 inch paper, with some type of binder to keep the paper in order (no staples, please). Pre-printed materials- Foldouts for charts, tables, spreadsheets, and single-line diagrams are acceptable. Pre-printed materials, such as brochures or technical documents, may be included, but whenever possible should be placed within the bound proposal.
- B. Proposals must be submitted in a sealed envelope, addressed to Tracey David, Procurement Manager, Highline Public Schools, Central Office/ Business Services Department, 15675 Ambaum Blvd. SW, Burien WA 98166, and shall bear on the outside the name of the Bidder, Bidder's Company name, address, and:

Highline School District No. 401
Bid Documents Enclosed
Proposal No: 20/21-6 Print Services
OPENING DATE/TIME: June 4th, 2021 12:10 PM
Attention: Tracey David, Procurement Manager
15675 Ambaum Boulevard SW
Burien, WA 98166

- C. All Bid responses shall include all required documentations named in this RFP. Bids must be type written or legibly written in ink with all blank spaces fully completed with all requested data accompanied by the provided Bid Forms, signed in ink by the contractor's authorized representative. The completed form shall be without interlineation, alteration, or recapitulation of work to be done. Erasures on the Bid Form must be initialed by the person signing the bid. The Bid Form must be signed in long hand, using legal signature in the name of the



**Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166**

authorized bidder. Partnerships must be signed by one of the partners. Incomplete bids will be rejected unless the omissions do not materially affect the bid.

LATE RECEIPT OF BID

Any bid received after the scheduled date and time will not be considered and will be returned unopened. The District is not responsible for lost, stolen or misdirected mail, nor the method or timeliness of delivery. Postmarks do not meet the requirement for an RFP response to be in the Business Services department by the specified date. It is the sole responsibility of the Bidder, alone, to assure that the bid is received at the proper location on or before the deadline date and time.

- a. Delays caused by any delivery services, including the US Postal Service, local traffic conditions, or any other reason, will not be considered and will be returned unopened.
- b. All materials submitted in response to the RFP shall become the property of the District.

REJECTION OF ANY OR ALL BIDS

The District reserves the right to reject any or all bids for any reason, or no reason, to award bids in the best interest of the District, and to waive any irregularities and/or informalities in the bidding. In addition to any other right to reject bids, the District may determine that a bidder is not responsible and may reject/disqualify a bid for any of the following circumstances.

- More than one bid is submitted by the same bidder under the same or different names.
- Evidence of collusion with any other bidder. Participants in such collusion shall be disqualified from submitting further bids.
- The Bidder is not qualified to perform the contract.
- Unsatisfactory performance record judged from the standpoint of conduct of service, or progress, as shown by past or current service to the District or other Districts.
- Failure to pay or settle bills on any former or current contracts.
- If the Bidder has previously defaulted in the performance of a written public contract, or has been convicted of a crime arising from a previous public contract.
- Any other inability, financial or otherwise, to perform the contract.
- For any other reasons deemed proper as determined from a pre-award evaluation of bidder's capability to perform.
- Any bid submitted by a Bidder who is not registered or licensed as required by Washington state laws.
- The Proposer, its company's employees, affiliates, or other interested parties to the company, shall not contact the District staff, members of the School Board, or other parties to the District, about the RFP unless authorized in writing in advance by the Procurement Manager. Failure to abide by this requirement may be grounds for a proposal to be determined to be non-responsive or responsible.



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

PERIOD OF VALIDITY OF BIDS

The Bidder must certify that its bid will remain in effect for 120 days after the bid due date. The District may request an extension beyond the 120 days. Time, if stated as several days, it will include Saturdays, Sundays, and holidays.

REFERENCES

The District reserves the right to contact all references provided by the bidder and additional customers not listed by the bidder. All information obtained by the district will be used in the evaluation process.

AMENDMENTS/INTERPRETATIONS/QUESTIONS

Revisions, corrections, interpretations shall be released in the form of an addendum by the District and will be posted on the Highline Public Schools Purchasing Page.

