

# Invitation to Bid

ITB# ESD 112-17-20

Issued by:



2500 NE 65<sup>th</sup> Ave  
Vancouver, WA 98661

Invitation to Bid for:

## Personal Protective Equipment Re-Supply

Issue Date:  
October 15, 2020

**BIDS ARE DUE BY 3:00 PM P.T. ON  
November 5, 2020**

**INTENT**

ESD 112, on behalf of a purchasing cooperative consisting of over 300 schools in the State of Washington, is seeking to procure personal protective equipment (PPE) necessary for our schools to reopen in the fall. The list of items and quantities for the requested equipment can be found at the link under Pricing Form – D.

The purpose of this award will be to replace an immediate order and also to allow multiple orders over the next 6-12 months, as needed. We have estimated quantities for our first order but additional quantities/order are yet to be determined so we will need to establish initial price ranges and then allow for price modifications in future months.

**PROJECT TIMETABLE**

ITB Release	October 15, 2020
Pre-Bid Conference via Zoom	October 23, 2020
Deadline for Questions	October 28, 2020
<b>Bids Due</b>	<b>3:00 p.m. P.T., November 5, 2020</b>
Date of Intent to Award	November 9, 2020
Protest Period	November 9 – November 15, 2020
Contract Start Date/Order(s) Place with vendor(s)	November 20, 2020
<b>Orders to be received by ESD 112 no later than</b>	<b>January 4, 2021</b>
Second Order Placed if Necessary	January 15, 2021
<b>Second Orders to be received by ESD 112 no later than</b>	<b>March 1, 2021</b>
Third Order Placed if Necessary	April 15, 2021
<b>Third Orders to be received by ESD 112 no later than</b>	<b>May 31, 2021</b>

### PRE-BIDDER'S SITE MEETING

While this is not a mandatory meeting, we encourage you to attend the Zoom conference at 9:00 a.m. P.T. on October 23, 2020 so that we may go over our timelines and answer any questions that you might have. Please contact me at [Jeff.Strunk@esd112.org](mailto:Jeff.Strunk@esd112.org), to register for this meeting.

### SUBMITTAL OF BID

**Bids shall be sealed and clearly marked on the package cover as shown below:**

Educational Service District 112  
Attention: Jeff Strunk, Purchasing Manager  
2500 NE 65<sup>th</sup> Avenue  
Vancouver, WA 98661-6812

\*\*\*\*\*

**CONFIDENTIAL: DO NOT OPEN SEALED BID ENCLOSED**

**ITB # ESD 112-17-20 Personal Protective Equipment, Re-Supply**

---

**Refer all questions in writing to:**

Jeff Strunk, Purchasing Manager  
Educational Service District 112  
[Jeff.Strunk@esd112.org](mailto:Jeff.Strunk@esd112.org)

**ESD 112 Bid Site:**

All questions and answers will be posted at <https://www.esd112.org/itb-rfp-rfq-contracts/>.

## GENERAL TERMS AND CONDITIONS

### ADMINISTRATIVE REQUIREMENTS -

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington. ALL bids submitted become the property of ESD 112. It is understood and agreed that the prospective Bidder claims no proprietary rights to the ideas and written materials contained in or attached to the bid submitted. ESD 112 has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the bidders own organization in preparing the bid. No contingent fees for such assistance will be allowed to be paid under any contract resulting from ITB.

CANCELLATION OF AWARD - ESD 112 reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations, policies, or other business needs make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases, where the negotiation of contract activities is necessary, ESD 112 reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Bidder shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All bids submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of ESD 112 or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a bid must

certify that each company or agency of the consortium can meet the requirements set forth in the ITB.

COST OF BID & AWARD - The contract award(s) will not be final until ESD 112 and the prospective contractor(s) have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. ESD 112 is not responsible for any costs incurred prior to the effective date of the contract. ESD 112 reserves the right to make an award without further negotiation of the bid submitted. Therefore, the bid shall be submitted in final form from a budgetary, technical and programmatic standpoint.

DISPUTES - ESD 112 encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of the ITB. Written complaints should be addressed to ESD 112, Purchasing Manager, 2500 NE 65<sup>th</sup> Avenue, Vancouver WA 98661.

### DIVERSITY IN EMPLOYMENT AND

CONTRACTING REQUIREMENTS - It is the policy of ESD 112 to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. ESD 112 is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all ESD 112 services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to

any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this bid, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored bids.

LIMITATION - This ITB does not commit ESD 112 to award a contract, to pay any costs incurred in the preparation of a response to this ITB, or to procure or contract for services or supplies.

LATE BIDS - A bid received after the date and time indicated will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose bids are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of ESD 112: fund accountability, contract compliance, and program performance.

