

COVENTRY PUBLIC SCHOOLS
STUDENT AGENDA PLANNER BID
2013 - 2014

PROJECT: To Furnish and Deliver Student Agenda Planners to Coventry Public Schools

INSTRUCTIONS TO BIDDERS:

Sealed proposals will be received in the Central Office for Coventry Public Schools until 1:45pm on Friday, May 17, 2013 via mail or in person at:

Coventry Public Schools
Central Administration Bldg
1675 Flat River Road
Coventry, RI 02816

Attn: Sharon Kitchin, Assistant Director of Administration and Finance

Bids will be publicly opened at 2:15pm on Friday, May 17, 2013 at 1675 Flat River Road, Coventry, RI 02816

Any bids received after the time and date specified will not be considered. Specifications required for these items are enclosed herewith.

Proposals shall be made on the items as listed in the "Schedule of Proposals". Prices quoted shall be guaranteed for a period of ninety (90) days after the date of the proposal and must include layout and design costs.

Proposals shall be submitted on forms included and provided by Coventry Public Schools and shall be completed in full. Bids must be submitted in a sealed envelope and must be plainly marked: "SEALED BID – STUDENT AGENDA PLANNERS." Coventry Public Schools reserves the right to reject any or all bids, to waive minor informalities in any bid, or to award the bid in the best interest of Coventry Public Schools. Coventry Public Schools will award the bid(s) placed upon a number of factors not strictly on the lower cost.

Should the bidder find any discrepancies in, or omission from, any of the documents or be in doubt as to their meaning, he shall advise the Coventry Public Schools who will issue necessary clarifications to all prospective bidders by means of addenda as may be appropriate.

Quantities shown are reasonable estimates. Coventry Public Schools reserves the right to adjust quantities in its best interest at the time of contract award without a change in unit prices quoted.

Title and Risk of Loss: Title to the goods herein described shall not pass until said goods have actually been received by Coventry Public Schools or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by Coventry Public Schools or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive Coventry Public Schools of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

Delivery: Your bid price must be a delivered price, F.O.B. to the Coventry Schools Administration destination, with all transportation and handling charges paid by the bidder.

Rejection and Cancellation: The Coventry Public Schools reserves its rights to reject any goods and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate the Coventry Public Schools to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment for the benefit of creditors is made by the Seller, the Coventry Public Schools may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to bid then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein. All goods shall be new and the best and latest model of their respective kinds, without flaws or defects of any kind and shall carry the manufacturer's guarantee covering any defects of material or workmanship. Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. The Coventry Public Schools will accept no goods containing asbestos.

Waivers: Coventry Public School's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the invitation to bid shall not in any way affect, limit, or waive Coventry Public Schools' right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

State Tax: Coventry Public Schools is exempt from paying Rhode Island sales taxes.

Split Awards: Every attempt will be made to award orders on an overall low bid basis. However, the right is reserved to split the award if it is in the best interest of the Coventry Public Schools. If a split award is not acceptable to the Bidder, it must be so stated in the bid.

COVENTRY PUBLIC SCHOOLS

PROJECT: To Furnish Student Agenda Planners to Coventry High School

SCHEDULE OF PROPOSALS

SECTION I:

All items under Section I are to be delivered to Coventry High School, 40 Reservoir Road, Coventry, RI 02816, Attn: Michael Hobin, Principal

Item #1: Agenda Planner-High School

Book Size: 5" x 8"

Minimum Requirements:

Total Pages: Approximately 130 +/- 4 pages (Printed 1 PMS color throughout on 60# white offset)

- ✓ School Handbook -47- provided by Coventry Public Schools
- ✓ Month @ a Glance – (August to June) group together at the front
- ✓ Weekly planning pages with no subjects- maximum writing space –(August 28, 2013 to June 30, 2014)

Coventry Public Schools will accept proposals with add-ons to the minimum requirements. The proposals with add-ons must be described and priced.

Cover: Prices for both designs:

1. Customized Art Design with School Name (address and phone numbers), Rigid Poly Front cover with 4 year calendar in the inside cover, Rigid Poly back cover with World Map with a ruler of inches in the inside cover
2. Non-Customized Cover with School Name (address and phone numbers) Rigid Poly Front cover with 4 year calendar in the inside cover, Rigid Poly back cover with World Map with a ruler of inches in the inside cover

Binding: Plastic Coil binding

Proofs: Full book proof

Customize: Ability to add user customized text to days throughout the calendar and planning pages. All calendar information must be able to be submitted electronically (via Excel) with vendor placing it into the designated calendar and @ a glance pages.

