PART 1 OF 2

INVITATION TO BID #ESD112-LE-18B

LearningEdge: Furniture, Fixtures, and Equipment for Education

BIDS DUE: OCTOBER 16, 2018
WITH ADDENDA LANGUAGE 9/17/18

On the ESD 112 website: Requests for Bids, Proposals and Quotes webpage
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**Bid Materials**

*These materials can be viewed and/or downloaded from the Requests for Bids, Proposals and Quotes webpage:*

- This Current Invitation to Bid (part 1 of 2) and Contract (part 2 of 2).............................. Online
- Bid Forms for this Invitation to Bid ..................................................................................... Online
- Evaluation Rubric ..................................................................................................................... Online
- All Addenda (as they become necessary/available, shall be signed and submitted with bid materials) ........ Online
- Video Recording of Mandatory Virtual Bidders’ Conference (Webinar) ........................................ Online
- Questions and Answers ............................................................................................................. Online
Invitation to Bid
Bid No. ESD112-LE-18B

Notice to Manufacturers, Authorized Resellers and Distributors
Notice is hereby given that Educational Service District 112 (ESD 112), Vancouver, WA shall receive formal sealed Bids on LearningEdge: Furniture, Fixtures, and Equipment for Education (FF&E). Bids shall be submitted to the Purchasing Department, Educational Service District 112, 2500 NE 65th Avenue, Vancouver, WA 98661 by 3:30 p.m. on or before Tuesday, October 16, 2018. Bids shall be opened and publicly read on Wednesday, October 17, 2018 at 10:00 a.m. at ESD 112. All interested persons may attend.

This ITB is provided on behalf of eligible purchasers in the following states: WA, OR, and ID. The ITB and bid forms will be located on the Internet on the ESD 112 website, on the Requests for Bids, Proposals and Quotes webpage on Friday, August 17, 2018 and published in newspapers of general circulation pursuant to applicable laws.

ESD 112 reserves the right to reject any or all Bids, to waive informalities, and to accept only such bids or portion of any bids as may be to the best interest of ESD 112, or to reissue the Invitation to Bid.

Bids shall be sealed, addressed, and marked as follows:

EDUCATIONAL SERVICE DISTRICT 112
ATTENTION: Purchasing Department
2500 NE 65TH AVENUE
VANCOUVER, WA 98661-6812

* * * * * * * * *

CONFIDENTIAL: DO NOT OPEN
SEALED BID ENCLOSED
LEARNINGEDGE BID No. ESD112-LE-18B

Bids shall bear on the outside the name and address of the Bidder as well as the designation of the Contract. Bids forwarded by U.S. Mail shall be sent first class to the address listed above. Bids forwarded by delivery service other than the U.S. Mail or hand delivered shall be delivered to the address listed above. Individual’s hand delivering bids to ESD 112 should enter through the conference center entrance and follow the signs to the Klickitat room. The Purchasing office is located across from the Klickitat room. All Bids shall clearly display the bid number (ESD112-LE-18B) on the outside of the envelope.

For further information, contact the Purchasing Department at (360) 952-3415.

This Invitation to Bid and all of its associated documents are owned and copyrighted by Educational Service District 112 in Vancouver, Washington.
## BID TIMELINE FOR BID NO. ESD112-LE-18B

<table>
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<td>Friday, August 17, 2018</td>
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| Friday, September 7, 2018            | Mandatory Virtual Bidders’ Conference at 10:00 a.m. Pacific Time  
  The link to this virtual meeting will be posted on the ESD 112 website, Requests for Bids, Proposals and Quotes webpage and interested Bidders are advised to sign up for this virtual meeting before this date. **  |
| Thursday, September 13, 2018         | Last day for Bidders to submit requests for general information about this Invitation to Bid to the Purchasing Department.                                                                         |
| Monday, September 17, 2018           | Last day for ITB questions, revisions and addenda to appear on the webpage by 4:30 p.m.                                                                                                               |
| Tuesday, October 16, 2018            | Bids are due to ESD 112 by 3:30 p.m. Pacific Time  
  It is recommended that Bidders ensure arrival by 3:00 p.m. to prevent unexpected delays in getting them time-stamped.  |
| Wednesday, October 17, 2018          | Public Bid Opening at 10:00 a.m. Pacific Time  
  Educational Service District 112 (Klickitat Room)  2500 NE 65th Avenue, Vancouver, WA 98661 |
| October 18, 2018 to November 8, 2018 | Bid Evaluation Period, (Est) .................................................................................................................................................................................. |
| Thursday, November 8, 2018           | Letters of Intent to Award (emailed to Bidders)                                                                                                                                                    |
| November 9, 2018 to November 16, 2018| Protest Period (5 business days, excluding holidays, in duration)                                                                                                                                     |
| Friday, November 16, 2018 (Estimated)| Final Letters of Award, absent any protests  
  Letters shall be emailed to Awarded Vendors after 4:30 p.m.                                                                                                                                 |
| November 27, 2018 (1:00-3:00 pm PST) | Mandatory Virtual Meetings with Awarded Bidders, it is advised that Bidders mark their calendars with the date and time they will attend.                                                        |
| November 28, 2018 (10:00-12:00 pm PST)| All Post-Award documents are due to the LearningEdge Contract Specialist by 4:30 pm (Pacific Time)                                                                                                    |
| Wednesday, December 5, 2018          | Effective Date of Contract #ESD112-LE-18B  
  Awarded Vendors shall have all Post-Award documents submitted to the LearningEdge Contract Specialist before engaging in Contract activities.                                                       |
| Monday, January 7, 2019 (Estimated)  |                                                                                                                                                                                                                                                  |

The schedule for this Invitation to Bid is subject to change. Any changes regarding the Bid Timeline shall be issued in written addenda and found on the on the ESD 112 website on the Requests for Bids, Proposals, and Quotes web page.

**REGARDING THE MANDATORY VIRTUAL BIDDERS’ CONFERENCE:**

*Attendance at the Bidders’ Conference is mandatory in order to be eligible to receive an award for a Contract.* The conference is beneficial to interested bidders, and serves to review the contents of the Invitation to Bid and Contract, to demonstrate the use of the bid forms, and to answer questions from interested bidders. **Prior to attending the virtual meeting, download the Invitation to Bid, Evaluation Rubric, Contract, and bid price forms on the ESD 112 website on the Requests for Bids, Proposals, and Quotes web page and pre-read all of the materials. Have all bid materials with you at the virtual meeting, as they will not be provided, and be prepared in advance with any questions regarding their contents. It is recommended that Bidders who are interested in submitting an offer get started in assembling their bid materials prior to the conference, as this will better prepare them to ask pertinent questions at the Bider’s Conference.**
Authorization and Background

Authorization.
Educational Service Districts in the state of Washington are political subdivisions of the state that are organized under and operate in accordance with state statutes. Chapter 28A.310 of the Revised Code of Washington (RCW) is the primary statute that governs ESD’s. Chapter 28A.310 authorizes ESD’s to enter into contracts, to provide informational services and to establish cooperative programs. RCW 28A.310.200. Section 28A.310.180 (3) directs ESD’s to establish “joint purchasing programs.” LearningEdge is a joint purchasing program of ESD 112 that has been established in accordance with, and is operating pursuant to, ESD 112’s governing law.

Background, Intent and Purpose.
ESD 112 is responding to a request by districts to provide competitive contracts for various solutions. The outcome of this Invitation to Bid will be a convenience contract from which Eligible Purchasers can purchase FF&E products at competitively bid prices.

ESD 112 is acting as the agent on behalf of the Eligible Purchasers and Purchasing Organizations. The purpose of inviting bids is to support the Eligible Purchasers in several ways as they seek best pricing for the requested products:

- To make it easy for Eligible Purchasers to identify quality furniture, fixtures, and equipment for their learning environments;
- To save Eligible Purchasers the time, expense and energy of publishing their own competitive bids;
- To provide increased equity in pricing between large and small districts, while still providing even more competitive prices for large purchases;
- To assist districts in meeting their state’s purchasing requirements for their organizations;
- To share the cost of administering the Contract.

