



San Ramon Valley Unified School District

REQUEST FOR BID

RFB # 922

Printing Services

For: All Sites and Departments

Bids must be received no later than:

**August 22, 2024 @ 3:00 PM (Pacific Time) &
NO MINUTES, NO SECONDS**

Deliver response to the office of:

Purchasing Department

699 Old Orchard Dr.

Danville, CA. 94526

or via email:

purchasing@srvusd.net

www.SRVUSD.NET

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**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 OLD ORCHARD DRIVE
DANVILLE, CA 94526**

NOTICE TO BIDDERS

RFB # 922

Notice is hereby given that the San Ramon Valley Unified School District (hereinafter referred to as "District") in the town of Danville, County of Contra Costa, State of California desires to solicit qualified bids for:

**PRINT SHOP SERVICES FOR
ALL DISTRICT SCHOOL SITES AND DEPARTMENTS**

Each bid must be sealed, marked with the RFB #922 and titled "PRINT SHOP SERVICES FOR ALL DISTRICT SCHOOL SITES AND DEPARTMENTS" and returned no later than:

3:00 pm (Pacific Time) and no minutes, no seconds on August 22, 2024

to the office of Purchasing Department, San Ramon Valley Unified School District, 699 Old Orchard Dr. Danville, CA. 94526 or email PURCHASING@SRVUSD.NET with subject title and BID #922. Bids will be publicly opened at that time. The District will not receive bids after the time set for opening thereof. It shall be the full responsibility of all bidders to ensure that bids are delivered to the above office by the time and date stated. It is the sole responsibility of the bidder to assure that the bid is received by the Purchasing Department prior to the bid opening deadline date and time. The District will not be responsible for late deliveries by U.S. mail or any other means. Late bids, unsealed bids, unlabeled bids, incomplete bids, or bids otherwise not in compliance with the General Conditions of this Request for Bid, will be rejected. By submitting a response, the bidder acknowledges and accepts the General Conditions and all terms contained in this RFB. Faxed bids will not be accepted. All bids shall be on the form provided for by the District.

CLARIFICATION DEADLINE

All questions regarding bid preparation, documents, discrepancies, omissions, the selection process, specifications and interpretations of the terms and conditions of the Request for Bid (RFB) must be submitted in writing via email to PURCHASING@SRVUSD.NET with subject title: BID CLARIFICATION, no later than August 9, 2024 @ 11:00 am (Pacific Time).

Purchasing, Department
Publish Dates: Tuesday, July 30 & Thursday, August 5

INTRODUCTION

ABOUT THE DISTRICT

The San Ramon Valley Unified School District (SRVUSD) covers an 18 square mile area, encompassing the communities of Alamo, Blackhawk, Danville, Diablo, and San Ramon (including the Dougherty Valley communities in east San Ramon) as well as a small portion of the cities of Walnut Creek and Pleasanton. The District comprises 36 schools serving approximately 29,000 students in Transitional Kindergarten through Grade 12.

A Board of Education governs the District and complies with current government procurement practices and statutory requirements. The District employs approximately 4,500 people, hiring 250-300 employees per year. With an annual operating budget of over \$450 million, SRVUSD receives more than \$17 million per year in parent/private donations, and approximately \$6.9 million per year from a local parcel tax.

The District has operated an in-house Duplication Department, but the shop will close at the end of the calendar year and the District is interested in local printing services to support the printed material needs of our 36 schools and multiple departments serving such functions as Transportation, Custodial Services, Child Nutrition, Maintenance, and more. The District believes that going out for bid now will help ease the transition, and give school sites and departments time to adjust practices and budgets for printed materials.

Facts and Figures

- 36 schools
- 22 elementary schools
- 8 middle schools
- 4 comprehensive high schools
- 1 continuation high school
- 1 independent study school

Additional information on SRVUSD can be found at: www.srvusd.net

CALENDAR OF EVENTS

Event	Date	
Public Notice	July 30 and August 5	Daily Journal – San Ramon Valley Times
Questions/Clarification Deadline	August 9 11:00 am	Purchasing@srvusd.net
Bid Opening Date	August 22	Purchasing Conference Room
Evaluation Period	August 23 - August 26	Purchasing & Transportation
Board Approval	September 10	District Office

DEFINITIONS

ASB – Apparent Successful Bidder

CONTRACT – The resulting contract issued by the SRVUSD Purchasing Department, which is also at times referred to herein as the “Agreement” or as the “Master Purchase Agreement”.

