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**TEC PAPER, OFFICE, CLASSROOM, ART & COMPUTER SUPPLIES
FY 2019-2020 BID
INVITATION FOR BIDS / BID SPECIFICATIONS**

The Education Cooperative (TEC), on behalf of the TEC Bid participants listed below, invites bids for furnishing and delivering:

- Category 1: Copy Paper**
- Category 2: Office Supplies**
- Category 3: Classroom Paper, Supplies, and Art Supplies**
- Category 4: Computer & Related Technology Supplies**

to The Education Cooperative (TEC), 141 Mansion Drive, Suite 200, E. Walpole, MA 02032 until **11:00 a.m. on Friday, February 15, 2019** at which time all bids will be publicly opened.

The following cities/towns, school districts and/or collaboratives are participating in this bid: Acton-Boxboro RSD, Ashland, Attleboro, Bedford, Bellingham, Belmont, Berkley, Bridgewater Raynham RSD, Canton, Concord/Concord-Carlisle RSD, Dartmouth, Dedham, Douglas, Dover Sherborn RSD, Fall River, Foxboro, Framingham, Franklin, Freetown Lakeville RSD, Georgetown, Harvard, Holliston, Hopkinton, Hull, Lincoln, Littleton, Lynnfield, Mansfield, Marshfield, Medfield, Medway, Middleboro, Milford, Millis, Milton, Natick, Needham, North Attleboro, Northbridge, Norwood, Peabody, Plymouth, Randolph, Reading, Rockland, Rockport, Silver Lake RSD, Somerset/Somerset Berkley RSD, TEC, Uxbridge, Walpole, Watertown, Wayland, Weston, Westwood, Whitman Hanson RSD, Winchester.

GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS

The bidder is expected to carefully examine the IFB/Invitation To Bid documents before submitting a bid. The submission of a bid shall be prima facie evidence that the bidder has made such examination of the documents and is familiar with the conditions to be encountered in performing the work, the requirements of the Invitation For Bid (IFB) documents and the difficulties attendant upon execution of the work. No allowance will be made for any claim that the bid is based on incomplete information as to the nature and character of the work to be performed.

TEC reserves the right to postpone the date of the opening of bids and post notice of any such postponement on our website: www.tec-coop.org

Bidder must complete the bid forms in all respects and submit the signed and dated documents, together with any additional sheets prepared by the bidder as part of the bid in accordance with the instructions in this Invitation To Bid document.

Bids which fail to meet the requirements of this IFB/Invitation To Bid document or which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind, or in which errors occur, or which contain abnormally high or abnormally low prices, may be rejected as informal or improper; provided, however, that The Education Cooperative may, if deemed to be in the public interest, waive any or all informalities as to form.

The Education Cooperative will award the contract and reserves the right to reject any or all bids, or any part thereof, or to accept any bid or part thereof, and to make such award as it may determine to be in the best interests of the participating cities/towns, school districts and/or collaboratives. All contracts for services will be executed between the individual purchasing entities and the successful vendor(s).

RULE FOR AWARD

Bids will be awarded to vendors having established a record of responsibility and responsiveness, quality and delivery and will also be based on the FOLLOWING CRITERIA:

CATEGORY 1: COPY PAPER:

PRICE: Best low aggregate bid price for this category.

LENGTH OF BID: Bid prices will remain firm for all items **through OCTOBER 31, 2019.**

There will be an additional pallet purchase option for **November 1, 2019 through January 31, 2020** with an escalator charge to be added to the awarded fixed price.

CATEGORY 2: OFFICE SUPPLIES:

PRICE: There will be two (2) awards in this category: **One (1) for best low aggregate bid price for the items listed in this category (as specified below); and One (1) for the best catalog discount. *Catalog discount to be based on semi-annual catalog, excepting electronics, furniture and computer supplies, toner cartridges and custom items.* Vendors may win one or both of these awards.**

- **SUPPLIERS** are encouraged to bid on every item, but **MUST** bid on every item with an (x).
- The extended prices for all items on which all responsive bidders have bid will be used to determine the lowest bidder.

