



BUSINESS SERVICES
201 PARK STREET
FORT ATKINSON, WI 53538
P: 920.563.7800
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WWW.FORTSCHOOLS.ORG

January 20, 2011

The School District of Fort Atkinson is seeking proposals for **CLASSROOM/OFFICE SUPPLIES** for the 2011-12 school year as per the enclosed request for proposal. Please review all documents and read all instructions carefully and contact me with any questions you may have. If you would like an MS Word version of the request for proposal so you may use it to build your response, please email me at demerathj@mail.fortschools.org requesting such.

Proposals are to be submitted to Jason P. Demerath, Director of Business Services, School District of Fort Atkinson, 201 Park Street, Fort Atkinson, WI 53538 by 2:00 p.m. (CST), Monday, February 14, 2011. If you are unable to submit a proposal at this time, please advise me in writing if you would like to remain on our vendor list. Please see above for phone and fax contact information.

Sincerely,

Jason P. Demerath
Director of Business Services

REQUEST FOR PROPOSAL CLASSROOM/OFFICE SUPPLIES SCHOOL DISTRICT OF FORT ATKINSON

Request

The School District of Fort Atkinson (hereinafter referred to as “District”) is soliciting proposals from vendors for classroom and office supplies for the 2011-12 school year. This agreement will have an option to extend in one year term increments for up to an additional two years by mutual agreement of the District and vendor.

School District of Fort Atkinson Background

The School District of Fort Atkinson is located in Fort Atkinson, Wisconsin and includes six buildings: 4 elementary schools, 1 middle school, and 1 high school. There are approximately 2,700 students and approximately 400 employees in the district. The 2010-11 general fund budget is approximately \$33 million. Annual supply budgets for the District exceed \$300,000 total.

Scope of Job

The intent of this request is to provide a means for the District to purchase quality classroom and office supplies from a vendor(s) at discounted prices. The District makes no guarantee as to actual quantities or volume of purchases to be made under this request, nor does it promise that all purchases of supplies made by the District during this period will be from the selected vendor(s).

Please respond to each of the following sections and sub-sections, referencing each section and sub-section by number. If a statement is made rather than a request for information, please affirm that the vendor will comply with the statement:

1.0 Required Information About Vendor

The following vendor information must be included in the proposal:

- 1.1 Provide an overview of the vendor. Include information regarding history, client base, contact information, etc.
- 1.2 List similar Wisconsin School District clients. Specifically, list the school district, student population, and length of time as a client.
- 1.3 List at least four (4) school and/or business accounts (preferably in and around the Jefferson County area) that are willing to serve as references and their contact information.
- 1.4 Has your company ever been named in a lawsuit related to the products and services it provides? What were these suits claiming and what is the status or outcome of these suits? (This question is looking for general background information and not specific confidential details of pending or settled legal disputes.)
- 1.5 How many Wisconsin School District clients have abandoned your company within the last two calendar years? What reasons were expressed for this? Please list contact information for at least one district that did abandon within the last two years.

2.0 Delivery

2.1 The District does not have a central warehouse. Delivery locations are to be as stipulated on the individual purchase order(s) and will be to one of the following sites:

- Barrie Elementary School, 1000 Harriette Street, Fort Atkinson, WI 53538
- Luther Elementary School, 205 Park Street, Fort Atkinson, WI 53538
- Purdy Elementary School, 719 S. Main Street, Fort Atkinson, WI 53538
- Rockwell Elementary School, 820 Monroe Street, Fort Atkinson, WI 53538
- Fort Atkinson Middle School, 310 S. Fourth Street East, Fort Atkinson, WI 53538
- Fort Atkinson High School, 925 Lexington Boulevard, Fort Atkinson, WI 53538
- School District of Fort Atkinson, 201 Park Street, Fort Atkinson, WI 53538