PROPOSAL – The term “Bid”, “proposal”, and “Quote”, are used interchangeably herein and refer to the bid submitted in response to this Request for Bid (RFB).

PURCHASE ORDER (PO) – The documents to be furnished to the successful contractor(s) by SRVUSD Purchasing Department, specifically describes the work to be done and references back to the Master Purchase Agreement.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT – The terms, “Owner”, “District”, “SRVUSD”, “Purchasing Director”, “Buyer”, “and Department”, are used interchangeably herein and refer to the same entity: San Ramon Valley Unified School District

REQUESTOR – The terms “Requestor”, “requesting department”, “department”, “end user”, “school site” or “originator”, are interchangeably herein and refer to the same entity, the receiver of goods and services.

RFB, RFP or RFQ are used interchangeably and mean solicitation for pricing, proposal, quote, bid.

SELLER – The term “Seller”, “Supplier”, “Contractor”, “Bidder”, “Respondent”, “Provider”, “Offeror” and “Vendor” are used interchangeably herein and refer to the same entity, the provider of goods and services to the District.

WORK – “Work” shall include all obligations, duties, requirements, and responsibilities required for the successful completion of the Contract by the Seller, including the furnishing of all supervision, labor, materials, equipment and other supplies, incidental with the execution of the Contract and in accordance with the terms and conditions set forth in the Contract.

INSTRUCTIONS and CONDITIONS

BIDDERS RESPONSIBILITIES

Each bidder is responsible for reading this entire document carefully and becoming familiar with all the instructions, terms and conditions, plans, specifications and drawings before submitting a bid. No bid response shall receive consideration by the San Ramon Valley Unified School District unless made in accordance with the instructions of RFB #922.

Submittal of a bid with or without a request for clarification shall be incontrovertible evidence that the bidder understands the bid requirements and has determined that the plans, instructions, specifications and/or drawings fall within an acceptable standard and are sufficient for bidding and delivering the required items and services. Therefore, the bidder implicitly states that it is capable of delivering items and services which comply with the plans, specifications and drawings within the required time frame.

Alternate or incomplete bids will NOT be accepted.

The Governing Board reserves the right to correct errors or omissions in specifications wherever necessary for the proper fulfillment of the intentions of the bid.

INTENT

To provide printing and copying services for school sites and departments of the San Ramon Valley Unified School District. There are many print and copy needs across the District that are currently handled either at the school site or department level (for smaller jobs), or at our Duplication Department, which will close at the end of the calendar year. In order to continue to provide high-level print and copy service for jobs that require printed materials and cannot be handled onsite, the District requests printing services as described in this document.

The District may contract with one or more printing service provider for printing and copying services.

The successful Vendor(s) will be required to supply all equipment, technicians, printing supplies, and licensing, insurance, inspections, certifications that meet all Federal, State and District requirements.

PURCHASE ORDER VALIDITY AND TERM EXTENSION

The term of the contract which may be awarded pursuant to this RFB for the first year year beginning from **September 15, 2024 through June 30, 2025**. The San Ramon Valley Unified School District reserves the right to extend this bid for a period of four (4) additional one (1) year terms after issuance of a purchase order, with all other terms and conditions remaining the same and mutually agreed upon by the Vendor and the District on a Master Purchase Agreement.