LearningEdge.
The LearningEdge is a program of the Educational Service District 112. Our purpose is to support school districts in successfully providing equalized educational opportunities for their students and communities by providing access to furniture, fixtures, and equipment for their future-ready teaching and learning environments. The LearningEdge program will support school districts in the following ways:

- Cost Savings: Competitively priced high quality furniture, fixtures, and equipment components that will support educators’ professional development and teaching program goals
- Compliance Assurance: Purchasing department with expertise and knowledge in meeting legal procurement compliance for the State of Washington
- Subject Matter Expertise: Engagement with our Cadre of Regional Experts (CORE), composed of educators, design professionals, curriculum trainers and school district facilities and business service staff from across the state
- Communication: Exchanges with vendors and manufacturers to assure delivery, set-up and testing sequences and guidelines required to ensure satisfactory use by students, educators, and facilities operations and maintenance support staff
- Quality Assurance: Requirement for strong warranties as well as management of warranty and functional performance evaluation services, both before and after the products are in use.
Eligible Bidders.
For consideration, Bidders shall be manufacturers or authorized resellers that can provide products and services requested in the Scope of Work of the Invitation to Bid in the states included in their offer, and that are able to carry out the scope of work, post-award requirements and the terms and conditions of the Contract in the state(s) in which they are authorized and willing to sell LearningEdge Furniture, Fixtures, and Equipment for Education to the Eligible Purchasers. Please Note: All Awarded Bidders on current ESD 112 Contracts shall be current and in good standing with the ESD 112 in order to be eligible to receive an award as a result of the Invitation to Bid.

Eligible Purchasers.
LearningEdge is requesting bids on behalf of K-20 educational agencies, including public school districts, non-public schools, community colleges, colleges and universities, educational service districts, state departments of education, vocational and technical schools, and state-approved private and charter schools in the following states:

Washington • Oregon • Idaho

Membership is not required for Purchasers to be able to participate in the Contract. All interested organizations are advised to check their governing laws and to obtain their own legal counsel to determine eligibility for purchasing products from the LearningEdge Contract.

Marketing.
LearningEdge will utilize marketing that promotes the Contract and provides information about the LearningEdge products and pricing. Intended for Awarded Vendors that are in compliance with the Contract and that have demonstrated active participation in the Contract, the following are provided:

• Availability of the LearningEdge Website.
The LearningEdge office will maintain a website that includes product Information, master product pricelists, information about Purchasing Interlocal Agreements; Vendor information; archived ITB documents and other pertinent information that assists Purchasers and the Awarded Bidders. The LearningEdge website will also link to all Awarded Bidders’ LearningEdge-specific websites, thereby increasing visibility of the Awarded Bidders and their awarded products on the Contract.

• Special Promotions
The LearningEdge will promote on the website when Awarded Bidders submit special promotions on awarded products, with a specific start and end date.

• Other LearningEdge Marketing.
The LearningEdge utilizes the services of the ESD 112 Office of Public Information for assistance and direction with LearningEdge marketing activities. Marketing activities include, but are not limited to brochures and flyers, mailers, visitations, product webinars, and other pertinent activities that promote the Contract to Eligible Purchasers.

• Advertising.
The LearningEdge may offer advertising as a marketing tool that would available for the awarded vendors following the launch of the contract. Information will be provided to vendors at a later date.
Communication with Awarded Bidder.
The LearningEdge office works with the Awarded Bidders to keep them apprised of state and federal grants, and regional efforts.

The LearningEdge office also informs Awarded Bidders when there is a conference or other special event that they may wish to consider attending when it is in their best interest to market their awarded products to the audience in attendance.

Visibility for the Awarded Bidder.
Awarded Bidders are provided numerous opportunities to increase their visibility with potential Purchasers by sponsoring events, providing vendor exhibits, hosting “lunch and learns,” and participation in other such activities and events.

*Awarded Bidders shall be in good standing with the LearningEdge office in order to receive the information described above.*
SCOPE OF WORK

This Invitation to Bid requests the most competitive prices from manufacturers and authorized resellers or agents who can create a comprehensive custom catalog of LearningEdge: Furniture, Fixtures, and Equipment for Education for eligible purchasers. Bidders shall submit no more than one comprehensive bid for their custom catalog in each of the catalog categories outlined in Section 1. As outlined in the Instructions for Bidding section, the Appendix A form recapitulates the name and the total of catalog categories submitted by the bidder. Each catalog category submitted shall include all of their offers for that specific catalog category as described in Section 1.0 below. Bidders are not required to bid on all catalog categories listed below. The Bidders entire custom catalog bid is comprised of all the combined catalog categories submitted in the bid and shall include all of their offers in response to this Invitation to Bid #ESD112-LE-18B. Bidders are advised to consider their purchasers’ needs, and to offer a wide range of high quality products and services in their custom catalogs.

This Invitation to Bid strives to achieve two goals:

- To expand access to Furniture, Fixtures, and Equipment for education environments available through a competitive contract;
- To increase the efficiency of the procurement process for eligible purchasers by providing them a list of vendors who have been awarded contracts for their custom comprehensive catalogs through a competitive bid process, thereby reducing the need for purchasers to go to several vendors to make their purchases.

1.0 Catalog Categories for Desired Products.
This Invitation to Bid seeks offers on the following catalog categories of Furniture, Fixtures, and Equipment for Education.

1.1 Student Desks and Teacher Desks:
These products include but are not limited to the following: Single, Double or Triple Adjustable Height Student Desk, Teacher Desk, Personalized Student Tables, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.2 Seating, Chairs, Benches:
These products include but are not limited to the following: Student Bench’s, Student Chairs, Teacher Chairs, Task Chairs, and Library Chairs etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.3 Soft Seating and Flexible Furniture:
These products include but are not limited to the following: Student Ottomans, Lounge Chair, Two-Seat Sofa, Soft Play Furniture, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.4 Tables:
These products include but are not limited to the following: Round, oval or square mobile tilt table,
Sit-Stand Teacher/Lectern Table, Computer Table, Mobile Classroom Tables, Collaborative, Meeting, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.5 Maker-Spaces Classroom Furniture and Equipment:
These products include but are not limited to the following: Music Posture Chair, Science Table, Art Table, Open Style Auxiliary Workbench, Vocational, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.6 Early Childhood Furniture, Carpets, and Equipment:
These products include but are not limited to the following: Book Display, Small Mobile Book Unit, Kids Classroom Carpets, etc., provided by a wide variety of manufacturers. Does not include Carts available on the DigitalEdge Catalog Contracts such as charging carts, tubs, laptop carts, mobile carts, etc. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.7 Ancillary School and Classroom Solutions:
These products include but are not limited to the following: Office/School Support Accessories, Display Cases, Indoor/Outdoor Flags, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. Does not include Carts available on the DigitalEdge Catalog Contracts such as charging carts, tubs, laptop carts, mobile carts, etc. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.8 Library, Media Furniture and Equipment:
These products include but are not limited to the following: Book Truck, Indoor Book Drop, Library Shelving, etc., provided by a wide variety of manufacturers. Does not include Carts available on the DigitalEdge Catalog Contracts such as charging carts, tubs, laptop carts, mobile carts, etc. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.9 Cafeteria Furniture and Equipment:
These products include but are not limited to the following: Mobile Convertible Benches All-in-One, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.10 Office Furniture, Storage and Equipment:
These products include but are not limited to the following: Administrative Desk, Lateral and Vertical
File Cabinets, Mobile Pedestal, etc., provided by a wide variety of manufacturers. *Does not include Carts available on the DigitalEdge Catalog Contracts such as charging carts, tubs, laptop carts, mobile carts etc.* Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.11 Cabinets and Shelving:
These products include but are not limited to the following: Industrial Shelving, Medical Cart, Mobile Storage Cart, Mobile Classroom Storage, etc., provided by a wide variety of manufacturers. *Does not include Carts available on the DigitalEdge Catalog Contracts such as charging carts, tubs, laptop carts, mobile carts etc.* Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.12 Gym, Sports Equipment and Storage:
These products include but are not limited to the following: Gym and Sports Equipment, Storage solutions for Gym and Sports Equipment, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.13 Outdoor Furniture:
These products include but are not limited to the following: Outdoor furnishings, Decorative outdoor trash receptacles, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.14 Playground Equipment:
These products include but are not limited to the following: Outdoor Play Equipment, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.15 Boards: Black, Tack, Display, and Magnetic:
These products include but are not limited to the following: Black Boards, Tack Boards, Glass Boards, Magnetic Boards, and Display Boards only provided by a wide variety of manufacturers. *Does not include Technology-based boards such as Digital, Interactive Boards or White Boards, etc. that are available on the DigitalEdge Catalog Contracts.* Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.16 Maintenance, Grounds, Custodial Equipment:
These products include but are not limited to the following: Small Custodial Equipment,
Janitor Cart, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.17 Signage:
These products include but are not limited to the following: Indoor and Outdoor Signage, Easy Tack insert Pedestal Indoor Signs, Reader boards with interchangeable letters, etc., provided by a wide variety of manufacturers. Does not include Technology-based boards such as Digital, Interactive Boards or White Boards, etc. that are available on the DigitalEdge Catalog Contracts. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.18 Theater, Stage Equipment and Theater Lighting:
These products include but are not limited to the following: Theater, Stage Equipment, Theater Lighting, etc., provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