LENGTH OF BID: Bid prices will remain firm for all items through **April 30, 2020.**

SUPPLIER must offer on-line purchasing option for TEC Bid with custom on-line access to the TEC Bid contracted items and corresponding prices at one location at the suppliers' website.

Access to TEC bid must be on-line by **May 1, 2019.**

SUPPLIER must provide its catalog on-line with awarded catalog-pricing discount clearly showing the catalog price and the TEC catalog discount price.

SUPPLIER must provide site support on an ongoing basis. Training for its on-line purchasing program must be provided upon request from participating entities and within 7 business days of request.

SUPPLIER must provide a secure connection when on-line purchasing site is accessed, providing methodology for authorized "password" use only. Authorization/access to be determined by individual school departments.

SUPPLIER must provide purchasing entity with ability to add/delete/change ship-to locations and site users on an as-needed basis.

CATEGORY 3: CLASSROOM PAPER & SUPPLIES, AND ART SUPPLIES:

PRICE: Best low bid price on individual specified items; unless it is deemed to be in the best interests of participants to award by sub-category. Consideration is given to administrative costs attributable to purchasing items individually.

LENGTH OF BID: Bid prices will remain firm for all items **through April 30, 2020.**

CATEGORY 4: COMPUTER AND RELATED TECHNOLOGY SUPPLIES:

PRICE: Best low bid price on individual specified items; unless it is deemed to be in the best interests of participants to award by sub-category. Consideration is given to administrative costs attributable to purchasing items individually.

LENGTH OF BID: Bid prices will remain firm for all items **through April 30, 2020.**

Bid Submission Instructions for All Categories

Bids must be submitted by **11:00 A.M. on February 15, 2019** to The Education Cooperative, 141 Mansion Drive, Suite 200, East Walpole, MA 02032. Bid documents must be placed in a sealed envelope and plainly marked "TEC Paper, Office and Classroom Supplies Bid to be opened February 16, 2018."

One original and one copy of the following list of forms are to be submitted, along with an electronic copy of the **Vendor Bid Form** on a CD or a zip drive:

- **Vendor Bid Cover Sheet (MANDATORY)**

Bid must be signed as follows: 1) If the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

- **Non-Collusion Form/Certificate of Tax Compliance (MANDATORY)**

- **W-9 IRS**

- **Reference Form**

Bids are sought from vendors who, by prior performance to TEC communities, have established a record of responsibility, responsiveness, quality and delivery. Vendors without such a record must submit a complete list of jobs performed in the past three (3) years that are similar in size and scope to this bid, with contact names and telephone numbers. Bidders must have been in the business of selling similar products as listed in the Vendor Bid Form for a minimum of three (3) years. Bidders unwilling or unable to provide proof of responsibility, responsiveness, quality and delivery will be deemed to be not acceptable. References will be checked to ensure that the vendor has the experience and the means to fulfill the bid requirements. The Education Cooperative reserves the right to investigate the financial responsibility of the bidders and their ability to supply to the participating cities/towns, school districts and/or collaboratives throughout the term of the contract.

- **Table of Contents** (that shows catalog discount, if applicable)
The “Table of Contents” form is a listing the categories of items on which you may bid. If you wish to submit a catalog discount over an entire section of items, or over the entire catalog, you may do this on the Table of Contents form. Enter the percentage of discount you can offer for categories of the bid, or for an entire section.
- **Vendor Bid Form (MANDATORY)** (please include an electronic copy)
Submit price bids for all items on which you wish to bid. Please provide trade names or other wording that clearly identifies every item the bidder will supply and a stock number. You should enter your Brand Name and Model # (if applicable), Bid Price, and Extension (quantity multiplied by bid price).

On all items bid, use the unit designated in the "Unit" column of the bid sheets for the unit price. The "Price Extension" is the unit price multiplied by the number in the "Total Quantity" column. Do not use the unit in which the item is packaged if it is different from the designated unit.

Once awarded, there are to be no substitutions; the item supplied must be the item specified by the vendor on the bid form.