ESCALATION AND DE-ESCALATION

Unit prices must remain fixed for a period of one (1) year. Price adjustments shall only be reviewed annually prior to the expiration of each one-year renewal option period. Vendor shall submit a written request for price adjustments at least sixty (60) days prior to the expiration date of the current contract. Price adjustments shall become effective only upon approval by the SRVUSD Purchasing Department and shall remain firm for the entire term of the renewal contract year. Products or services supplied pursuant of this contract shall be subject to market indicators causing fluctuation as indicated herein; (i.e. conditions brought about due to the industry's change or any applicable and verifiable data). Escalation and/or de-escalation shall be as set forth by the following provisions:

Price Reductions: If, during the term of the contract, the successful bidder reduces any or all prices charged to any customer other than SRVUSD or its joiners for the same type of service or equipment of the equivalent quantity, quality, delivery, performance and warranty, Vendor shall make an equivalent reduction for SRVUSD and its joiners in corresponding prices.

Price Increase: Any increase will be reviewed and evaluated based on recognized indicators. Indicators such as the San Francisco Bay Area All Urban Consumer Price Index (CPI-U) or Producer Price Index (PPI) will be used to test reasonableness of price escalation. Bidder will implement no changes to prices or interpretations of purchase order terms without the express, *advance* concurrence and consent of the Purchasing Director of the District. CPI is defined as the "Other Goods and Services" of the "All Items" of the "Consumer Price Index for All Urban Consumer (CPI-U) U.S. City average" as published by the U.S. Department of Labor, Bureau of Labor Statistics for the April to April period immediately preceding the adjustment date. Approved rate increases will be effective on July 1 for the fiscal year.

In the event price adjustments are inconsistent with market conditions and/or not accepted, the San Ramon Valley Unified School District may award the line item(s) originally awarded to a vendor to the next lowest bidder if that bidder agrees to hold their initial bid price for that line item, or may rebid.

The District reserves the right to waive the notification requirements of this agreement and terminate the contract without regard to the thirty (30) day written notice. The method necessary for such notice of termination shall be at the discretion of the Director of Purchasing.

PREPARATION OF BIDS

All bids must be prepared and submitted using only the bid schedule/pricing sheet, questionnaire or other forms included in the bid packages. Bids prepared on any other form will be rejected. Bids must be submitted in ink or typewritten; signature on bids must be in ink to be considered acceptable. Prices should be stated in units specified hereon. Numbers shall be stated in figures and words where so indicated and signatures of all individuals must be in longhand. The completed form should be without interlineations, alterations or erasures.

AMENDMENTS

Bidders are advised that the District reserves the right to amend the requirements of this Invitation for Bid prior to the date set for opening of bids. Such revisions will be done formally by publishing addenda to all Bidders known to have received a copy of the Invitation for Bid. If in the judgment of the District, the change is of such nature that additional time is required for Bidders to prepare their bids, the District will change the date of the bid opening and notify all Bidders in writing of the new date.

SUBMITTAL OF BIDS

Bid response may only be submitted to the office of the Director of Purchasing, in a sealed envelope, clearly marked with the Bid Number, Bid Name, Vendor Name and Date and Time bid is due. Bidders shall submit one original set. Each bid received in response to this RFB shall remain the property of the District. Bidders are responsible for ensuring that their bids are received by the San Ramon Valley Unified School District Purchasing Department on or before the bid due date. No faxed, verbal or electronically transferred bids will be accepted. Postmarks indicating the date of mailing shall not be considered as evidence of receipt of bid. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

DEADLINE FOR RECEIPT OF BID

Bid proposals must be filed at the office of the Purchasing Director located at 3280 Crow Canyon Road, San Ramon, CA 94583 no later Aug 22, 2024 **at 3:00 pm (Pacific Time) and no minutes, any seconds. It is their sole responsibility to see that their bid is RECEIVED by the Purchasing Department on-time.**

CLARIFICATION DEADLINE

Questions regarding documents, discrepancies, omissions, or doubts as to meaning must be submitted in writing via email to PURCHASING@SRVUSD.NET with subject title: BID CLARIFICATION, no later than August 9th at **11:00 am**. The bidder submitting the written request shall be responsible for its prompt delivery. No oral interpretation of any provision in the contract documents will be made to any bidder. Any interpretation or correction of the proposed documents will be made only by Addendum duly issued by said bid administrator. A copy of Addendum will be emailed to each bidder as part of the bid documents. The District will not be responsible for any explanation or interpretation solicited outside of the clarification process set forth herein. If there are discrepancies of any kind in the Project Documents, the interpretation of the District shall prevail.