1.19 Security Window Coverings:
These products include but are not limited to the following: Security Black out window covers, security black out roller shades provided by a wide variety of manufacturers. Individual bid form tabs for this catalog categories list specifications for the individual product lines, specifications may include a brand as a reference to the style and quality only. All finish and fabric selections submitted shall be Grade 1 or equivalent.

2.0 The catalog categories listed in sections 1.1 to 1.19 shall include the following bid forms within the catalog.

2.1 Fee-Based Services:
Services offered on this sheet are fee-based services such as asset tagging, and white glove services for products submitted in one of the catalog categories listed previously on the bid form that requires services. Services shall not include installation, design and integration. Services from multiple manufacturers may be offered on the same bid sheet.

2.2 Extended Warranties:
Bidders may make offers on extended warranties for products they offer in their bid. Extended Warranties for multiple manufacturers may be offered on the same bid sheet.

2.3 Support Products and Bidders Choice Products: (Addendum #01)
Bidders may make offers on products that support, enhance, improve or extend the use of a product submitted in one of the catalog categories listed previously on the bid form. Products submitted on the Support Products and Bidders Choice Products tab shall address two types of products. Support products are products that support, enhance, improve or extend the use of a product submitted in one of the catalog categories listed previously on the bid form. Support products submitted on previous bid forms. The support products are not stand alone products for FF&E. These products shall not be listed on any other sheet in this workbook. Bidders Choice products are primary solutions that stand on their own. An example of the use of the Bidders Choice section is as follows; if
a catalog category tab for benches specifically requests a u-wire bench style to be submitted, the Bidders Choice section allows for the addition of a different style of bench to be submitted. Bidders shall add no more than ten Bidders Choice products to the Support Products and Bidders Choice Products form. The Bidders Choice products need to be related to the product lines requested in the catalog category bid forms. Products from multiple manufacturers may be offered on the same bid sheet. These products shall not be listed on any other sheet in this workbook or other catalog categories for desired products. Support products and Bidders Choice products from multiple manufacturers may be offered on the same bid sheet.

3.0 Regulatory Requirements and Standards.

3.1 All products must be manufactured in compliance with all standards including warning labels and safety devices, guard and equipment required to meet the safety standards recognized by industry safety councils and organizations to establish safety standards such as Occupational Safety and Health Administration (OSHA), Consumer Product Safety Commission (CPSC), National Fire Protection Association (NFPA), National Institute of Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Underwriters Laboratories, Inc. (UL), Environmental Protection Agency (EPA), Business Institutional Furniture Manufacturers Association (BIFMA), etc. If a product proposed requires a Material Safety Data Sheet (MSDS) it must accompany each shipment.

3.2 All Playground Equipment products must be manufactured in compliance with all standards including warning labels and safety devices, guard and equipment required to meet the safety standards recognized by industry safety councils and organizations to establish Playground Safety Standards, such as Equipment Certified Playground Safety Inspector (CPSI), National Safety Council (NSC), U.S. Consumer Product Safety Commission (CPSC), American National Standards Institute (ANSI), State Regulations, etc. If a product proposed requires a Material Safety Data Sheet (MSDS) it must accompany each shipment.

4.0 All Bid Catalog Categories requirements.

4.1 Products submitted within all Bid catalog categories shall meet the safety requirements outlined in section 3.0.

4.2 Products submitted within all Bid catalog categories shall not be duplicated on the DigitalEdge contracts.

5.0 Bidders.
Bidders shall be Manufacturers or Authorized Resellers of all products and services they offer in their bids.

6.0 Contract Period.
The initial term for Awarded Contracts shall be from the date noted on the Final Letter of Award to December 31, 2021.

6.1 Contract Extension.
Sixty calendar days prior to the end of the initial Contract term and any extension date, the LearningEdge office may send an “Agreement to Extend the Existing Contract.” LearningEdge has the option to extend the Contract for additional three, six, or twelve-month periods, or until the Contract no longer meets the two goals outlined in the Scope of Work.

6.2 Right to Re-bid.
LearningEdge reserves the right to extend any single and/or all Contracts and reserves the right to re-bid any single and/or all Contracts on an annual or semi-annual basis.
INSTRUCTIONS FOR BIDDING

LearningEdge is seeking bids in response to this Invitation to Bid. This Invitation to Bid and all related forms and documents shall be available for download by following the link on the www.esd112.org website to Requests for Bids, Proposals & Quotes webpage. The Invitation to Bid page provides the links to all documents needed for the submittal of a bid in response to the Invitation to Bid #ESD112-LE-18B, LearningEdge: Furniture, Fixtures, and Equipment for Education.

1.0 Preparation of the following documents (Note: Please consider “evidence” as “proof”):

1.1 Appendices A-F (located at the end of this Invitation to Bid).
   Please complete, sign and notarize each appendix document where indicated.

1.2 Addenda.
   Download all addenda from the ESD112.org website for this ITB as noted at the top of this page. Sign the addenda as per their instructions. All addenda will be published by the date noted in the Bid Timeline of the ITB.

1.3 Evidence of Eligibility.
   Gather all evidence required in Appendix C (Bidder’s Checklist of Eligibility).

1.4 Evidence of Responsibility.

   1.4.1 Letters of Recommendation.
   Gather two letters of recommendation from previous customers in the educational sector who can attest to your company’s quality of performance, service, support, character and ethics.

   1.4.2 Evidence of Capacity of Your Company’s Sales Staff.
   On a single page, write a narrative that demonstrates that your company has the ability and capacity to perform the Post-Award requirements outlined in the following sections:
   - Personal assistance (pre- and post-sale support)
   - Promote the LearningEdge Contract as a vehicle for their purchasers’ FF&E needs
   - Purchasing process and documentation
   - Shipping/Delivery and freight terms
   - Special pricing and bundles on awarded products

   1.4.3 Evidence of Capacity of Your Company’s Reporting Staff.
   On a single page, write a narrative that demonstrates that your company has the ability and capacity to perform the Post-Award requirements outlined in the following sections:
   - Provision of Required Post-Award Materials
   - Marketing and communications
   - LearningEdge price documents
   - LearningEdge monthly sales reports
   - Payment of administrative fees
   - Request for documents

   1.4.4 Evidence of Ability to Provide Contract Website.
   On a single page, write a narrative that demonstrates your company’s ability to provide and maintain a web page that shares information about your awarded catalog through the
LearningEdge Purchasing Program at ESD 112. Can your staff create it and keep it up to date?

2.0 Part 2 of the Bid.
Overview of the Bid Forms in Microsoft Excel.
Bidders shall develop their custom catalog by using the Microsoft Excel files that contains the bid forms for ITB #ESD112-LE-18B, which can be found on the ESD 112 website. Individual bid forms in this Excel file can be located and accessed by clicking on the colored worksheet tabs at the bottom of the Microsoft Excel window.

2.1 The Microsoft Excel Workbook(s) for the catalog categories for desired solutions listed in the scope of work includes two different kinds of bid forms within each catalog.

2.1.1 Forms A-D provide general bidder information. The list of manufacturer forms beginning with E provide list of manufacturer(s), product lines and price methods for the catalog categories bid within each catalog category bid submitted. Refer to section 3.1.4 for Appendix reference.