- **Catalog** (if applicable)

Spec Sheets & Samples

Bids submitted for items other than those specified will be considered only if there are no acceptable bids on specified items.

Where bids are submitted for items other than those specified, please provide a link to the **product specification sheets** for evaluation. Acceptability will be based upon which items are deemed to be equivalent in quality and performance to the specified item.

Samples *may* also be required on selected items at the discretion of the TEC Evaluation Committee. Bidders should be prepared to supply samples, if requested, to TEC for the Evaluation Committee’s review process in a timely manner. If samples are requested, they will need to be submitted for inspection on or before Friday, March 8, 2019. Vendors wishing to pick up their samples, other than any that were awarded, after the bid award may do so after April 12, 2019, and until April 19, 2019. Samples not picked up by April 19, 2019 will be considered to be the property of TEC.

Final decisions concerning the quality of items other than those specifically designated rests with The Education Cooperative (TEC) on behalf of the participating school districts. Said determination/award will be made after analyzing prices, quality of items, and service records/references.

All items which are imperfect or of a grade inferior to bid specifications in the opinion of any participating town, school district and/or collaborative will be rejected and must be replaced by acceptable items without expense to the town, school district and/or collaborative.

Questions about the IFB

Questions concerning this Invitation For Bids must be submitted in writing via fax (508-660-1124), email (pmckim@tec-coop.org), or mail to: Tricia McKim, TEC, 141 Mansion Drive, Suite 200, E. Walpole, MA 02032 before 12:00 p.m. no later than February 7, 2019. Written responses will be posted on www.tec-coop.org

Estimated Quantity

Quantities specified in the bid documents are best estimates based upon the past year's usage and the school districts reserve the right to vary the quantities. No guarantee of the dollar amount of this bid is implied or given.

Unforeseen Office Closure

If, at the time of the scheduled bid opening, TEC, 141 Mansion Drive, Suite 200, East Walpole, MA 02032 is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 11:00 a.m. on the next normal business day. Bids will be accepted until that date and time.

Bid award date: April 12, 2019.

Awarded Vendor Requirements:

Recycled Paper Items: This paper must consist of 20% post-consumer content, and meet archival standards. Recycled file folders must contain a minimum of 30% post-consumer material. Bidders may be asked to provide certification documents for recycled paper from the manufacturer showing that product meets or exceeds recycled content and specifications as referenced here.

Usage Reports: Vendors must provide each TEC Bid participant, upon request a summary of their purchases to date on an excel spreadsheet. This purchase history from the past year will help the TEC Bid participants provide more accurate projections for future bids.

Delivery, Order and Payment Terms

Delivery is required within 15 days of vendor receipt of order. If delivery extends beyond 15 days, and if the TEC Bid participant must buy the items elsewhere at higher prices, the TEC Bid participant may back charge the vendor for price differences and/or not make future bid awards to the vendor.

Prior notification of deliveries to TEC Bid participants is required.

All items must be delivered to the appropriate site inside the building as designated by TEC Bid participant employees.

All prices must be F.O.B. destination, freight prepaid, with no additional costs to purchasing entities, **including fuel charges.**

Orders and Payment

Each TEC Bid participant will issue its own purchase orders and contracts, and will make its own payments.

There is a **minimum order requirement of \$25.00.**

Each TEC Bid participant will make payment for materials within 60 days of date of receipt of materials.

Each TEC Bid participant will buy all its requirements for each item on which it is participating from the successful bidders at the prices submitted by the successful bidders.

Purchases made by the TEC Bid participant are exempt from payment of federal excise taxes and any such taxes must not be included. Federal Excise Tax Exemption Certificates, if required, will be furnished by the TEC Bid participant upon request. The TEC Bid participants are further exempt from payment of Federal Transportation Tax and the State of Massachusetts Sales Tax.

Participants may begin purchasing on **May 1, 2019**, after official notification of award, for all categories. The vendor will date all invoices no earlier than July 1, 2019, unless otherwise notified by the TEC Bid participant.

Purchase order numbers are to be clearly marked on each package shipped to the cities/towns, school districts and/or collaboratives. Packing slips are to be enclosed.