

**Pulaski County Board of Education**

**Post Office Box 1055  
Somerset, KY 42502  
Phone 606-679-1123**

**501 University Drive  
Somerset, KY 42503  
Fax 606-679-1438**

**----INVITATION TO BID----**

**Reference Number: Printing Bid 2015-16**

**Bid Title: Printing Bid 2015-16**

**Date Bid is Due: May 29, 2015**

**Time Bid is Due: 2:00 P.M.**

**Department or School: District Wide**

**Fund: Various**

**Date Bid Information Released: April 1, 2015**

**Advertised: April 1, 2015 - May 29, 2015**

**GENERAL CONDITIONS**

Sealed bids are requested on the following list of materials, articles, or services for delivery to the School or Department designated, subject to the conditions of this invitation.

1. Please submit the copy of this completed bid in an envelope clearly marked "Bid" and include the above reference number.
2. Prices must be stated in units of quantity as specified and extended in total column for each item and/or lot. All bid prices must include transportation and delivery to the warehouse or building as specified.
3. Bids, to receive consideration, must be received prior to time designated in this invitation, and none will be accepted thereafter.
4. Some officer or member of the bidding firm who is authorized to legally bind the firm must sign bid form.
5. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award by item, combination of items or lot.
6. All bids shall be effective from date of opening until the date specified in special conditions of bidding, and no bid may be withdrawn prior to that time.
7. Manufacturer's catalogue numbers, trade names, etc., where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by bidder must be clearly noted and described; otherwise, it will be understood that bidder intends to supply items specifically mentioned in the bid invitation.
8. It is the responsibility of the bidder to furnish specific product content data, as required by law (MSDS), stating that the product(s) bid meet(s) federal, state, and/or local regulations, i.e., OSHA (lead free), AHERA (asbestos free); Federal specifications; and ASTM.
9. Samples requested must be furnished free of expense to the Pulaski County Public Schools, and if not destroyed or consumed in testing or evaluating, or required in connection with the award will, upon request, be returned at the bidder's expense. Right is reserved to mutilate or destroy any samples if considered necessary for testing purposes.
10. When applicable, the firm, company, or manufacturer awarded the bid must have a representative available for on-site visits if a special need arises or if there is a problem with the product(s) bid.

11. It is to be understood that the bidder, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the Board of Education from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by, or for any of the acts of the contractor, his servants or agents.
12. Federal Excise Taxes or Kentucky Sales and Use Taxes are not applicable to any purchase made for use of the Pulaski County Public Schools. Bids should not include any such taxes. Purchase Exemption certificates will be furnished as required.
13. Information pertaining to any item or condition in this request may be obtained by communicating with the Pulaski County Public Schools, 501 University Drive, Somerset, Kentucky 42501 (606) 679-1123.
14. It is to be understood that the bidder, if awarded the contract, deliver the equipment/services within fourteen (14) days of an order being placed.
15. The bid period shall be effective from July 1, 2015 through June 30, 2016 with the option to extend the bid for two additional 1 year periods, if all parties agree to do so.
16. **CONFLICTS OF INTEREST**
  - A. KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Pulaski County Public Schools in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect.
  - B. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or service.

**THIS CERTIFICATE MUST BE EXECUTED BY BIDDER**

In compliance with this invitation to bid; in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted within the time stipulated above, to furnish any or all of the items upon which prices are quoted in accordance with the specification applying at the price set opposite each item.

All items shall be shipped prepaid and delivery will be completed within \_\_\_\_\_days after receipt of purchase order.

Terms of \_\_\_\_% cash discount to apply if invoices are paid within \_\_\_\_\_days after delivery and acceptance of goods.

**NOTE:** By law, the school district must receive approval from the Board of Education prior to payment of invoices unless it is taking advantage of a discount. Otherwise, payment must be made after receiving approval of the payment by the Board, which meets the Tuesday following the second Monday of each month. No late charges, finance charges, carrying charges or other such charges will be honored.