2.1.2 The remaining forms shall be considered to be bid price forms on which bidders make their specific offers for the catalog categories for desired products noted within each bid form tabs within the catalog categories.

2.1.2.a Bid price forms for the catalog categories may be duplicated in the respective catalog category workbook. Instructions for duplicating bid price forms are found in Appendix G of this ITB.

3.0 Using the Bid Forms to Submit an Offer on the Custom Catalog(s) of LearningEdge: Furniture, Fixtures, and Equipment for Education.
Bidders shall use the bid forms in the MS Excel file entitled Bid Forms – 18B. Due to the depth of the catalog categories, the bid forms are designed by catalog categories for bidders to submit the desired catalog categories they prefer to bid on as outlined in Paragraph 1.0 in the Scope of Work. Bidders are not limited to the number of catalog category bid forms they may submit in response to the bid. However, bidders shall submit only one bid form for each respective catalog categories they are bidding on. The inclusion of the catalog categories bid forms in the Microsoft Excel file, along with all of the documents included in Paragraph 1.0 and its subparagraphs in the Instructions for Bidding, shall holistically be referred to as a Bid.

3.1 Bidder’s shall complete Forms A through D in the Microsoft Excel workbook for the catalog categories submitted, this information shall be consistent for the entire bid. Forms A through D should be printed and submitted with all catalog categories. Paragraphs 3.1.1 to 3.1.3 offer additional information regarding these bid forms.

3.1.1 Bidding Wisely for Reseller Flexibility to Add Manufacturers in the Future.
Form A of the bid forms provides a section for the Bidder to indicate their interest in offering future products or solutions by manufacturers that either (1) don’t exist at the time of this ITB; or (2) have not yet commissioned the Bidder to resell their products at the time of this ITB. Bidders are advised to be forward thinking to allow their custom catalogs more flexibility and growth in the evolving market.
3.1.2 **Other States Option.**

Form A of the bid forms provides a section for the Bidder to indicate their interest in offering LearningEdge pricing in states other than the Washington, Oregon, and Idaho.

3.1.3 **Manufacturers and Product Lines Submitted within Catalog Categories.**

Bid forms beginning with Form E provide a section for the Bidder to list the manufacturer name, product line, and pricing method within each catalog category bid. **Bidders should be aware of the importance of these bid forms as they are critical in the evaluation of the bids as outlined in the Bid Evaluation/Protests/Award Process section (Paragraph 2.0 and its subparagraphs).**

Bidders are advised to complete the manufacturer and product lines forms completely and accurately and review them prior to submitting their bid. These forms are to be completed for all catalog categories submitted.

3.1.4 Bidders shall complete and submit the **Appendix B** which recaps the manufacturers submitted in all the catalog categories bid forms the bidder is submitting and the states they are authorized to sell the products in.

3.2 Bidders shall complete and print the remaining bid price forms to create their custom catalogs containing the categories described in the Scope of Work.

3.2.1 Catalog Category Bid Tabs. Each catalog category contains tabs that are specific for the solutions being requested within the catalog. Bidders shall review all tabs on the catalog categories to determine the products that they will submit in the bid.

3.2.2 Category descriptions and requirements for the requested solutions are located at the top of each bid price form.

3.2.3 LearningEdge product specifications may outline product lines by manufacturer name only as a reference for the type of product and quality that is being sought for the Manufacturers and Authorized Resellers to submit in their bids. The bidders shall bid products with the requested specifications and quality.

3.2.4 Bidders shall list the manufacturer name at the top of the individual bid tab form of the products being bid. One manufacturer per form. As noted in 3.2.8 bid form tabs may be duplicated to add additional manufacturers per catalog categories.

3.2.5 Bidders shall only bid on products that they are authorized to sell and that are available on the current manufacturer’s price sheet.

3.2.6 As stated in Section 8 in the Contract, Terms and Conditions, “B” Stock products or solutions are not allowed to be submitted in response to the Invitation to Bid.

3.2.7 Bid price forms are protected, and some cells are locked to ensure the consistent collection of bid data.

3.2.8 Some bid forms may be duplicated in the workbook. Instructions are provided in **Appendix G** of the ITB.

3.2.9 Bidders shall complete and submit the **Appendix A** which recaps all the catalog categories submitted in response to this ITB. This Appendix provides a checklist for the bidder to recap the catalog categories per section 1.0 of the Scope of Work that are the components of their submitted custom catalog bid forms.
3.3 Bidders shall use the following guidelines as they offer competitive bid prices on their selected products.

3.3.1 Pricing Adjustment Methods.

3.3.1.a Bidders shall apply a price adjustment to the applicable manufacturer’s price sheet. Bidders shall use negative numbers to apply the discount method of bidding, or positive numbers to apply the mark-up over cost method.

3.3.1.b Once the price adjustment method is established for a specific manufacturer, the price adjustment method for that manufacturer shall remain constant for all bid price forms. **Bids that apply more than one price adjustment method for a single manufacturer shall be rejected.**

3.3.1.c Bidders may use different price adjustment methods for different manufacturers.

3.3.1.d The applicable manufacturer’s price sheet described in 3.3.1.a shall be submitted with the bid.

3.3.2 With the exception of the bid price forms for Fee-Based Services and Extended Warranties, all bid price forms include Section 1 and Section 2. Bidders shall use these sections of the bid price forms as described below:

3.3.2.a **Section 1 of each bid price form.**

Bidders shall apply their most competitive price adjustments to the products that they wish to promote aggressively on the Contract. Each product in this section may have its own unique percent of price adjustment. The final bid price of the product shall automatically be calculated.

3.3.2.b **Section 2 of each bid price form.**

For all remaining products by the same manufacturer the Bidder shall apply a single price adjustment, using the same pricing method in Section 1. The percentage shall be a less aggressive price adjustment than the price adjustments in Section 1. The price adjustment percent for section 2 is required at the time of the bid submittal. (Please note that after products are awarded, individual products may be moved from Section 2 to Section 1. However, no products shall ever be moved from Section 1 to Section 2.)

3.3.3 Bid prices are for single units. A single unit has a single SKU. (A ten-pack can constitute a single unit if the ten-pack has a single SKU.)

3.4 Bid prices for each product offered in the bid shall include the following:

3.4.1 A Contract administration fee of **2.0%** for all sales realized or generated under or as a consequence of LearningEdge Contract #ESD112-LE-18B.

3.4.2 All overhead costs.

3.5 Bid prices for each product offered in the bid shall **not** include the following:

3.5.1 Any applicable sales tax. Sales tax, if applicable, shall be added after awards are made, and shall appear as a separate line item on the quote and invoice to the Purchaser.
3.5.2 The cost of shipping and handling expenses to a Purchaser’s “Ship To:” address shall not be included in the bid price. At the time of a purchase, the Awarded Bidder may add shipping and handling for products and may add it as a separate line item. Shipping shall be FOB: Destination.

3.6 All bid prices shall be the same in every state that is included in the bid.

3.6.1 Bidders shall use Form A of the bid forms to identify the most states between WA, OR, and ID in which they are authorized and willing to sell the manufacturers’ products at Contract prices.

3.6.2 Bidders shall be authorized manufacturers or resellers of all products and services they are offering. Authorized resellers shall submit a letter from the manufacturers indicating what states between WA, OR, and ID they are authorized to sell the manufacturers products in. Please refer to Appendix B of the ITB.

3.7 To help the Eligible Purchasers meet their state’s governing law regarding purchasing, all bid prices shall be the same or more competitive than educational pricing. Bidders shall be able to provide evidence, if requested, that their bid prices are the same or more competitive than normal educational pricing would be. Bidders are reminded that after awards are made, the competition continues when purchasers compare catalog prices.

3.8 The Awarded Bidder agrees that the resulting Contract prices shall not exceed the prices that the Bidder offers to sell the same or substantially similar products for, to Eligible Purchasers in the states where the Bidder is awarded a Contract, based on comparable quantities with the same or substantially similar Terms and Conditions.

3.9 Bids that require exceptions shall be rejected.

4.0 Self-Evaluation of Bid.

Bidders are encouraged to use the evaluation rubric to self-evaluate their evidence of eligibility, responsiveness and responsibility. The evaluation rubric is located on the web page for this Invitation to Bid, on the ESD 112 website.
INSTRUCTIONS FOR SUBMITTING BID MATERIALS

To ensure that every Bid receives a fair evaluation, Bidders shall organize their bid materials according to the instructions below for easy comparison with competitive bids.