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- 2.2 Inside delivery is required on all orders. Deliveries may be made between the hours of 8:00 am and 4:00 pm, Monday through Friday, excluding holidays. There may be exceptions to these hours during the summer (June 10 – August 25). Deliveries are to be made to the office of each building and will be distributed internally from that point by District staff. Each carton and/or package shall be clearly marked, showing the purchase order number and recipient. Each order shall be packed separately.
- 2.3 The vendor agrees to repair any damage to the District's buildings and/or premises, caused in the delivery of equipment, materials, supplies and/or services, and further agrees to remove any and all dirt and debris resulting from delivery.
- 2.4 The vendor agrees to hold the Board of Education, officers, members and employees of the District harmless and to indemnify them from any and all expenses incurred for all claims arising from the liability for bodily injury and property damage due to the vendor's negligence.
- 2.5 All prices are to be net prices and are to be f.o.b. destination, including charges for inside delivery and placement.
- 2.6 Acceptance of delivery of materials and/or equipment to the site shall not constitute final acceptance. In the event that any of the articles shall be rejected as damaged, unsuitable or not in conformance with agreement, such articles shall be removed immediately and other articles of proper quality shall be furnished in place thereof, all at the sole expense of the vendor. Merchandise shipped in filling an order shall be of excellent quality. Any goods of inferior quality shipped in fulfillment of an order will be returned at the expense of the vendor, including the cost of packing and return delivery to the vendor.
- 2.7 All items listed on the purchase order(s) must be delivered as soon as possible. Please state how your company will ship the District's orders and the estimated turn around time for delivery from the time the order is received by your company, including any guaranteed delivery time frames.

3.0 Charges and Payments

- 3.1 Bills are to be submitted, upon completion of the order, to:
School District of Fort Atkinson
Accounts Payable
201 Park Street
Fort Atkinson, WI 53538
- 3.2 The selected vendor(s) shall adjust all billings to comply with the contracted pricing regardless of the amount indicated on the District's purchase order form. Failure to make these adjustments may lead to cancellation of the agreement.
- 3.3 Please summarize your company's billing procedures.
- 3.4 Please state your payment terms.
- 3.5 Please state any restocking charges (if any) for returns or exchanges of supplies.
- 3.6 The School District of Fort Atkinson is exempt from the payment of state sales tax. No such taxes should be included in the pricing.

4.0 Ordering

- 4.1 Vendor is to accept orders on District purchase order forms unless informed in writing by the Director of Business Services.
- 4.2 THERE ARE TO BE NO MINIMUM DOLLAR AMOUNTS SPECIFIED BY THE VENDOR BEFORE AN ORDER IS TO BE GENERATED AND FULFILLED.
- 4.3 Please explain any technology related tools or software which are available for ordering, billing status, etc.
- 4.4 Please state your company's backorder policy.
- 4.5 Please state the availability of contract (special item-special discount) pricing. Please attach a copy of your most recent contract pricing (if applicable).

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5.0 Special Notes

- 5.1 Please include the following items with your proposal:
- Signed Terms & Conditions Section
 - Response to each section of this request for proposal
 - Completed Appendix A Form
 - Most recent catalog(s)
 - Current contract pricing (if applicable)
 - Specific details as to the exact discount to be applied to specific categories or pages in your catalog(s).
- 5.2 Containers for toxic or potentially hazardous materials must bear labels meeting the requirements of Wisconsin and Federal laws. Antidotal instructions must be clear and plainly visible. Material safety data sheets must accompany product being delivered.
- 5.3 In submitting a response to this request, vendor agrees to abide by all applicable State and Federal regulations and guarantees that all items subject to OSHA requirements will not violate those requirements. All property or services furnished must comply with all applicable Federal, State and Local laws, codes and regulations.
- 5.4 The School District of Fort Atkinson is an equal opportunity employer. Vendor shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religion, ancestry, national origin, age, sex, genetic information, or any other protected reason.
- 5.5 All equipment items shall be guaranteed by the supplier against defects in workmanship and materials for a period of one (1) year from date of payment for item by the District. During this period, the supplier shall agree to promptly remedy any defects due to imperfect workmanship or materials found not to comply with expectations.