- A. Inquiries, questions, clarifications, or doubt as to the true meaning of any part of, finds discrepancies, and/or omissions in the RFP, should be directed to Tracey David, Procurement Manager, at tracey.david@highlineschools.org, a written request for interpretation, clarity or correction, thereof.
- B. Inquiries shall reference the appropriate section and page number and shall be responsible for its prompt delivery, to be submitted on or before the Question Submittal due date and time indicated in the bid schedule. It is encouraged to select "Read Receipt" prior to submitting the inquiry email to guarantee receipt.
- C. Addendums issued will become part of the basic bid and any contract that may result there from. Oral interpretations have no legal effect. Questions or requests for interpretation received after the Question Submittal Due Date will not guarantee a replied consideration.

MODIFICATIONS

Changes in or additions to the RFP documents, recapitulations of the work to be done, alternate proposals, or any other modification of the RFP documents not specifically called for, may result in the District's rejection of the bid, as not being responsive to the RFP. Any changes or modifications provided by the District will be in writing by addendum.

EXAMINATION OF RFP DOCUMENTS

The Bidder shall thoroughly examine and be familiar with the RFP documents. The failure or omission of a bidder to receive or examine any part of the RFP or addendum, and acquaint themselves with conditions existing, shall in no way relieve any bidder from obligations with respect to the RFP submittal, or to the contract. The submission of an RFP shall be taken as prima facie evidence of compliance with this section.

ERRORS OR OMISSIONS

Bidders are responsible for all errors or omissions in their bids, and any such errors or omissions will not serve to diminish their obligations to the District. A bidder who claims error and fails to enter a contract with the district, shall be prohibited from bidding on the same commodity or service if the requirement is subsequently rebid by the district. Negligence in preparing a bid does not give a bidder the right to withdraw their bid after opening.



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

DISCLOSURES

By signing the RFP Bid Form, a Bidder affirms that there has been no gift, no offer to give, nor any intent to give at any time any economic opportunity, promise of future employment, gift, loan, gratuity, special discount, trip, favor, or service to an employee or officer of the District, connection with the bid submittal. No other promotions, concessions, gratuities, rebates, or no-charge items will be considered during the RFP evaluation or award decision.

The Bidder will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the District shall be listed in your cover letter with your proposal.

FIRM PRICING

The Contractor must agree to hold proposed pricing firm during life of the contract. Any necessary price adjustments due to sudden or significant market changes may be considered when notification is received in writing to the District. This notification must include adequate documentation to support any claim for price adjustment and shall be received at least 45 days prior to implementation, providing an agreement is mutually made between the Contractor and District.

LOWEST PRICE GUARANTEE

The Bidder agrees if they offer the same service or product to another customer comparable in size at a lower price than the rates detailed on this RFP, the Bidder will adjust the District costs to the lower rate.

WITHDRAWAL OF RFP

Any Bidder may withdraw their bid; either personally or by written request, by the Proposer's authorized representative at any time prior to the date/time specified as due. Communication to withdraw must be given directly to the Business Services department, Tracey David, Procurement Manager by an authorized agent of the company issuing the response to the RFP. Withdrawals received after the date/time due, will not be considered, unless the District determines that late receipt was due solely to mishandling by the District before receipt at the District Business Services department.

BID PROTEST

A bidder protesting regarding procedure, award of the contract, or any other reason, shall submit cause by writing, to be filed with the Business Services Department no later than three (3) business days after the date upon which bids are opened. The written protest shall include the name of the protesting Bidder, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, and the specific relief requested. The written protest shall be delivered to Highline Public Schools, Business Service Department; 15675 Ambaum Blvd. SW, Burien WA 98166. Attention to Tracey David, Procurement Manager.

Consideration

Upon receipt, the District will consider the protest. The District may, within three (3) business days of receipt, provide any other affected Bidder, the opportunity to respond in writing to the protest. If the protest is not resolved by mutual agreement between the protesting Bidder and the Business Services Department, the Superintendent of the District or designee will review the issues and promptly furnish a final and binding written decision to the protesting Bidder and any other affected Bidders, within six business days of the District's receipt of the protest. (If more than one protest is filed, the District's decision will be provided within six business days of the District's receipt of the last protest). If no reply is received during the six-business-day period, the protest shall be deemed rejected.



