

Purchasing Department  
1320 West Main Street Suite 202  
Franklin, Tennessee 37064-3700  
Phone (615) 472-4010



**Williamson County Schools**  
**RFB #1210**  
**Phase II Outsourced Print Project for WCS-ELA**

Williamson County Schools, (WCS) is currently accepting **electronic Request for Bids** from qualified printers for a large outsourced printing project. During the current Covid-19 Pandemic, WCS has changed the method of how RFB openings are conducted. Therefore, this bid opening will be conducted electronically. This electronic format will continue to ensure that the sealed bid process is conducted while safeguarding the participants and avoiding physical & social contact. All electronic proposals should be competitive, complete with all details and will remain secure and confidential until they are opened.

Bids will be received electronically via email only. Each participating vendor shall send their complete bid to [Skip Decker](#) and [Joan Breeding](#) until **2:30 p.m. on Thursday, September 3, 2020** at which time they will be opened, printed and read. Any bid submittals received after the deadline will **not** be accepted. Once the electronic bid is received the WCS Purchasing Department will document the time it was received.

The First page of the electronic submittal must be treated as the “outside envelope” of a typical sealed bid. This page must be marked “**RFB #1210 Phase II Outsourced Print Project for WCS-ELA (see complete instructions below)**”.

All electronic bids will be kept secure and will not be shared with anyone until the after the electronic bid process is completed and a bid tabulation is made available. Participants should be aware due to the nature of the internet and possible network complications (speed of) which WCS has no control, bidders should avoid sending in bids during the last few minutes or at exactly 2:30 p.m. WCS will not be responsible for any bids received after the cut-off deadline. Bids will be accepted during a designated **4 hour ONLY** bid opening window beginning the morning of Thursday, September 3, 2020 starting at 10:30 a.m. and up to the deadline of 2:30 p.m.

**THE FOLLOWING INFORMATION MUST BE PRINTED, SCANNED, AND USED AS THE FIRST PAGE OF THE ELECTRONIC SEALED BID SUBMISSION**

*Note: Vendors who fail to do this are subject to be rejected and may be discarded*

- WCS-RFB #1210 Phase II Outsourced Print Project for WCS-ELA
- Company Name
- Date and time of bid opening

**The following information must also be included with the bid submission:**

- Signed and completed Iran Divestment Certificate
- Signed and completed bid form.



## GENERAL TERMS & CONDITIONS

- The bid will be awarded to the lowest and best overall bidder. WCS reserves the right to award based on quality, price and availability of services specified whichever is in the best interest of WCS. In addition, WCS reserves the right to award bid to multiple bidders at its sole discretion based on a "line by line" basis or an "all or none" basis whichever is in the best interest of WCS. The bid evaluation will be based on pricing, cost and services as validated through references and other qualitative consideration as submitted through the RFB process. In addition, the award shall be made based on the best or most responsive bid determined to be in the best interest of WCS. However, if possible, WCS desires to award the RFB to one (1) bidder which is the lowest, best, most responsive and competitive bidder.
- Included with this RFB is an Excel Spread Sheet listing all the items to be bid on. When submitting a bid, the bidder must fill out the Excel Spread Sheet with their bid prices. At the time of this bid WCS is not 100% positive that all items listed on the bid sheet will be needed. Please provide pricing on each item. If one or more of the items are not needed as determined by WCS at a later date, you will be instructed not to print that item and the proposed cost will be deleted from the bidders final total. WCS will provide ample time to make sure the awarded vendor knows if WCS chooses not to print one of the line items. WCS will communicate with the awarded bidder in order to eliminate unnecessary printing of materials we do not need.
- This bid is ultimately subject to funding (as with all WCS Bid projects).
- WCS is a tax-exempt organization ... Although WCS is tax exempt- the Bidder(s) are responsible for (and bid cost must reflect) any/all sales and use tax for the materials and or equipment.
- Bids are to be valid for a minimum of 30 days or until awarded whichever comes first. For all awarded bids, price will remain in effect for 12 months from commencement of award.
- WCS reserves the right to cancel the contract with a written notice within 30 days.
- Invoice must be reflective of original bid and must include a valid PO number to be paid. WCS will not be responsible for "added expenses". There shall absolutely be no additional surcharges. Bidders should submit the most competitive "all in" bid/cost. Invoices shall be pursuant to the terms and conditions of this RFB. WCS desires to avoid partial shipments when possible. No partial invoices will be processed for payment. Invoices should be submitted for payment upon 100% satisfactory completion of the PO. Awarded bidder must have the financial stability to accommodate this type of invoicing and payment arrangement and not request partial payments from WCS.
- In the event an awarded vendor fails to perform, WCS reserves the right to begin negotiations with the "next best bidder" in order to complete the projects or services. In addition, the vendor may forfeit future business with WCS.
- All items delivered must be in accordance with the specifications contained herein and will be subject to inspection by the Curriculum Department.