1.0 PART 1: Three-Ring Binder with Required Documentation.
   Each Bidder shall submit one and only one three-ring binder. The binder shall include a sleeve or pocket for a CD or flash drive, and tabbed dividers that are organized, labeled and sequenced in the following manner:

   ____ Tab #1: All Appendices, Signed and Notarized as Per Instructions (located at the end of this ITB.)
   Bidders shall complete, sign and notarize each appendix as per its instructions, and shall place them, in sequential order, behind Tab #1 in the binder. In addition to providing hard copies of these appendices in the binder, the Bidder shall include them in PDF format on the required CD or flash drive. Please note Appendix G is not required to be submitted.

   ____ Tab #2: Signed Addenda, if applicable (Addenda are located on the ESD 112 website, Request for Bids, Proposals and Quotes webpage.)
   Bidders shall complete the form on Page 1 of all addenda, and shall place only the signed form (Page 1) for each addendum, in sequential order, behind Tab #2 in the binder. In addition to providing hard copies of these signature pages in the binder, the Bidder shall include these files in PDF format on the required CD or flash drive.

   ____ Tab #3: Evidence of Bidder’s Eligibility as Required on Appendix C (Evidence is provided by Bidder.)
   Bidders shall provide the documents of evidence described in the last column on Appendix C behind Tab #3 in the binder. In addition to providing hard copies of these documents in the binder, the Bidder shall include these files in PDF format on the required CD or flash drive.

   ____ Tab #4: Evidence of Responsibility (Evidence is provided by Bidder.)
   Bidders shall provide the documents of evidence described in Paragraphs 1.4.1 through 1.4.4 in Instructions for Bidding in sequential order behind Tab #4 in the binder. In addition to providing hard copies of these documents in the binder, the Bidder shall include these files in PDF format on the required CD or flash drive.

2.0 PART 2: Sealed Envelopes with Custom Catalog Categories Bid Forms and Other Required Documents.
   Each Bidder shall organize and submit the following materials with the use of large envelopes. Each envelope shall be sealed and labeled with the contents it holds. If needed, multiple envelopes may be submitted for each category listed below.

   ____ Envelope #1: All bid forms from the single Microsoft Excel file (Downloadable on the ITB web page on ESD 112 website.)
   Bidders shall print and submit a complete set of catalog categories bid forms, for all the catalog categories they are submitting in response to the ITB #ESD112-LE-18B LearningEdge: FF&E including bid forms that have no data on them. In addition to providing a hard copy of these forms in the sealed envelope, the Bidder shall include their completed Microsoft Excel file on the required CD or flash drive.
   Please note: Do not convert this file into a PDF format.
Envelope #2:  

a. **MSRP price sheets used as baseline pricing for all manufacturers included in the bid.**  
   *(Provided by the Bidder.)*  

   Bidders shall supply the MSRP price sheets they used for all manufacturers included in their bid and shall place them in the envelope in alphabetical order as per the name of the manufacturer. These price sheets provide the baseline pricing to which the price adjustments were applied in their offer. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive.

b. **Price sheets used as baseline pricing for all fee-based services included in the bid.**  
   *(Provided by the Bidder.)*  

   Bidders shall supply the price sheets they used as baseline pricing for their price adjustment offered. These price sheets provide the baseline pricing to which the price adjustments were applied in their offer. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive.

Envelope #3: **Product specification or description sheets** *(Provided by the Bidder.)*  

Bidders shall supply product information sheets (including specifications and an image) for all solutions submitted in Section 1 on the bid price forms. Bidders shall place them in the envelope according to the name of the manufacturer. The Bidder has the option to either provide a hard copy of these materials in the sealed envelope, or include the product specifications or description sheets in PDF format on the required CD or flash drive.
BID EVALUATION / PROTESTS / AWARD PROCESS

The submission of all the catalog categories bid forms in the single Microsoft Excel file constitutes a comprehensive bid on a custom catalog of LearningEdge: Furniture, Fixtures, and Equipment for Education. The catalog categories submitted in response to the ITB are recapped on Appendix A which indicates the components of the bidders’ custom catalog. Bids shall be evaluated by key LearningEdge and Purchasing Department staff. Contracts for comprehensive catalogs shall be awarded to the lowest responsive, responsible (eligible) Bidders as defined below. To be eligible for evaluation, the bid shall materially satisfy all requirements found in this Invitation to Bid. Bids with deviations or exceptions to the requirements of Terms and Conditions of this Invitation to Bid and Contract may be disqualified from consideration, even if the Bidder considers them necessary.

Evidence of Bidder Responsiveness and Responsibility.
Responsive and responsible Bidders shall be determined according to the following criteria:

A Responsive Bidder is a Bidder that submits a bid that conforms in all material respects to the instructions, terms and conditions, and other requirements of this Invitation to Bid. Any bid that does not conform in all material respects may be considered non-responsive. This includes the following:

- The Bidder shall have attended the Mandatory Virtual Bidders’ Conference.
- The Bid shall have arrived on time.

A Responsible Bidder is a Bidder that satisfies the following criteria, in accordance with RCW 43.19.1911(7-9):

- 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;
- The ability of the Bidder to 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;
- Such other information as may be secured having a bearing on the decision to award the Contract.

Bid Evaluation.

1.0 Initial Screening.
Key LearningEdge and Purchasing Department staff shall conduct an initial screening to identify the Eligible Bidders, and shall review all materials submitted by the Bidder to evaluate evidence of their responsiveness and responsibility.

1.1 Review the Bidder’s Evidence of Eligibility.
Evaluators shall review the Evidence of Eligibility (required in Appendix C and that is placed behind Tab #3 in the binder) to ensure that the Bidder meets all of the eligibility requirements in order to be able to receive an award. Evaluators shall use the criteria embedded in the Evaluation Rubric for Responsive Bidders.

1.2 Review of Responsive Bidder Checklist.
Evaluators shall review the criteria on the Responsive Bidder Evaluation Rubric to ensure that the Bidder meets the eligibility requirements, and is a Responsive Bidder as per the definition included in the Evaluation section of this Invitation to Bid.
1.3 Review of Bidder’s Evidence of Responsibility and Score.
Evaluators shall review the evidence described in Paragraphs 1.4.1 through 1.4.4 in Instructions for Bidding, and that is placed behind Tab #4 in the binder. Evaluators shall use the criteria on the Responsible Bidder Evaluation Rubric and assign a score according to the indicators at the top of the columns. Bidders shall achieve a score of 40 or more to be considered qualified to move to the next evaluation phase.

2.0 Examination of the Catalog Category Bid Forms, Price Sheets and Specification Sheets.
It is the LearningEdge’s intention to award contracts to the Lowest Bidders of comprehensive custom catalog categories of Furniture, Fixtures, and Equipment for Education. Evaluators shall review the solutions offered on the bid price forms, and shall examine them for their pricing and specifications. The scores at the top of each bid price form shall be totaled by hand and recorded on each Bidder’s Form A of the catalog categories bid form.

Evaluators will then compare each Bidder’s submitted bid by reviewing the manufacturers offered in each catalog category.

2.1 No Competing Bids on Custom Catalog Categories.
A responsive, responsible Bidder that submits a bid on a custom catalog category, absent any other bids with the complete custom catalog consisting of identical manufacturers in identical categories, shall be awarded a contract for their custom catalog category without further evaluation, provided that all requirements of this Invitation to Bid are met. As noted above, provided the complete custom catalogs are not identical, multiple Bidders may be awarded identical manufacturers product lines.

2.2 Competing Bids on a Custom Catalog Categories.
When two or more Bidders make offers submitted in custom catalog categories with identical manufacturers in identical categories within the complete custom catalog, a thorough evaluation of the competing catalog category bids and their final bid scores shall take place. A recording sheet shall be used to record and compare the evaluation and the scores for competing catalog Bids.

2.2.1 The Bidder with the greatest number of products offered on all bid price forms (in totality) in the catalog category shall be identified as the Lowest Bidder. If two competing catalog bids list the same number of products on all of their bid price forms (in totality) in the catalog category, then the Bidder with the lowest score on Form A of their catalog category bid shall be identified as the Lowest Bidder. The Lowest Bidder shall receive the award for a Contract for the custom catalog category.