PRICE WARRANT - The bid shall warrant that the costs quoted for services in response to the ITB are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS - must be submitted in writing to the ESD 112 Purchasing Manager, within three days.

PUBLIC SAFETY - may require background checks if stipulated below. May also require

limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Bidder's employees and agents shall carry sufficient identification to verify employer and display it upon request to security personnel. ESD 112 managers have discretion to require the successful Bidder's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION/ACCEPTANCE OF BIDS - ESD 112 reserves the right to accept or reject any or all bids received as a result of this ITB, to negotiate with any or all prospective contractors on modifications to bids, to waive informalities, to postpone award, or to cancel in part or in its entirety this ITB if it is in the best interest of ESD 112 to do so.

SUBCONTRACTING - No activities or services included as a part of this bid may be subcontracted to another organization, firm, or individual without the approval of ESD 112. Such intent to subcontract shall be clearly identified in the bid. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL BIDS - Verbal bids will not be considered in making the award of any contract as a result of this ITB.

AWARD - ESD 112 reserves the right to award a contract for any or all items to one or more Bidders, to reject any and all Bids or any item(s) within the Bids, to waive any informality in the Bids, and to call for new Bids as best meets the needs of ESD 112.

## **BID SUBMISSION FORMAT**

Sealed bids must be received no later than the date, time and location specified on the cover of this document. We are requesting one signed hardcopy and one digital copy of your submission.

The outside of the envelope/package shall clearly identify:

1. ITB Number and;
2. TITLE and;
3. Name and address of the bidder.

All received bids will be time stamped. Bids received after submittal time will not be considered and will be returned, unopened, to the Bidder.

## **APPROVED EQUAL**

The brand names listed in the links indicate the standard of quality required. Brands of equal quality, performance and use will be considered provided the offeror specifies the brand, model and other data for comparison with their bid. ESD 112 will be the sole judge for approving other brands offered as equals to the brand specified. Bidders shall indicate if they are offering alternate brands in the space below each item and must provide descriptive specifications explaining the merits of the substitute item.

Samples are required for each item you are proposing to supply. For items with multiple sizes, only one sample is required assuming all sizes are from the same manufacturer.

## **APPROXIMATE QUANTITY REQUIREMENTS/PRICING**

We have estimated quantities for our first order but additional quantities/order are yet to be determined so we will need to establish initial price ranges and then allow for price modifications in future months. In addition to pricing for these quantities we would also like information regarding your minimum order requirements and pricing for minimum orders.

## **DELIVERY**

Quotation shall cover delivery F.O.B. ESD 112, Vancouver, Washington, (unless otherwise stated in this Invitation to Bid at the designated address set forth in the proposal given to each bidder).

Please confirm that deliveries can be made by **January 4, 2021** or outline your available delivery schedule.

**All shipments must be palletized unless specific arrangements are made with ESD 112.**

## EVALUATION OF BID

In the evaluation of otherwise responsive bids, the Bidder's experience, delivery time and responsibility in performing other contracts will be considered. In addition to price, the following may be considered:

- A. The ability, capacity and skill of the bidder to perform the contract, provide the services required.
- B. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- D. The quality of performance of previous contracts or service.
- E. The previous and existing compliance by the bidder with laws and ordinances relating to contracts or services.
- F. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- G. The quality, availability and adaptability of the supplies or contractual services to the particular use required.

## AWARD

The bid will most likely be awarded to multiple companies. Awards will be made based pricing and product availability. We also may make secondary awards in case we need to make additional orders and the primary vendor runs low on product or has other issues with fulfilling the award.

## PAYMENT

As a state agency we are not permitted to make pre-payments for product. Once we have received the product in good condition and receive an accurate invoice, we can make ACH net 15 payments.

## DEFINITIONS

### ADDENDA

Modifications or interpretations of the Invitation to Bid and the requirements contained therein that is prepared in response to properly submitted questions and comments. Addenda shall be available for review on the ESD 112 web site. Bidders are required to carefully and completely review all Addenda because the Addenda may contain terms and conditions that once issued become elements of the Invitation to Bid.

### AWARD

The acceptance of a bid and creation of a Contract with a Bidder.

### AWARDED BIDDER

A Bidder that is awarded a Contract as a result of being identified as the Lowest Bidder.

### AMENDMENT

For the purposes of a Contract, shall mean an agreement between the parties to change the Contract after it is fully signed by both parties. Such agreement shall be memorialized in a written document describing the agreed upon change including any terms and conditions required to support such change. An Order Document shall not constitute an Amendment to a Contract.

### CONTRACT

The agreement that exists when ESD 112 accepts the bid and awards the Contract for a competitive solicitation.