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- The turnkey delivery and shipping cost must be 100% included in all submitted bid prices that are included on this bid document. No added delivery charges or fuel adjustments will be added to the submitted bid prices for any reason. Bidders must take this into consideration and include this cost in their bid prices submitted on the bid cover sheet attached to this document.
- The bids are on a line item basis and WCS reserves the right to increase, reduce or eliminate certain items after the bids are received.

### **SPECIFICATIONS FOR OUTSOURCED PRINT PROJECT**

- **Plain paper type is to be either 20 lb. or 28 lb. laser compatible as designated on the bid list, white/brightness 96 – 98.**
- **Cardstock is to be used as designated for the small letter card set on the kindergarten list.**
- **For units that are to be bound, unit covers are to be 80 lb. or better.**
- **The materials are to be packaged and labeled in cardboard boxes.**
- **Print project must be 100% complete and successful bidder shall deliver ALL material to ONE designated WCS location: WCS Textbook Facility, 1771 West Main Street, Franklin, TN 37064 by/before 3:00 p.m. on Monday, October 5, 2020.**
- **If project is incomplete in any aspect, WCS shall assess liquidated damages in the amount of \$750 per consecutive day beginning October 6, 2020 until the project is 100% complete to the satisfaction of WCS. Said liquidated damages shall be deducted from the vendor’s final invoice.**
- **Bidders must factor all of the related cost and timeline into their respective bid submittals including any/all related sales and use tax for any materials. Absolutely no “added expenses” will be paid after the bid is awarded.**
- **Project is to be invoiced in one lump sum invoice at the end of the project. Submit invoice to Attn: Jenny Lopez after the project is 100% complete.**

#### **Bidding Timeline:**

- **Public AD Published in the Tennessean.....Tuesday, August 11, 2020**
- **Electronic Bid Opening Deadline.....Thursday, Sept 3, 2020 at 2:30 pm**
- **Bid tabs released with intent to award.....approximately Friday, Sept 4, 2020**
- **Award PO released to winning bidder .....Wednesday, Sept 9, 2020**
- **No bidder may withdraw his bid within 30 consecutive calendar days after the actual date of the public bid opening on Thursday, September 3, 2020.**
- **Turnkey deliver of all printed materials to designated WCS location by/before 3:00 p.m. on Monday, October 5, 2020**

NOTE: All WCS bids are ultimately subject to funding. Furthermore, WCS reserves the right to waive any informality or to reject any or all bids that are not in the best interests of WCS.

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**RFB #1210**  
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**Second page of BID SUBMISSION - PRICING SHEET**

I, \_\_\_\_\_, (Name) \_\_\_\_\_ (Title), verify that I have read the specifications, conditions, and instructions and agree to all therein.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

By signing and electronically submitting your bid via email with Williamson County Schools, proposer agrees to all of the specifications, terms, and conditions of this WCS RFB document. If you find any of these terms unacceptable, please do not bid.

Please print your cover sheet making it the first page of your submission. This bid submission Pricing Sheet will be the second page. The other pages of your bid submission will be the completed spread sheets along with the signed and completed Iran Divestment Act Certificate.

**Note:** After you complete the line item pricing, please total the pages and use the total amount as your base bid cost. Print the three-line item pricing spreadsheets and also attach them to this page.

**BASE BID: TOTAL AMOUNT OF ALL LINE ITEM PRICES FROM THE SPREADSHEETS**

\$ \_\_\_\_\_

**The above price includes all printed materials, delivered to one WCS designated location, providing all labor, shipping, and delivery cost.**



CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. 5 12-12-101, et seq., ("Act"). This form must be submitted with any bid or proposal regardless of where the principal place of business is located. Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee. Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

**CERTIFICATION:**

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of

any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. 5 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. 5 12-12-106.

Printed Respondent Name Printed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date