

**COLONIAL HEIGHTS PUBLIC SCHOOLS  
COLONIAL HEIGHTS, VIRGINIA**



**INVITATION FOR BID #2023-6000-1  
ISSUED: May 8, 2023  
ART, OFFICE AND INSTRUCTIONAL SUPPLIES**

**COLONIAL HEIGHTS PUBLIC SCHOOLS CONTACTS:**

MELISSA Kapinskis – 804-524-3400, ext. 4615  
Melissa\_Kapinskis@colonialhts.net

The Colonial Heights City School Board (Board) is soliciting interested firms to submit sealed bids on art, office and instructional supplies. **Submittals marked "Bids for Art, Office and Instructional Supplies" will be received no later than 10:00 A.M., local time, on Thursday, May 25, 2023 and must be sent to:**

Mrs. Melissa Lynch  
 Director of Finance and Budget  
 Colonial Heights Public Schools  
 512 Boulevard  
 Colonial Heights, Virginia 23834

#### **GENERAL TERMS AND CONDITIONS:**

1. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. The Board reserves the right to award in part or in whole, or to reject any or all proposals.
2. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The Board encourages all businesses, including minority and women-owned businesses to respond to all invitations to bid. In accordance with Code of Virginia Section 2.2-4343.1, the school division does not discriminate against faith-based organization.
3. Any proposal submitted must be signed by an individual authorized to bind the company. All proposals submitted without such signature will be deemed non-responsive, and will not be acceptable.
4. It is understood and agreed between the parties that the Board shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
5. Section 2.2-4342F of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction shall not be subject to the Virginia Freedom of Information Act; however, the bidder, offeror, or contractor shall invoke the protections of this section prior to or upon submission of the data or other materials, identify the data or other materials to be protected, and state the reasons why protection is necessary."

#### **SPECIFICATIONS**

1. Solicitation is being made for a **percentage discount** from items listed in your company's supply catalog(s). All bidders shall supply the most current designated list price catalog with their offer. All items quoted must be contained in this catalog, and a single percentage discount shall be offered on the entire catalog. Bidders may exempt any **categories** such as furniture or equipment.
2. All prices should be quoted for F.O.B. delivery to the individual locations for orders over **\$25.00**. On orders of less than **\$25.00**, the contractor may add actual shipping cost to the invoice. Shipping costs should be itemized in the catalog. If not itemized in the catalog, the contractor shall provide an itemized chart as part of the bid. Partial shipments or less than the order value, which are made at the option of the contractor, shall be made F.O.B. to the destination. No handling fees apply.
3. A market basket approach will be used in selecting the best offer. This basket will be composed of thirty (30) items. Substitutions of items in this proprietary market basket are strongly discouraged and may affect the bid decision. The same discount must be applied to all items. If more than one (1) catalog is bid, a separate Chart of Items must be submitted with each catalog. **Completion of the attached Chart of Items is mandatory. The items on this chart will be used as the test sample upon which the bid will be awarded. In addition, please include an electronic version of the Chart of Items with your bid submission. Emailed Chart of Items will not be accepted.**

4. Brand names are used in the list to convey the general style, type, character and quality of the item desired. Any item which the Board determines to be the equal of that item shall be accepted.
5. Designate **quantity prices** as well as individual units for each item on the Chart of Items when appropriate.
6. Delivery of all requested items shall be made within **15** calendar days after receipt of purchase order. Contractor shall carry adequate stock to ensure such delivery service for the duration of the contract.
7. A **non-mandatory** pre-bid conference will be held Thursday, May 18, 2023 at 2:00 P.M. at the Colonial Heights School Board Office, 512 Boulevard, Colonial Heights, Virginia. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification of items relative to the bid. Please email [AP@colonialhts.net](mailto:AP@colonialhts.net) if you intend to attend the conference.
8. The contractor will supply catalogs and price lists for items awarded directly to each of the locations making purchases.
9. Companies providing **on-line ordering** will be given preference. Secure connections are required to ensure integrity and security of personal data. The system must allow authorized users to create requisitions and allow supervisory approval at various levels prior to creation of purchase order.

#### **SELECTION PROCEDURE**

The Board may award the bid to more than one vendor in order to get the best prices on art, office and instructional supplies. For example, a separate bid may be awarded to a company for art supplies based on a separate art catalog. The award may be made by the Board to the lowest responsive, responsible bidder, who shall be determined in accordance with rules and regulations governing purchases or contracts adopted and established by the Board and in accordance with the Code of Virginia. **This contract will cover the period of one year from the date of acceptance. The Board reserves the right to renew this contract each year for a period of three years.**

Any questions arising from the bid invitation should be addressed to Mrs. Melissa Kapinskis, Business Services Specialist, at telephone number (804) 524-3400 (ext. 4615).