2.2.1.a If scores are tied between two or more competing catalog category bids, all Bidders that are tied shall be awarded Contracts in the states for which the tie exists.

2.2.2 The Awarded Bidder shall be the Lowest Bidder for as many states as it is offering to sell the products in its custom catalog categories, as indicated on Form A.
2.2.3 The second Lowest Bidder shall be given the option to be awarded to any remaining states that their offer includes.

2.2.4 If there are still states that have not been covered by any Bidders, the award process shall continue in the same manner until all states are covered, if possible, or until the list of competitive Bidders is exhausted.

2.3 The examination of the Catalog Category Bid Forms, Price Sheets and Specification Sheets outlined in section 2.0 shall be followed in reviewing all the catalog categories submitted to determine by catalog categories if it is a non-competing or a competing bid.

3.0 Preliminary Award and Rejections.
A Contract shall be formed only if the Bid is formally accepted and an award is made. Any Contract that results from this Invitation to Bid shall contain provisions that conform to the Invitation to Bid and Terms and Conditions, and shall be made available to Purchasers.

3.1 Letters of Intent.
The Purchasing Department shall issue a letter notifying all Bidders of the intent to award the Contract to the lowest responsible and responsive Bidder of each competing bid, and all non-competing bids, in each state offered in the set of bid price forms.

3.1.1 The Letter of Intent shall include only the information pertinent to that Bidder, if the bid is determined to be a non-competing bid.

3.1.2 The Letter of Intent shall include the evaluation analysis and the scores for all competing bids, and the states in which the awards of a bid are made.

3.1.3 The Bid shall not be formally accepted and a Contract shall not be officially awarded until Awarded Bidders receive the signed Offer and Acceptance Form after the Protest Period has ended.

3.1.4 The grand total of all catalog category final bid scores noted on Form A of each catalog category bid forms, will be included in the Letter of intent as the total cumulative score.

3.2 Letters of Rejection.
Letters of rejection shall be sent to Bidders whose bid materials lack evidence of qualifying as an eligible bidder, responsive bidder or responsible bidder. Supportive narrative shall be included.

4.0 Protests.
Bidders that are not awarded a Contract that wish to protest shall follow these guidelines.

4.1 Basis of Protest.
For a protest to be considered, the protest shall be based on:

4.1.1 Errors in identifying and accepting products that meet the bid requirements; and/or

4.1.2 Errors in computing the score; and/or
4.1.3 Failure to follow procedures described in the Invitation to Bid; and/or
4.1.4 A matter of bias, discrimination or conflict of interest on the part of an evaluator; and/or
4.1.5 Failure to comply with applicable law.

4.2 Format and Content of Protest Letter.
Bidders that wish to protest shall submit a letter of protest on company letterhead that is signed by an authorized agent of the Bidder, and that includes the following:

4.2.1 Information about the protesting Bidder such as name of firm, mailing address, phone number; and name and e-mail address of the individual responsible for submission of the protest;
4.2.2 The facts, law and arguments that are relied on as the basis for the protest;
4.2.3 Any relevant exhibits or evidence supporting the protest;
4.2.4 Description of the relief or corrective action requested.

4.3 Protest Procedure.
Protests that are a matter of Paragraphs 4.1.1 through 4.1.3 shall be resolved at the program level, if possible. Bidders that wish to protest about these matters shall submit their protest in writing and e-mail it to the Purchasing Department at Educational Service District 112. A review of the protest shall be made by the Purchasing Department.

Protests shall be filed in accordance with the following procedures if they are unresolved protests for matters described in 4.1.1 through 4.1.3, or if the protest is a matter of bias, discrimination or conflict of interest (4.1.4); or failure to abide by applicable school bid law (4.1.5):

4.3.1 Protests shall be submitted in writing or e-mail and addressed to the Purchasing Department within five business days after receiving a copy of the Letter of Intent to Award or Letter of Rejection. All email responses shall be submitted to the email address noted on the Letter of Intent to Award or Letter of Rejection.
4.3.2 Upon receiving a letter of protest, if needed, the Purchasing Manager at ESD 112 shall convene a group of three Cabinet members to serve on a Review Team.
4.3.3 The Review Team shall hear the protest within five business days of receiving the protest, except when holidays prevent that from being possible. In those situations, the review shall take place as soon as reasonably possible.
4.3.4 The Review Team shall hear presentations by the Protester, and the Purchasing Manager and shall seek answers to their questions.
4.3.5 The Review Team may take up to three business days to render a decision and to send a letter to the Protestor and the Purchasing Manager.

4.3.5.a If the Review Team’s decision is in favor of LearningEdge, awards shall be made two business days later.
4.3.5.b If the Review Team’s decision is in favor of the Protestor, the final award of Contracts is delayed until the protest is resolved.

4.4 Judicial Review.
Bidders shall exhaust their administrative remedies, which include filing a protest with ESD 112. Failure to file a protest shall preclude judicial review or subsequent legal action.

5.0 Award of Contracts.
If there is no delay that results from an unresolved protest, or as soon as a protest has been resolved, the Contracts shall be awarded.

5.1 The following documents shall be sent to the Awarded Bidders:

5.1.1 The Letter of Award shall be sent to the Awarded Bidders to notify them of the Award.

5.1.1.a The Letter of Award shall include the proposed dates for the Post Award Mandatory Virtual meetings.

5.1.2 ESD 112 Superintendent or designee shall sign and send each Awarded Bidder one original copy of the Bidder’s Offer and Acceptance Form (Appendix F). ESD 112 and the Awardee Bidder shall both have an original signed copy upon completion of the distribution of the Award documents.
GLOSSARY OF TERMS

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 website. 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.

Administrative Fee
The amount the Awarded Bidder pays ESD 112 that is a percentage of the purchase price of an awarded product that the Purchaser pays for.

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.

Authorized Agent
A reseller, distributor or other dealer that is authorized and commissioned by a manufacturer that is bidding. Authorized agents are required to provide personal assistance and support to the Purchasers on behalf of the Awarded Bidder.

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

Awarded Bidder
A Bidder that is awarded a LearningEdge Contract as a result of meeting the requirements outlined in the Bid Evaluation /Protests /Award Process section of the ITB.

“B” Stock
Products or solutions that cannot be sold as new; they have been used and returned by either a previous Purchaser, or used by the Awarded Bidder in product demonstrations or displays, or used for some other purpose.

Bid
A Bidder’s written response to an Invitation to Bid where the goal is to be identified as the Lowest, responsive, responsible Bidder on requested products or solutions and awarded a Contract.

Bid Evaluation
The process of examining a bid after opening to determine the Bidder’s responsibility, responsiveness to requirements, and to ascertain other characteristics of the bid that relate to determination of the Bidder meeting the requirements of the ITB in order to qualify for an award.

Bid Form or Bid Price Form
A Microsoft Excel form used to submit a bid in response to an Invitation to Bid. A document that a Bidder is required to complete and submit when making offers on requested products or solutions.

Bid Opening
The formal process through which bids are opened, and where the contents and some of the data are revealed for the first time.