Firm Name \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## **SPECIAL CONDITIONS**

1. The awarded bidder must provide a toll free phone number or accept orders collect for all purchasing.
2. The quality of all printing jobs shall be a very high priority. Inferior quality work shall not be accepted. Inferior quality shall be considered a negative factor when determining future bid awards. One of each of the forms listed in this bid has been included with your packet. The quality of the paper you use must meet or exceed the quality of the paper on the sample forms you receive.
3. The district office or schools will issue purchase orders on printing jobs for delivery to the respective locations. All prices quoted will include any freight charges.
4. Items that do not comply with the general conditions of this bid or with item specifications, will be returned at the vendor's expense.
5. All orders should be delivered to the ordering site within 10 working days of the date the order is placed. The delivery site will be the Board Office, located at 501 University Drive, Somerset, KY, or any of our 15 schools (whose addresses are listed below). If at any time a job can not be completed within the 10-day period, the vendor must call and discuss this with the person issuing the purchase order for the job.
6. Prices on awarded bid will be effective from July 1, 2015 through June 30, 2016 but can be renewed for two additional 1 year periods, if agreed upon by all parties involved.
7. Bids shall be evaluated based on best over all value. This will be determined by customer service, quality of merchandise, delivery times and best price.
8. The Pulaski County Board of Education reserves the right to periodically evaluate the service of the awarded bidder and award the bid to the next best-valued bidder if it is in the best interest of the district. Reasons for doing this may include slow service, incorrect billing procedures, excessive backorders or order cancellations.
9. If a new form has to be made, we will have the form "camera ready" and refer to the category guide on the bid to determine pricing. If the new form does not fall into one of the categories listed on the bid or if we request the new form to be "set in house" (where the bidder creates the form) pricing will be done as a quote.

If you have any questions, please contact Shelley Todd via email at [Shelley.todd@pulaski.kyschools.us](mailto:Shelley.todd@pulaski.kyschools.us).

## PRINTING BID RESPONSE

I. Triplicate Forms– packed 50 forms per pack - ordering 250 forms at a time. 5 packs of 50

- Box Contents List
- Notice of Substitute Teacher
- Student Withdrawal/Transfer Form for Elementary
- Student Withdrawal/Transfer Form for Middle School
- Student Withdrawal/Transfer Form for High School
- Verification of Address
- Child Abuse, Neglect and Dependency Reporting Form
- Withdrawal Authorization
- District Nurse Letter

PRICE FOR 5 PACKS OF 50 – 250 TOTAL ~ CATEGORY I. \_\_\_\_\_

II. Triplicate Forms– packed 250 per pack – ordering 8 packs at a time (2000 forms)

- Registration Form
- Disciplinary Referrals
- In District Record Transfer Form
- Notice of Suspension - page 1 of 1
- Classified Employment Related Meetings Request
- Certified Meeting/Professional Development Request
- Classified Leave Affidavit/Request For Absence
- Certified Leave Affidavit/Request For Absence
- Time Clock Change Request

PRICE FOR 8 PACKS OF 250- 2000 TOTAL ~ CATEGORY II. \_\_\_\_\_

III. Duplicate Forms – packed 50 per pack – ordering 250

- Summative Evaluation Form For Teachers Page 1 of 1
- Summative Evaluation Form for Administrators Page 1 of 1
- Pick Up List
- Verification of Records Form
- Disposition of Records/Files List
- Notice of Transfer of Student Records
- Request for Release of Student Records to a Third Party
- Compliance with Student’s Privacy Rights Law
- Request for Educational Records

PRICE FOR 5 PACKS OF 50 – 250 TOTAL ~ CATEGORY III. \_\_\_\_\_

IV. Card Stock

A. 8 ½ x 11

- Green Pupil's Cumulative Health Record (printing on both sides) pack 250  
PRICE PER 1000 \_\_\_\_\_
- Green Student Cumulative Folder Test Scores (printing on both sides) pack 250  
PRICE PER 1000 \_\_\_\_\_
- Blue Student Cumulative Folder Pictures (printing on one side) pack 250  
PRICE PER 1000 \_\_\_\_\_

B. Miscellaneous Card Stock Forms or Folders – packed 250 – ordering 1000

- Goldenrod Cumulative Record Folder (printing on all four sides)  
PRICE PER 1000 \_\_\_\_\_
- Blue Vault Storage Due Process Folder (printing on 2 sides)  
PRICE PER 1000 \_\_\_\_\_
- Gray Special Education Non Qualifying Student Folder (printing on 3 sides)  
PRICE PER 1000 \_\_\_\_\_
- Green Student's Athletic Folder (printing on 3 sides)  
PRICE PER 1000 \_\_\_\_\_
- Yellow 5 ½ x 8 Check Out Authorization (printing on one side)  
PRICE PER 1000 \_\_\_\_\_

V. Letterhead – see sample enclosed

- 8.5 x 11 – letterhead – reams of 500- ordering 5000 PRICE PER 5000 \_\_\_\_\_
- 8.5 X 11 – second page letterhead – ream of 500 PRICE PER 5000 \_\_\_\_\_
- #10 envelopes with return address - 500 per box PRICE PER 2500 \_\_\_\_\_
- 9X12 letterhead envelopes – box of 250 PRICE PER 1250 \_\_\_\_\_