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

Waiver

Failure to comply with these protest procedures will render a protest waived.

Condition Precedent

Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

LICENSES, REGISTERED CONTRACTORS, PERMITS, AND COMPLIANCE

Bidder's shall be licensed or registered per the laws of the State of Washington. Services dispensed through the Bidder's equipment must be in conformance with all applicable federal, state and local health standards and regulations. It is expressly understood that the Bidder assumes sole responsibility to comply with all provisions of federal, state, and local laws. All necessary licenses and permits will be obtained by the Bidder at the Bidder's expense. Should any additional local, federal, or state regulations be imposed affecting the contract, it shall be amended to conform to such regulations.

INDEMNIFICATION

The Provider agrees, to the fullest extent permitted by law, Provider will hold harmless, defend, and indemnify the District, its agents, employees, and board members from any, and all liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from any and or all acts or omission by Provider under this agreement. The District shall have the right to demand that Provider defend any and all claims, lawsuits, or proceedings related to services provided under the agreement, without cost to the District, with legal representation acceptable to the District. The terms of this section shall survive termination of this agreement.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the Provider, its agents, employees, and the board members from any liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from the negligence by the District.

Accidents and Risk of Loss

The Service Provider will be solely responsible for accidents and injuries to all persons or property caused by the acts or omissions of its officers, supervisors, agents, or employees

FEDERAL DEBARMENT AND SUSPENSION

The Bidder certifies, by submission of this proposal, to the best of its knowledge and belief, the vendor/contractor, or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the Bidder or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time, the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

LOBBYING DISCLOSURE

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit SF-LLL "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The awarded agency shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements, and subcontract) and that all sub-recipients shall certify and disclose accordingly.

PUBLIC RECORDS

Bidders should be aware that the District is required by law to make records available for public inspection, with certain exceptions. It's the District's belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains privileged designs, drawings, or documentation. However, the Bidder, by submission of the materials marked "Proprietary Information" acknowledges and agrees that the District will have no obligation or liability to the Bidder, in the event, it must disclose these materials.

BACKGROUND CHECKS

The provider, at its own cost, will perform criminal background checks of all individuals providing services under a contractual agreement, and as required by applicable and current Washington State and federal law. Background checks to be processed through Washington State Patrol criminal investigation system and through the Federal Bureau of Investigation. RCW28A.400.303.

EMPLOYEES CONVICTED OF CRIMES

Employees who have been convicted of crimes involving children: RCW 28A.400.330 prohibits a bidder, or any of its sub-bidders, from utilizing any employee at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under chapter RCW 9A.42, the physical injury or death of a child under chapter RCW 9A.32 or RCW 9A.36 (except motor vehicle violations under chapter RCW 46.61), sexual exploitation of a child under chapter RCW 9.68A, sexual offenses under chapter RCW 9A.44, where a minor is the victim, promoting prostitution of a minor under chapter RCW 9A.88, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws or another jurisdiction. Failure to comply with this section shall be grounds for the school district to immediately terminate the contract.



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

SAFETY

The provider will adhere to the Highline School District safety policy and procedures. School will provide their safety procedures and/or policies to program staff who will be responsible for following such policies.

USE OF TOBACCO ON SCHOOL PREMISES

RCW 28A210.310 prohibits the use of tobacco in any form on school district property. Smoking or other use of tobacco will not be permitted at the job site.

ANTI-DISCRIMINATION

The Bidder agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, sex, age, marital status, or presence of any physical, sensory or mental handicap with regard to but not limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any Bidder who is in violation of this clause shall be barred forthwith from receiving awards of any contract from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

LAW

The laws of the State of Washington shall govern this order and the venue of any action brought hereunder shall be in the Superior Court, County of King, and State of Washington.