Bidder
A company or business that submits a bid.
<table>
<thead>
<tr>
<th><strong>Cabinet Member</strong></th>
<th>The highest level of ESD 112 administrators that report directly to the ESD 112 Superintendent.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Catalog Categories</strong></td>
<td>Catalog categories outlined on the bid form(s) for the desired products or solutions as noted in the ITB, Scope of Work.</td>
</tr>
<tr>
<td><strong>Competition</strong></td>
<td>The process by which two or more Bidders vie to secure the business of a Purchaser by offering the most competitive price on products or solutions that meet specifications or requirements.</td>
</tr>
<tr>
<td><strong>Contract Price Verification Form</strong></td>
<td>A bid price form that following the award of Contracts that is used for communicating all product updates and price changes for the LearningEdge contract.</td>
</tr>
<tr>
<td><strong>Custom Catalog</strong></td>
<td>A collection of products or solutions that are bid in response to ITB #ESD112-LE-18B. The custom catalog consists of the products within all catalog categories listed in the Scope of Work that the bidder has submitted in response to the ITB. All products within the manufacturer’s product line, submitted by the awarded Bidder, are part of the catalog, although they are not listed on the bid form at the time of the bid.</td>
</tr>
<tr>
<td><strong>DigitalEdge</strong></td>
<td>A purchasing program at ESD 112 that provides products including Educational Technology, School Security, STEM/STEAM solutions, Chromebooks and related solutions, etc. at competitively bid prices.</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>A percent of allowance or reduction from prices posted on the manufacturer’s price sheet (MSRP).</td>
</tr>
<tr>
<td><strong>Dispute</strong></td>
<td>An unresolved disagreement between the Awarded Bidder and the LearningEdge staff that arises after the award has been made.</td>
</tr>
<tr>
<td><strong>Effective Date of Contract</strong></td>
<td>The date that the performance of the Contract shall start.</td>
</tr>
<tr>
<td><strong>ESD 112</strong></td>
<td>The abbreviation for Educational Service District 112, located at 2500 NE 65th Avenue, Vancouver, WA 98661.</td>
</tr>
<tr>
<td><strong>Extended Warranty</strong></td>
<td>A period of time added to the original warranty that is provided to the purchaser of an awarded product.</td>
</tr>
<tr>
<td><strong>FOB: Destination</strong></td>
<td>The seller retains title and control of goods until they are delivered and the contract of carriage has been completed and the bill of lading has been signed by the Purchaser. FOB=Free On Board.</td>
</tr>
<tr>
<td><strong>Formal Sealed Bid</strong></td>
<td>A Bid that has been submitted in a sealed envelope to prevent its contents from being revealed or known before the public bid opening takes place.</td>
</tr>
</tbody>
</table>
**Furniture, Fixtures and Equipment (FF&E)**

FF&E are movable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building or utilities. The ITB #ESD112-LE-18B is for FF&E products.

**Grade 1**

The Grade quality requested for all the finish and fabric selections submitted in the bid or equivalent.

**Harm**

Circumstances that prevent an Awarded Bidder from generating an adequate margin in order to carry out the business of making a sale.

**LearningEdge**

The LearningEdge is a purchasing program of the Educational Service District 112 with a focus on quality furniture, fixtures, and equipment for new and existing schools at competitive prices.

**LearningEdge Contract Specialist**

Individual responsible for maintaining the LearningEdge contract upon award.

**Letter of Intent to Award**

The official announcement to the Bidder that the LearningEdge intends to award them a LearningEdge Contract.

**Lowest Bidder**

The Bidder that provides the most competitive lowest bid offer in response to the ITB.

**Manufacturer’s price sheet (MSRP)**

Manufacturer’s suggested retail price (MSRP) may be used for determining the base price to be submitted on the Bid form.

**Marketing Materials**

Any paper-based or electronic products or methods that are used to distribute and advertise information about solutions available through ESD 112’s LearningEdge. This might include, but not be limited to flyers and brochures, web pages, and other means of advertisement.

**Markup Over Cost**

A percent of allowance or increase from prices posted on the Bidder’s cost sheet.

**Monthly Sales Report**

A document that an Awarded Bidder submits to the LearningEdge Contract Specialist that includes data about products purchased through the LearningEdge Contract during the previous month. The report is in MS Excel format, and includes the data described in the Post Award Section of the Invitation to Bid.

**Offers on Products**

A Bidder’s selection of a product or solution and its assigned bid price in response to an ITB.

**Offer and Acceptance Form**

A form that shall be signed and two original copies are submitted by an authorized Bidder, expressing an offer to participate in the LearningEdge purchasing program and the agreement to be bound by the terms and conditions of the Invitation to Bid if the bid is accepted and an award is made.

**Project Coordinator Purchasing**

Individual at ESD 112 who works to develop ITB’s for ESD 112.
Public Bid Opening  The event that is advertised in the published Invitation to Bid, and by which bids are announced and opened for the first time in the presence of anyone who wishes to attend.

Purchasing Interlocal Agreement  An agreement between two or more public agencies that is entered into in accordance with state laws that apply to the public agencies.

Purchasing Manager  Individual at ESD 112 who works with the agency to develop RFP/RFQ’s/ITB’s for the use of acquiring goods and services needed.

Responsible  Having the following attributes, as described in RCW 43.19.1911 (7-9):
- 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.

Review Team  A panel of three Cabinet-level leaders at ESD 112 with the authority to endorse or retract decisions made at the program level.

Revised Code of Washington (RCW)  Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.

Scope of Work  Specific requirements, provisions or conditions that are peculiar to the Contract under consideration and are supplemental to the Terms and Conditions.

Solution  A requested item, product or service.

Support and Bidders Choice Products (Addendum #02)  Catalog category described in the Scope of Work. Support Products support, enhance, improve or extend the use of a product or solution submitted in one of the catalog categories listed previously on the bid form. The Support products are not stand alone products for FF&E. Bidders Choice Products are primary stand-alone solutions within the product lines requested in the catalog category bid forms.

Warranty  A written guarantee provided to the purchaser for awarded product, may specify the manufacturer shall make repairs/replace defective parts FOC or a stated period of time.
APPENDIX A

Please complete this form and sign. Submit this document in the three-ring binder and on the CD or flash drive.

Bidder’s Recap of Submitted Catalog Categories in response to the ITB

<table>
<thead>
<tr>
<th>Custom Catalogs as per section 1.0 of the Scope of Work:</th>
<th>Place a checkmark in this box if this custom catalog is being submitted as part of the entire bid submittal. The Complete set of bid submitted catalog categories printed and submitted.</th>
<th>Place a checkmark in the box for the custom catalog that Form A-D is completed on custom catalog *</th>
<th>Beginning with Form E - Manufacturer, product line and price methods for each custom catalog bid tab completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Student and Teacher Desks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Seating, Chairs, Benches:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Soft Seating and Flexible Furniture:</td>
<td></td>
<td></td>
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<tr>
<td>1.4 Tables:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1.5 Maker Spaces Classroom Furniture and Equipment:</td>
<td></td>
<td></td>
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<tr>
<td>1.6 Early Childhood Furniture, Carpets and Equipment:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1.7 Ancillary School and Classroom Solutions:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1.8 Library, Media Furniture and Equipment:</td>
<td></td>
<td></td>
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<tr>
<td>1.9 Cafeteria Furniture and Equipment:</td>
<td></td>
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<tr>
<td>1.10 Office Furniture, Storage and Equipment:</td>
<td></td>
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<tr>
<td>1.11 Cabinets and Shelving:</td>
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<tr>
<td>1.12 Gym, Sports Equipment and Storage:</td>
<td></td>
<td></td>
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<tr>
<td>1.13 Outdoor Furniture:</td>
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<tr>
<td>1.14 Playground Equipment:</td>
<td></td>
<td></td>
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<tr>
<td>1.15 Boards: Black, Tack, Display, and Magnetic</td>
<td></td>
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<tr>
<td>1.16 Maintenance, Grounds, Custodial Equipment:</td>
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<td>1.17 Signage:</td>
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<tr>
<td>1.18 Theater, Stage Equipment and Lighting:</td>
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<td></td>
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<tr>
<td>1.19 Security Window Coverings:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total number of catalog categories submitted to create the Bidders Custom Catalog:</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B

Submit this document in the three-ring binder and on the CD or flash drive.

Bidder’s Recap of Manufacturers and Corresponding States submitted in the ITB

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>CONTRACT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESD112-LE-18B</td>
<td>LearningEdge: Furniture, Fixtures, and Equipment for Education</td>
</tr>
</tbody>
</table>

Bidder’s Company Name

Place an X in the state(s) column you are offering to sell the corresponding manufacturer’s product in.

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>WA</th>
<th>OR</th>
<th>ID</th>
<th>Letter of Authorization submitted</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

*If needed this form may be duplicated and submitted to accommodate listing additional manufacturers. This form recaps all manufacturers included in the bid forms, and corresponding states bidder will sell in. As noted on appendix C, the bidder is to submit a letter of authorization from the manufacturer.
APPENDIX C

Please mark all statements below that are true. Submit this document in the three-ring binder and on the CD or flash drive.