### DISPUTE

An unresolved disagreement between the Awarded Bidder and the Purchasing Manager that arises after the award has been made.

### ESD 112

The abbreviation for Educational Service District 112, located at 2500 NE 65th Avenue, Vancouver, WA 98661.

### RESPONSIBLE

Having the following attributes, as described in RCW 43.19.1911 (9):

- The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
- Whether the Bidder can perform the Contract within the time specified;
- The quality of performance of previous contracts or services;



- The previous and existing compliance by the Bidder with laws relating to the Contract or services;
- Such other information as may be secured having a bearing on the decision to award the Contract.

**RESPONSIVE**

Conforming in all material respects to the terms and conditions, the scope of work, technical specifications, and other requirements of a bid. Bids shall be responsive to receive award consideration.

**REVISED CODE OF WASHINGTON (RCW)**

Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.

**END OF DEFINITIONS**

## Submittal Forms

*Please provide your Proposer Response Documents in the following order:*

### **SUBMITTALS**

- A. Non-Collusion Affidavit
- B. Corporate Profile
- C. References
- D. Pricing Form
- E. Proposer's Offer and Acceptance Form

NON-COLLUSION AFFIDAVIT - A

ITB TITLE: \_\_\_\_\_

ITB DUE DATE: \_\_\_\_\_

I, the undersigned, having carefully examined the General Instructions, Terms, Conditions, Special Instructions, and this is to certify that the undersigned Proposer has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 112.

It is agreed by the undersigned Proposer that the signed delivery of this bid represents the Proposer's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative SHALL be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 112.

COMPANY NAME \_\_\_\_\_ (Check one) \_\_\_Corporation \_\_\_Partnership \_\_\_Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FEDERAL E.I. NUMBER \_\_\_\_\_

Has your firm, any affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local government suspension or debarment within the last five years? Yes\_\_\_ No\_\_\_

If yes, please explain \_\_\_\_\_

TO BE COMPLETED BY NOTARY PUBLIC:

Notary Public section containing fields for State, County, Notary seal, and dates, along with a signature line and commission expiration date.

**CORPORATE PROFILE – B**

**Company Name:**

---

---

---

---

**Company Contact:**

---

---

---

---

**Contact Telephone Number(s):**

---

---

---

---

**Company Overview:**

---

---

---

---

**Date Company Established:**

---

---

**Is the company privately or publicly held?**

---

---

---

**Parent, Alliances, Consultants, and Partnered Relationships:**

---

---

---

---

**Include a description of any outside resources available/used for performance of project(s).**

---

---

---

---

---

---

**Additional Information:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

REFERENCES - C

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Work Completed: \_\_\_\_\_ Value of Contract: \_\_\_\_\_  
Project Manager assigned to this project: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Work Completed: \_\_\_\_\_ Value of Contract: \_\_\_\_\_  
Project Manager assigned to this project: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Work Completed: \_\_\_\_\_ Value of Contract: \_\_\_\_\_  
Project Manager assigned to this project: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRICING FORM – D**

Please use the pricing form D Excel file located at:

[https://www.esd112.org/wp-content/uploads/pricing\\_form\\_new.xlsx](https://www.esd112.org/wp-content/uploads/pricing_form_new.xlsx)

Additional Specification:

[https://www.esd112.org/wp-content/uploads/additonal\\_specs.pdf](https://www.esd112.org/wp-content/uploads/additonal_specs.pdf)

## PROPOSER'S OFFER AND ACCEPTANCE FORM – E

The undersigned hereby agrees to the requirements, terms and conditions of **ITB ESD 112-17-20 for Personal Protective Equipment, Re-Supply**. The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services, and is in all respects fair and without collusion or fraud.

---

Legal Name of Firm or Corporation

---

Signature of Proposer's Authorized Representative  
Representative

---

Printed Name of Company

---

Title of Proposer Representative

---

Date Signed

---

Legal Address of Proposer's Company (including address, city, state and zip code)

---

Company Phone (including area code)

---

Company Fax (including area code)

---

Federal Tax Identifier of Proposer's Company

---

E-Mail Address

### To the Proposer:

Effective this \_\_\_\_ day of \_\_\_\_\_, 2020, ESD 112 is accepting the proposal and awarding a contract to the Proposer named above for **Personal Protective Equipment, Re-Supply** identified in the attached Final Letter of Award. Proposer is contractually obligated to provide the services that are subject to this Contract Award to ESD 112 in accordance with the requirements, and terms and conditions, in Contract ESD 112-17-20.

Educational Service District 112  
2500 NE 65<sup>th</sup> Avenue  
Vancouver, WA 98661

---

By Tim Merlino, Superintendent (or Designee)