SUBMITTAL OF A BID WITHOUT A REQUEST FOR CLARIFICATIONS SHALL BE INCONTROVERTIBLE EVIDENCE THAT THE BIDDER HAS DETERMINED THAT THE PROJECT DOCUMENTS ARE ACCEPTABLE AND SUFFICIENT FOR BIDDING AND COMPLETING THE WORK; THAT BIDDER IS CAPABLE OF READING, FOLLOWING AND COMPLETING THE WORK IN ACCORDANCE WITH THE PROJECT DOCUMENTS; AND THAT BIDDER AGREES THAT THE PROJECT CAN AND WILL BE COMPLETED ACCORDING TO THE District's TIMELINES AND ACCORDING TO THE PROGRESS SCHEDULE TO BE SUBMITTED BY THE SUCCESSFUL BIDDER INCORPORATING THE DISTRICT'S TIMELINES FOR COMPLETION OF THE PROJECT.

ADDENDA OR BULLETINS

Any addenda or bulletins issued during the time of bidding shall form a part of the scope of work and specifications issued to bidders for the preparation of their proposals and shall constitute a part of the contract documents. Initials of bidders on the bid form shall reflect receipt of all addenda prior to submission of the bid. If an addendum or addenda have been issued by the District and not noted as being received by the bidder, the Proposal may be rejected.

CONTACT

Submit any questions regarding administrative bidding procedures to the Purchasing Department, at PURCHASING@SRVUSD.NET.

MODIFICATIONS

Changes in or additions to the Bid Form, recapitulations of the work bid upon alternative proposals, or any other modifications of the Bid Form which is not specifically called for in the contract documents may result in the rejection of the bid as not being responsive to the Bid. No oral or telephonic modification of any bid submitted will be considered.

ERASURES, INCONSISTENT OR ILLEGIBLE BIDS

The bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction is authenticated by affixing the initials of the person(s) signing the bid in the margin immediately adjacent to the correction. In the event of inconsistency between words and numbers in the bid, words shall control numbers. In the event that the District determines that any bid is unintelligible, illegible or ambiguous, the District may reject such bid as being unresponsive.

WITHDRAWAL OF BID PROPOSALS

Bid proposals may be withdrawn by the bidder prior to the time fixed for the opening of bids, but may not be withdrawn for a period of ninety (90) days after the opening of bids. A successful bidder shall not be relieved of the bid submitted without the District's consent or bidder's recourse to Public Contract Code sections 5101 et. seq.

BASIS OF AWARD AND MULTIPLE AWARDS

San Ramon Valley Unified School District intends to award the lowest, responsive, responsible bidder.

It is likely that the lowest Bidder, consistent with proper and satisfactory service, may not be able to meet all the printing and duplication needs of the entire District on any given date/time. In the interest of ensuring adequate printing services necessary to fulfill the needs of the District school sites and departments, the District intends that qualified Contractors who submitted responsive and responsible contracts will be awarded contracts. The District will rank qualified Contractors based on the evaluation criteria stated in the Bid Form. After the qualified Contractors have been ranked according to this system and upon contract award, the District will offer all requested services to the lowest responsible Bidder. As the need arises due to the selected Contractor's inability to meet all needs of the District on any given date/time, the District will progress to the next qualified low Bidder, then the third qualified low Bidder, etc., with the services unable to be fulfilled by the selected Contractor, until all of the services have been fulfilled.

The District reserves the right to add or deduct any of the additive or deductive items after the lowest responsible and responsive bidder is determined.

If two identical low bids are received from responsive responsible bidders, the District will determine which bid will be accepted pursuant to Public Contract Code Section 20117.

AWARD OF CONTRACT

The successful bidder will be expected to execute the form of contract attached to this RFB as Schedule

H. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.

Once the Contract has been awarded by the District, the Contractor, **within fifteen (15) calendar days**, shall submit all endorsements, insurance, liability, all other submittals contributing to the successful execution and completion prior to start of any services.

