



## GENERAL GUIDELINES FOR THE ESD 112 2007 INSTRUCTIONAL TECHNOLOGY BID

**Cooperative Purchase:** This bid and contract will be made available for use by other educational organizations, including but not limited to school districts, state schools and institutions, educational service districts/agencies/centers, colleges and universities, and the state departments of education, all in the following states:

**Washington • Oregon • Idaho • Montana • Wyoming • Colorado • Hawaii • Alaska**

### **PRODUCTS AND PRICING:**

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- The price that the bidder is submitting must adhere to the following guidelines:
  - Pricing must include cost of shipping and handling to all locations, with the exception of Hawaii and Alaska. All equipment must be delivered directly to the educational organizations making the purchases. Equipment must be delivered to destination within four weeks of purchase.
  - Pricing must include a 3% admin fee. Please see section below on Administration Fees.
  - Pricing must **not** include any state Sales Tax.
- No "B" stock or refurbished products may be bid.
- Tiered pricing is encouraged and allowed when possible.
- Bidders must submit pricing by using the bid forms that are included within the document that provides the product specifications.
- Bidder agrees to hold quoted prices firm until August 31, 2007.
- ESD 112 reserves the right to extend the bid past the August 31, 2007 date as long as pricing is still accurate, based on manufacturer's current price list. Bidders must be current on the reports and rebates to the ESD's at that time.
- Two windows of opportunity will be scheduled for price adjustments so that winning bidders can submit new pricing on their products in sealed envelopes to the ESD 112 Bid Administrator. Price adjustments must originate with the manufacturer, and the reseller must submit the adjusted pricing on their products, as well as a letter from the manufacturer confirming the price adjustment, in a sealed envelope to the ESD 112 Bid Administrator during the following periods of time:
  - March 15 through March 30 (Sealed envelopes will be opened between April 1 and 5, 2007.)
  - August 15 through August 30 (Sealed envelopes will be opened between September 1 and 5, 2007.)

### **AGREEMENT:**

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- Bidders must articulate that the proposals that they are submitting in response to this Call for Bids is the best possible pricing available to the schools, districts, agencies and organizations that are eligible to purchase off this bid.
- Bidders who wish to respond to School District Call for Bids or Call for Proposals must inform the ESD 112 Bid Administrator of their intention to do so.
- Bidders, if awarded, must inform individuals from all eligible schools, districts, educational agencies and organizations of bid pricing that is available, when inquiries are made about the pricing on these bid items.
- Bidders must be able to provide local support and training upon request. A fee may be charged, if necessary, unless those services are identified in the "value-added at no cost" section of the bid form.

- If the product is replaced during the bid period, the winning bidder must agree to provide the replacement product or better alternative at the current bid price.
- Bidders must provide a website that includes: (1) a link to the product's website; (2) the contract listing with ordering instructions and other pertinent information, and (3) automatic order tracking. This website must be up and running within 30 days of the bid award.
- As a part of this proposal, bidder must have been in business a minimum of three years, and must provide three references from educational institutions in the Western United States with evidence of the company's ability to carry out the terms of the contract on a bid of this scale.
- Vendor must receive and track purchase orders from individual school districts, as well as their regional Educational Service District/Agency, as per a list of pre-signed districts. District list will be provided upon selection of bidders and bid awards.
- ESD 112 makes no guarantee about the quantities of items purchased off of this bid.

#### **ADMINISTRATION FEES:**

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- Bid price must include a 3% administrative fee to regional ESD's or ESA's. For schools and colleges that are making purchases, vendor must split administrative fees 50/50 between regional ESD/ESA as per sales in its region, and ESD 112 as the administrator of the bid, and send each portion of the rebate to the correct ESD/ESA. When there is no regional ESD/ESA partner, all administrative fees will be sent to ESD 112 for sales in that region.
- Bidder must provide ESD 112 with automated usage reports three times during the calendar year:
  - **Reporting Period #1:** For sales between January 1, 2007 and April 30, 2007, the purchase report is due to ESD 112 no later than May 10, 2007, and admin fees are due to the ESD's no later than May 31, 2007.
  - **Reporting Period #2:** For sales between May 1, 2007 and August 31, 2007, the purchase report is due to ESD 112 no later than September 10, 2007, and the admin fees are due to the ESD's no later than September 30, 2007.
  - **Reporting Period #3:** For sales between September 1, 2007 and December 31, 2007, the purchase report is due to ESD 112 no later than January 10, 2008, and the admin fees are due to the ESD's no later than January 31, 2008.

#### **SUBMISSION OF PROPOSALS:**

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- Bidders must submit pricing by using the bid forms that are included within the document that provides the bid specifications.
- Bids must be received at ESD 112, 2500 NE 65<sup>th</sup> Avenue, Vancouver, WA 98661 by 5:00 p.m. on October 27, 2006. Bids received after this date and time will not be considered. **Submit bids in a sealed envelope marked "DO NOT OPEN: 2007 Instructional Technology Consortium Bid, Attention Debbie Tschirgi."** Bids will be opened and publicly read on October 30, 2006 at 9:00 a.m. at ESD 112.
- Selection of reseller will be done by committee, based on price, **articulated** ability in the proposal to meet **all bid specs**, evidence of past performance with schools and/or districts, and value-added products and/or services at no additional cost or at discounts to the purchaser. Preference will be given to proposals by bidders in the geographic region(s) that this bid serves. In some cases, more than one item in a category may be selected for a contract award.

*Please articulate in a letter that you can meet all bid specs in this call to bids! The omission of any bid spec from the bidder's proposal may result in the proposal's elimination from consideration.*

- The intent of this bid is to make awards to the bidders whose proposals demonstrate **the best value for the dollar** for the bid items. Features, warranties, support, and value-added products and services can supersede pricing, if the selection committee determines that there is a compelling reason to do so.
- ESD 112 reserves the right to reject all bids, waive informalities and to accept only such bids as may be to the Owner's best interests.
- For more information, contact Debbie Tschirgi at (360) 750-7505 e-mail her at [debbie.tschirgi@esd112.org](mailto:debbie.tschirgi@esd112.org)

**Bid Timeline**

Call for Bids Published.....	October 13-14, 2006
Bids Due to ESD 112 .....	October 27, 2006 at 5:00 pm
Public Bid Opening.....	October 30, 2006 at ESD 112
Projector Playoffs (Comparison and Selection) .....	November 13, 2006 at ESD 112
Whiteboard Playoffs (Comparison and Selection).....	November 14, 2006 at ESD 112
Document Camera Playoffs (Comparison and Selection).....	November 15, 2006 at ESD 112
Bid Contracts Awarded .....	Friday, December 1, 2006
New Contract in Place and Advertised.....	January 1, 2007