#### **NONDISCRIMINATION CLAUSE**

In accordance with the Code of Virginia, Section 2.2-4311, during the performance of any contract awarded pursuant to this request, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs A, B and C in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**DRUG FREE WORKPLACE**

In accordance with the Code of Virginia, Section 2.2-4312, during the performance of any contract awarded pursuant to this request, the contractor agrees as follows:

- A. The contractor shall provide a drug-free workplace for all of their employees.
- B. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specifying the actions that will be taken against employees for violations of this prohibition.
- C. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor maintains a drug-free workplace.

The contractor will include the provisions of the foregoing paragraphs A, B and C in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**CERTIFICATION REGARDING SEX OFFENSES**

In accordance with the Code of Virginia, Section 22.1-296.1, no school board shall award a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities when any individual who provides such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of § 19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child.

Prior to awarding a contract, the Board will require the contractor and, when relevant, any employee who will have direct contact with students, to certify compliance with the Code of Virginia.

## 2022-2023 Art, Office and Instructional Supply Chart of Items

Description	Catalog Item #	Catalog Page #	Catalog List Price	Percent discount	Unit	Net Price
PRIMARY JOURNAL 9 3/4X7 1/2-200 PGS					EA	
LOW ODOR DRY ERASE MARKER BLACK FINE TIP					EA	
ONE SUBJ.NOTEBOOK-140 PG 10 1/2X8-W/MARGIN WIDE					EA	
SCHOOL TO HOME POCKET FOLDER					EA	
BRITELINER YELLOW HIGHLIGHTER					EA	
MY SPELLING DICTIONARY LEV 1					EA	
LOW ODOR DRY ERASE MARKER BLACK CHISEL TIP					EA	
POCKET HIGHLIGHTER YELLOW					EA	
DISPOSABLE HEADPHONES 2AE08STEREO32					EA	
PLAY-DOH CANS-4/PKG ASSORTED COLORS					PKG	
MARBLE COMPO BK 8-1/2X7" SEMI-STIFF COVER 48 PGS					EA	
SARGENT CRAYONS- 8 STD TUCK BOX					BOX	
STUDENT WHITE BOARD 9" X 12" SQUARE CORNERS					EA	
PREMIUM PAPER CLIP #1 SMOOTH 100/BOX SILVER					BOX	
DRY ERASE MARKER FINE POINT - BLACK					EA	
TAC N'STICK PUTTY 2 OZ. PKG.					PKG	
PRIMARY COMPOSITION BOOK 9-3/4"X 7-1/2" HARD 200PG					EA	
CLIP BOARD - LETTER SIZE 9 X 12 1/2"					EA	
CRAYOLA PIP SQUEAKS WASH. MARKER - SKINNIES - 64 CT					SET	
EXPO LOW ODOR DRY ERASE MARKER-BLACK CHISEL PT.					EA	
TAPE DISPENSER - BLACK					EA	
FLEXIBLE RULER - ORANGE 12" SHATTER PROOF					EA	
CRAYOLA ULTRA-CLEAN MRKRS WASHABLE BROAD LINE 10 CT					SET	
MODERN CONSTRUCTION PAPER BRT.WHITE -9X12-100 SHT.					PKG	
PRIMARY COMPOSITION BOOK 9-3/4"X 7-1/2" HARD 200PG					EA	
DRY ERASE BOARD 9 X 12 FULLY LINED					EA	
SIDEWALK CHALK 20 PCS ASSORTED BRIGHT COLORS					BOX	
BOSTITCH PREMIUM CHISEL POINT STAPLES 5000/BOX					BOX	
ECONOMY WTR COLOR SET 8 OVAL PAN					SET	
PRIMARY COMPOSITION BOOK 9-3/4"X 7-1/2" HARD 200PG					EA	

In compliance with Invitation For Bid 2023-6000-1 and subject to all conditions thereof and attached thereto, the undersigned offers and agrees, if this bid be accepted, within 45 calendar days from the date of opening, to furnish any and all of the items upon which the prices are quoted, at the price set opposite each item, delivered at the points as specified and as scheduled. The undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

My signature certifies that the accompanying proposal is not the result of or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraud and unlawful collusions are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and the Virginia Antitrust Act and Federal Law and can result in fines, prison sentences and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest to the Board, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationship with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Board, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Board.

I hereby certify that I am authorized to sign as a Representative for the Firm:

**Name of Firm** \_\_\_\_\_

**Taxpayer's Identification** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Complete Address** \_\_\_\_\_

**Date** \_\_\_\_\_ **Telephone number (\_\_\_\_)** \_\_\_\_\_ **Fax Number (\_\_\_\_)** \_\_\_\_\_

**Name (Type or Print)** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

Certificate of Acknowledgment:

City/County of \_\_\_\_\_ State of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by \_\_\_\_\_ (Name of person seeking acknowledgment)

Notary Public's signature: \_\_\_\_\_

Notary Seal Notary registration number: \_\_\_\_\_

My commission expires: \_\_\_\_\_