FAILURE TO PERFORM FOLLOWING AWARD

If Bidder to whom an award is made, refuses or fails to execute the Contract and return all the required submittals within fifteen (15) working days after notice, the District, at its discretion, may determine that the Bidder has abandoned their proposal, declare the award of the Contract null and void, and accept the bid of the next lowest responsive and responsible bidder or any other bidder pursuant to the requirements set forth above. The Purchasing Director may elect to remove Bidder from any future invitation on any SRVUSD bid solicitations.

ESTIMATED USAGE QUANTITIES

This is an indefinite-quantity bid. Bidders shall not specify minimum or maximum quantities or charges for specific order types. Unlimited orders within the term of the contract shall be allowed at the prices bid.

DISTRICT'S RIGHTS AND OPTIONS

San Ramon Valley Unified School District reserves the following options:

1. The right to reject any and all bid proposals, to contract work with whomever and in whatever manner the District decides, to abandon the work entirely, or postpone selection for its own convenience, without indicating any reasons or to negotiate with any, all, or none of the respondents to the RFB. This RFB does not obligate the San Ramon Valley Unified School District to negotiate a contract.
2. The right to waive any informality or non-substantive irregularity as the interest of the District may require.
3. The right to use judgment and discretion in awarding the contract and to not award the contract to the lowest bidder under the statutory standard in Education Code 39802.
4. The right to award in whole or in part.
5. The right to issue subsequent requests for bids.
6. The right to approve or disapprove the use of particular subcontractors and/or suppliers.
7. The right to waive any informality or irregularity in the bidding process and any bids.
8. The right to accept Contractor's signed offer and issue a purchase order directly to the supplier based on this bid document.
9. The right to terminate the Contract at any time for the District's convenience and without cause by giving thirty (30) day notice of such termination.

Award of this bid does not imply exclusive agreement with the San Ramon Valley Unified School District.

BID PROTEST

Should any bidder question or protest the award of contract to the apparent low bidder, such question

or protest must be furnished in writing and signed by an authorized representative to the Director of Purchasing no later than three working (3) days following the award of contract(s). Such submittal must fully explain the basis of objection and/or specific reason(s) for the protest, supported by all relevant information, facts and details, including relevant laws, rules, regulations, etc.

GOVERNING BOARD

This bid will result in the award of a formal contract. The award of the contract will be by action of the Governing Board and to the lowest responsible bidder (or multiple bidders) from among those bidders responsive to the call for bids unless otherwise specified. In the event an award is made to a bidder and the bidder fails, or refuses, to execute the contract and provide the required documents within 15 days after notification of award of the contract, the District may award the contract to the next lowest bidder or release all bidders.

PUBLIC RECORDS

All materials received by the District in response to this Request for Bids shall be made available to the public.

If a Bidder believes that portions of a proposal constitute trade secrets or confidential or financial data, then the Bidder must so specify by, at a minimum, stamping in bold red letters, the term "CONFIDENTIAL" on that part of the proposal that the Bidder believes to be protected from disclosure. The Bidder must submit in writing specific detailed reasons including any relevant legal authority, stating why the Bidder believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. The District will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential are considered public information after the contract is awarded. The Bidder is hereby notified that the District may consider all or parts of the offer public information under applicable law even though marked confidential.

TAXES

Taxes shall not be included on the proposed prices. The District is subject only to State of California, Contra Costa County sales tax which will be collected by the vendor (if applicable or any). Federal excise taxes are not applicable to the school district, and shall not be paid by the District.

ERRORS AND CORRECTIONS

No erasures or white-out will be permitted. Mistakes may be crossed out and corrections made adjacent but must be initialed in ink by the person signing the bid. Verify your bids before submission as they may not be withdrawn or corrected after being opened or withdrawn after the specified time period has elapsed.

COST OF BID PREPARATION

Cost of preparation of the response to this Invitation to Bid is solely the responsibility of the vendor. San Ramon Valley Unified School District accepts or implies no liability in the cost of the bid preparation.