6.0 Anticipated Timeline

All aspects of the selected vendor's response to this request are to be effective from April 1, 2011 through June 30, 2012. The extension of the agreement(s) with the vendor(s) for up to an additional two years may be requested by the District and will require mutual agreement with the vendor(s).

Evaluation of Proposals

The vendor selection will not be based on price alone. All segments of this RFP will be evaluated. The proposal forwarded by the vendor will be considered to be comprehensive and inclusive of all costs.

The following criteria have been identified for evaluation purposes: (general prioritization)

- Overall Pricing/Discount
- Minimum Order Requirement
- Shipping
- Contract Pricing
- Quality Customer Service
- Payment Terms
- Backorders/Fill Rate
- Procurement Efficiency
- References

A random sampling of catalog prices will be performed to verify price/discount ratio(s) for each vendor and to use as a comparison between vendors. The evaluation will use all data gathered throughout the proposal process. This includes responses by vendors, reference checks, meetings with vendors, etc. Once the proposals are received, the vendor(s) that most closely fits the District's needs will be asked to meet with Mr. Demerath.

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Once a successful vendor(s) has been selected, the District will further negotiate on implementation timelines and the District may authorize changes in specifications or substitutions as appropriate. Please submit two original proposals and one pdf file of the entire proposal (for reproduction purposes) to the address below:

School District of Fort Atkinson
Attn: Jason Demerath, Director of Business Services
201 Park Street
Fort Atkinson, WI 53538

Proposals should be marked "Classroom/Office Supply Proposals" and are due in the Business Office no later than **2:00 p.m. (CST), Monday, February 14, 2011**. Jason Demerath will contact each vendor to communicate results of the process.

Proposals are to be prepared at no cost to the School District of Fort Atkinson. Catalogs and supplementary material are to be provided at no cost to the District and will not be returned.

The School District of Fort Atkinson reserves the right to reject any or all proposals or any part of each proposal and to waive any minor informalities in proposals or to waive any irregularities which may be to the advantage of the District.

If there are any questions or additional information needed, please feel free to email Mr. Demerath at demerathj@mail.fortschools.org or contact him by phone at 920.563.7800.

Terms & Conditions

1. The selected vendor(s) will be required to supply two dozen (24) current catalogs and seven (7) copies of contract pricing (if applicable) within one week of selection.
2. The selected vendor(s) shall have firm prices (as stated in the catalog or contract pricing) for the period of April 1, 2011 through June 30, 2012.
3. The selected vendor(s) shall have adequate sales and customer service staff available to answer questions and/or resolve problems.
4. Line items on all invoices shall conform to a corresponding purchase order (i.e. line items should appear in the same order as stated on the purchase order).
5. Applicable discounts on invoices are to be reflected on a line item basis (i.e. each item should be stated with the discount built in the pricing or the discount listed separately on the line).
6. Shipments are to be packed individually by order.

If selected as a vendor for the School District of Fort Atkinson for the 2011-12 school year, I agree to the above stated terms.

Company: _____

Authorized Contact: _____

Address: _____

Phone: _____ Email: _____

Name (Print or Type): _____

Signature: _____

Title: _____ Date: _____

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APPENDIX A

Please state discount off current catalog/list prices:*

- | | |
|--|---------|
| A. General Supplies (i.e. classroom, office, etc.) | _____ % |
| B. Art & Craft Supplies | _____ % |
| C. Instructional/Curriculum Supplies (Teaching Aids) | _____ % |
| D. Audio-Visual Supplies | _____ % |
| E. Computer Supplies | _____ % |
| F. Furniture & Equipment** | _____ % |

Please indicate any exceptions to discounts quoted above.

*Proposals must include details regarding the exact discount to be applied to specific categories/pages in the catalog(s). The same percentage will apply to any catalogs/list prices issued subsequent to the current catalog/list prices included with this proposal.

**The District will more than likely bid out items in this category separately based on the size and quantity of furniture and equipment items needed.