DISCLAIMER

Highline Public Schools No. 401, King County, Washington, reserves the right to cancel or postpone the bid opening, reject any and or all proposals, and to waive any informalities or irregularities in any bid, or parts thereof. The District further reserves the right to accept a proposal other than the lowest bid, which in all of the respects complies with this RFP, provided that, in the sole judgement and discretion of the District, the services offered at the higher bid has additional value or function. The contract shall be awarded to the responsible bidder(s) whose proposal is determined to be most advantageous to the District, taking into consideration the factors set forth above and additional factors detailed in the RFP documents.

All bidders waive any right to claim damages of any nature, whatsoever, based upon the selection process. Companies who submit proposals that do not follow the instructions or do not provide the requested information may be subject to immediate rejection. The enrollment projections offered in this document shall act as a guide for potential clientele, not as an estimate or guarantee of actual business transactions.



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

SECTION IV – CONTRACT PROVISIONS

AWARD

Highline Public Schools reserves the right to review proposals and award the contract(s) in the best interest of the District. Post evaluation, recommendation and upon Board approval, the contract will be awarded in writing.

CONTRACT PERIOD

Contract term shall run from September 01, 2021 - August 31, 2022, with four (4) – One (1) year possible renewal options; RENEWAL OPTION #1: September 1, 2022 - August 31, 2023, RENEWAL OPTION #2: September 1, 2023 - August 31, 2024, RENEWAL OPTION #3: September 1, 2024 - August 31, 2025, RENEWAL OPTION #4: September 1, 2025 - August 31, 2026

FORM OF CONTRACT

Inclusively, the RFP and any attachments, appendices, addendums, schedules, and amendments shall be the contract between the parties, hereto, encompasses the entire agreement of the parties, and supersedes all previous understandings and agreements between the parties, whether oral or written. Additional or reduction of services or equipment may be negotiated within the contract term; providing an agreement is mutually made between the Contractor and District.

CHANGES TO THE CONTRACT

The District may make changes to the general scope of the contract at any time, in writing or by no written order, accepted by both parties.

CONFIDENTIAL RECORDS

Student's sensitive information and/or records obtained by provider must be kept secure and remain confidential.

SUBCONTRACTS

The Bidder awarded as Contractor shall have total responsibility for meeting the contract requirements. This contract may **not** be assigned or subcontracted in whole or part without the District's written approval. Such requests may be refused at the District's discretion without recourse by the Contractor, and Contractor shall be responsible for any subcontractor activities as if furnishing the services themselves.

INSPECTIONS

The District reserves the right to inspect and reject any item or service, for lesser or inferior quality, in which have been specified, or fail to comply with requirements.

TERMINATION

The District, by written notice, may terminate this contract, in whole or in part, if any of the provisions of this contract are violated by the Bidder, and/or lack of performance. In such event, the awarded Bidder shall be liable for damages, including the excess cost of re-procuring similar supplies or services.

- A. The District shall provide a notice to contain the reason for such intention to terminate the contract.
- B. Bidder shall be given ten (10) days after the serving of such notice, to satisfactorily arrange for correction to be made.



Highline Public Schools #401
Central Office
15675 Ambaum Boulevard SW
Burien, WA 98166

SECTION V – BID FORM – SIGNATURE PAGE

BID FORM SIGNATURE PAGE

I hereby certify that I have read and understand the call for proposals, and all bid documents pertaining to this Request for Proposal submittal.

COMPANY NAME: _____

BUSINESS ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____ MOBILE NUMBER _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

FIRM IS: [] Corporation [] Partnership [] Individual

[] Other _____

Business license: _____ Expiration Date: _____

Washington UBI No.: _____ Expiration Date: _____

TIN/EIN (Federal Tax ID): _____ Expiration Date: _____

Name of Representative designated to the District: _____

Years with company: _____

ADDENDA ACKNOWLEDGMENT
(TO BE COMPLETED ONLY IF ADDENDA IS ISSUED)

Receipt of Addendum No. _____, is hereby acknowledged.

Initial _____ Date _____