**Bidder’s Checklist of Eligibility**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Place a checkmark in this box if provided in binder.</th>
<th>Evidence of this criteria has been provided in the binder as described in instructions for Submitting Bid Materials of the ITB.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business License: Current Business License.</td>
<td></td>
<td>Evidence required is a copy of Business License.</td>
</tr>
<tr>
<td>IRS W-9 Form: If Bidder is non-Profit, an IRS form W-9</td>
<td></td>
<td>If non-profit, a copy of the IRS W-9 IRS Tax form is required.</td>
</tr>
<tr>
<td>Letter from Manufacturers: If the Bidder is a reseller, a letter of support from the manufacturer shall be provided.</td>
<td></td>
<td>Evidence required is letter of support from all the manufacturers submitted in the bid. The manufacturer’s letter of support shall outline that the bidder has support of the manufacturer to participate in the bid, submit the bid, and which states the bidder is authorized to sell in as identified in the bid. Please list states individually.</td>
</tr>
<tr>
<td>Manufacturer / State Recap table: Recap of the all the manufacturers submitted in the Bid and the states the reseller is authorized to sell in.</td>
<td></td>
<td>Bidders shall submit Appendix B that lists the manufacturers and the states they are authorized to sell the various manufacturers products in. This is supported by the letters of support from manufacturers provided. *Please note: Appendix B is submitted within Tab #1 of the binder and does not need to be submitted again in tab #3.</td>
</tr>
<tr>
<td>Business office locations: Bidders that do not have offices in the states where they are bidding shall provide evidence that they can provide the level of personal assistance.</td>
<td></td>
<td>Evidence required indicating bidder can provide the level of personal assistance as described in Section 2.0 of the Post–Award Requirements if bidder does not have offices in states included in the bid.</td>
</tr>
</tbody>
</table>

State of _____________________________  Subscribed and sworn to before me this_______

County of _____________________________  day of ____________________________ 20____

Notary seal  

I, the undersigned notary public, do affirm the above individual has presented valid identification to me.

______________________________  
SIGNATURE OF NOTARY PUBLIC

______________________________  
DATE MY COMMISSION EXPIRES
APPENDIX D

Please complete this form and sign. Submit this document in the three-ring binder and on the CD or flash drive.

Bidder’s Statements of Assurance

Contract Number: ESD112-LE-18B

Contract Title: LearningEdge: Furniture, Fixtures, and Equipment for Education

Statement of Assurance:
This is to certify that the undersigned Bidder is indicating that the following statements of assurance are guaranteed and will provide the evidence required to be a responsible awarded Bidder should the Bidder be awarded a LearningEdge Contract.

1) Bidder’s Company Name:

2) The Bidder’s company has been in business for the following number of years. __________

3) Has the Bidder’s company, 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 the answer is yes, please explain ____________________________________________________________

4) The Bidder assures that all products bid in response to the LearningEdge ITB #ESD112-LE-18B are manufactured in compliance to meet the safety standards recognized by industry safety councils and organizations to establish safety standards. Yes____ No____

5) The Bidder has thoroughly read the Invitation to Bid and the Contract #ESD112-LE-18B (part 1 and 2) to develop a clear understanding of their contents and requirements. Yes____ No____

6) The Bidder warrants that if a reseller is assigned to manage the Contract, the reseller shall be informed of the LearningEdge Contract requirements, and shall agree to comply with them. Yes____ No____

7) Provide your Company website URL: _______________________________________________________

TO BE COMPLETED BY NOTARY PUBLIC:

State of ___________________________ Subscribed and sworn to before me this_______

County of ___________________________ day of ________________________ 20____

Notary Seal I, the undersigned notary public, do affirm the above individual has presented valid identification to me.

________________________________________________________
SIGNATURE OF NOTARY PUBLIC

DATE MY COMMISSION EXPIRES
Please complete this form and sign. Submit this document in the three-ring binder and on the CD or flash drive.


c

Bidder’s Non-Collusion Form

CONTRACT NUMBER ................................................................. ESD112-LE-188
CONTRACT TITLE ................................................................. LearningEdge: Furniture, Fixtures, and Equipment for Education

NON-COLLUSION STATEMENT:
This is to certify that the undersigned Bidder 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 Bidder that the signed delivery of this bid represents the Bidder’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 ________________________________

TO BE COMPLETED BY NOTARY PUBLIC:

State of ___________________________ Subscribed and sworn to before me this_______

County of ___________________________ day of __________________ 20_____

Notary Seal I, the undersigned notary public, do affirm the above individual has presented valid identification to me.

SIGNATURE OF NOTARY PUBLIC __________________________________

DATE MY COMMISSION EXPIRES ________________________________

Page 33 of 37
APPENDIX F

Please complete two copies of this form, sign and submit the two copies of this document in the three-ring binder and on the CD or flash drive.

Bidder’s Offer and Acceptance Form

CONTRACT NUMBER .......................................................... ESD112-LE-18B
CONTRACT TITLE .......................................................... LearningEdge: Furniture, Fixtures, and Equipment for Education

LearningEdge: Furniture, Fixtures, and Equipment for Education (FF&E)
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 Bidder’s Authorized Representative

______________________________
Printed Name of Company Representative

______________________________
Title of Bidder Representative

______________________________
Date Signed

______________________________
Legal Address of Bidder’s Company (including address, city, state and zip code)

______________________________
Company Phone (including area code)

______________________________
Company Fax (including area code)

______________________________
Federal Tax Identifier of Bidder’s Company

______________________________
E-Mail Address

To the Bidder (This section to be completed by ESD112):

Effective this _____ day of ____________, 20__, ESD 112 is accepting the Bid and awarding a LearningEdge Contract to the Bidder named above for the LearningEdge: Furniture, Fixtures, and Equipment for Education identified in the attached Final Letter of Award. Bidder is contractually obligated to sell the LearningEdge: Furniture, Fixtures, and Equipment for Education that are subject to this Contract Award to Purchasers in accordance with the requirements, and terms and conditions, in Contract #ESD112-LE-18B.

Educational Service District 112
2500 NE 65th Avenue
Vancouver, WA 98661

______________________________
By Tim Merlino, Superintendent (or Designee)
APPENDIX G

Step-by-Step Instructions for
Duplicating and Renaming Worksheets in Microsoft Excel

Contract No. ESD112-LE-18B

Follow these instructions to meet the requirements on Page 12 - 13 of the Invitation to Bid (Section 2.0 to 3.2).

Please Note:
If a Bidder intends to bid on more than one manufacturer’s solutions within the product lines requested in the Scope of Work in the LearningEdge ITB, follow these instructions before entering any data into the worksheet.

Note: The following tabs used in the examples provided below are for the purpose of demonstration only and may not be actual tabs contained on the bid forms.

1. Locate the first Orange tab in the Microsoft Excel file. The tab is entitled Student Desks <Single Manu>.

2. Right click on that tab, and when the pop-up menu appears, choose Move or Copy ...

3. A dialog box like the one directly to the right will appear.

4. Place a checkmark in the check box to Create a copy.

5. Select the name of the worksheet that you want to insert the copy in front of. In this case, we will insert the copy in front of the worksheet entitled Teacher Desk <Sngl manu>.

6. Click the OK button.
7. Double-click on the new tab to activate it, and then drag your mouse over all the text that is to the right of the catalog category entitled Student Desks (Sngl Manu).

8. Replace the text that you selected in Step 7 above with the name of the manufacturer for the products that you will make offers on in this worksheet. Insert the closing bracket.

9. If you run out of spaces for characters when you are naming the manufacturer in Step 8 above, abbreviate the manufacturer’s name.

10. You are now ready to insert the data for the XYZ Student Desks worksheet.
11. Repeat the steps 1-10 when duplicating the **REMAINING** bid price forms.

12. To duplicate the last sheet entitled **Support Products and Bidders Choice Products: (Addendum #03)**
   If you need to duplicate the last worksheet entitled **Support Products and Bidders Choice Products**, follow **Steps 1-4** above. Make the following changes for the rest of the steps:

   A. Scroll through the names of the worksheets in the workbook, and click on the option **Move to end**.
   B. Click the **OK** button.
   C. The tab for the newly duplicated worksheet will have a (2) appended to its name. Leave it like that; there is no need to rename it. If you need to duplicate the worksheet again, subsequent numbers will be appended.
   D. Skip **Steps 8-9**, and follow the instructions in **Step 10**.