Number of Books: 1850

Required Delivery: 8/15/13

Customized Art Design Cover	Non - Customized Cover
Price of each	Price of each
Total Cost	Total Cost

Optional Add-ons

Customized Art Design Cover Add-ons

Non-Customized Cover Add-ons

Description and Price

Customized Art Design Cover Add-ons	Non-Customized Cover Add-ons

_____ Split award is not acceptable to the Bidder (Please use initials of person preparing the bid response)

Proof/approval submission date to meet required delivery _____

OR lead time (in weeks) from proof submission to delivery _____

COVENTRY PUBLIC SCHOOLS

PROJECT: To Furnish Student Agenda Planners to Alan Shawn Feinstein Middle School

SECTION II:

All items under Section II are to be delivered to Alan Shawn Feinstein Middle School of Coventry, 15 Foster Drive, Coventry, RI 02816, Attn: Jennifer Roy, Principal

Item #2: Agenda Planner-Middle School

Book Size: 8.5 x 11

Minimum Requirements:

Total Pages: Approximately 150 +/- 8 pages (Printed 1 PMS color throughout on 60# white offset)

- ✓ Handbook -27- provided by Coventry Public Schools
- ✓ Month @ a Glance – (August to June) group together at the front
- ✓ Weekly Matrix Format with preprinted core subjects with 3 alternate class areas, parent/teacher comment area– (August 28, 2013 to June 30, 2014)- clean, simple pages

Coventry Public Schools will accept proposals with add-ons to the minimum requirements. The proposals with add-ons must be described and priced.

Cover: Prices for both designs:

1. Customized Art Design with School Name (address and phone numbers), Rigid Poly Front cover with 4 year calendar in the inside cover, Rigid Poly back cover with World Map with a ruler of inches in the inside cover
2. Non-Customized Cover with School Name (address and phone numbers) Rigid Poly Front cover with 4 year calendar in the inside cover, Rigid Poly back cover with World Map with a ruler of inches in the inside cover

Binding: Coil binding with 3-hole drilled for standard three ring binder

Proofs: Full book proof

Customize: Ability to add user customized text to days throughout the calendar and planning pages. All calendar information must be able to be submitted electronically (via Excel) with vendor placing it into the designated calendar and @ a glance pages.

Number of Books: 1,250

Required Delivery: 8/15/13

Customized Art Design Cover	Non - Customized Cover
Price of each	Price of each
Total Cost	Total Cost

Optional Add-ons

Customized Art Design Cover Add-ons

Non-Customized Cover Add-ons

Description and Price

Customized Art Design Cover Add-ons	Non-Customized Cover Add-ons

_____ Split award is not acceptable to the Bidder (Please use initials of person preparing the bid response)

Proof/approval submission date to meet required delivery _____

OR lead time (in weeks) from proof submission to delivery _____

COVENTRY PUBLIC SCHOOLS

PROJECT: To Furnish Student Agenda Planners to Elementary Schools within the Coventry Public School District

SECTION III:

All items under Section III are to be delivered to Coventry Public Schools Central Administration, 1675 Flat River Road, Coventry, RI 02816, Attn: Sharon Kitchin, Assistant Director of Administration and Finance

Item #3: Agenda Planner-Elementary

Book Size: 8.5 x 11

Minimum Requirements:

Total Pages: Approximately 100 +/- 8 pages (Printed 1 PMS color throughout on 60# white offset)

- ✓ Weekly Matrix Format with preprinted 4 core subjects, parent/teacher comment area, –(August 1, 2013 to June 30, 2014)-colorful, clean, simple pages

Coventry Public Schools will accept proposals with add-ons to the minimum requirements. The proposals with add-ons must be described and priced.

Cover: Prices for both designs:

1. Customized Art Design with District Logo and District Name (address and phone numbers), Rigid Poly Front and Back cover
2. Non-Customized Cover with District Logo and District Name (address and phone numbers) Rigid Poly Front and Back cover

Binding: Coil binding with 3-hole drilled for standard three ring binder

Proofs: Full book proof

Customize: Ability to add user customized text to days throughout the calendar and planning pages. All calendar information must be able to be submitted electronically (via Excel) with vendor placing it into the designated calendar and @ a glance pages.

Number of Books: 1,375

Required Delivery: 8/15/13

Customized Art Design Cover	Non - Customized Cover
Price of each	Price of each

Total Cost	Total Cost
------------	------------

Optional Add-ons

Customized Art Design Cover Add-ons

Non-Customized Cover Add-ons

Description and Price

_____ Split award is not acceptable to the Bidder (Please use initials of person preparing the bid response)

Proof/approval submission date to meet required delivery _____

OR lead time (in weeks) from proof submission to delivery _____

COVENTRY PUBLIC SCHOOLS

PROJECT: To Furnish Student Agenda Planners to all Schools within the Coventry Public School District

SECTION IV:

Section IV is provided to bid on Sections 1, 2 and 3 as described in Items 1, 2 and 3 in previous bid pages, as one bid for the High School, Middle School and Elementary School Student Agenda Planners:

Number of Books: 4,475

Required Delivery: 8/15/13

Customized Art Design Cover	Non - Customized Cover
Price of each	Price of each
Total Cost	Total Cost

Optional Add-ons

Customized Art Design Cover Add-ons

Non-Customized Cover Add-ons

Description and Price

_____ Split award is not acceptable to the Bidder (Please use initials of person preparing the bid response)

Proof/approval submission date to meet required delivery _____

OR lead time (in weeks) from proof submission to delivery _____

STUDENT AGENDA PLANNERS

Date: _____

Name of Company: _____

Phone: _____

By: _____
(Print or Type) (Title)

Fax: _____

(Signature)

Email Address: _____

Address: _____