EXECUTION OF CONTRACT

After the Governing Board approves and awards the contract to the successful bidder, the successful bidder shall, within seven (7) working days, provide to the District and proof of insurance etc. and all other documents required to complete a successful contract agreement. In the event the bidder to whom an award is made fails or refuses to execute the contract within fifteen (15) calendar days, the District may award the work to the next responsible bidder, or may reject all bids and call for new bids.

FAILURE TO BID

If a bidder does not bid on any line item, the bidder is required to write “no bid” in the space provided. If a bidder is not bidding the entire project, the bidder is required to write “no bid” across the face of the bid form, place the company name, sign and date the form and return the form to the Purchasing Department. Failure to notify the District of a no bid may result in the vendor being removed from the District’s bidders list.

EVIDENCE OF RESPONSIBILITY

Upon the request of the District, a bidder whose bid is under consideration for the award of the contract shall submit promptly to the District satisfactory evidence showing the bidder’s financial resources, insurance coverage, business history, any experience in providing print shop services to school districts, other education institutions, or similar businesses.

NON-COLLUSION AFFIDAVIT

A non-collusion affidavit must be executed and submitted with this bid. The certificate is included as part of this bid package.

NON-DISCRIMINATION

Contractor shall comply with all applicable Federal, State and Local laws, rules and regulations in regards to employment within the State of California. All employees shall be legally qualified to work in the United States and the Contractor agrees to provide verification of compliance with this requirement upon the request of the District. Contractor agrees that it shall not discriminate against employees based on race, ancestry, national origin, ethnicity, religion, age, gender, sexual orientation or physical or mental disability.

RIGHTS AND REMEDIES IN THE EVENT OF DEFAULT

If the bidder defaults, the District may procure the articles or services from other sources and may recover the loss occasioned thereby from any unpaid balance due the bidder or by proceeding against a bidder's bonds, if any, or by suit against the bidder. The prices paid by the District shall be considered the prevailing market prices at the time such purchase is made.

GOVERNING LAW AND VENUE

In the event of litigation, the bid documents, specifications and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Contra Costa County.

FEDERAL AND STATE REGULATIONS

The bidder's bid proposal and any contract entered into are subject to all applicable statutes of the United States or of the state of California and all applicable regulations and orders of the federal or state government now in effect of which shall be in effect during the period of such contract.

TRANSFER OF INTEREST

No interest in the contract shall be transferred to any other party without permission of the District.

INDEMNIFICATION AND HOLD HARMLESS

Contractor agrees to and does hereby indemnify, hold harmless and defend the District and its officers, agents and employees from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the Contractor or any person, firm or corporation employed by the Contractor, either directly or by independent contract, upon or in connection with the services called for in this Agreement, however caused, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.

(b) Any injury to or death of any person, including the District or its officers, agents and employees, or damage to or loss of any property caused by any act, neglect, default, or omission of the contractor, or any person, firm or corporation employed by the Contractor, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this Agreement, whether said injury or damage occurs either on or off District's property, except for liability for damages which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or non-copyrighted matter or patented or unpatented invention under this Agreement.

NON APPROPRIATION OF FUNDS

Notwithstanding any of the foregoing provisions, if for any fiscal year of this agreement the governing body of the San Ramon Valley Unified School District fails to appropriate or allocate funds for future payments under the Agreement, San Ramon Valley Unified School District will not be obligated to make any payments remaining unpaid beyond the fiscal period for which funds have been appropriated or allocated and either party hereto may terminate the Agreement as provided.

TERMINATION

This Agreement may be terminated by the District at any time upon thirty (30) days written notice. In the event of termination, the Vendor shall be entitled to compensation for services performed and/or provided; or items delivered and accepted to the effective date of termination. However, the District may condition payment of such compensation upon acceptance with full satisfaction of the deliverables.

FAILURE TO PERFORM

The San Ramon Valley Unified School District, upon written notice to the Vendor, may immediately terminate this Contract should the Vendor fail to perform properly and correct any of its obligations hereunder or any substandard performance that is unacceptable to the District. In the event of such termination, the District may proceed with the work in any reasonable manner it chooses. The cost to the District of completing the Vendor's performance shall be deducted from any sum due to the Vendor under this Contract without prejudice to the District's rights to recover damages.

ATTORNEY'S FEES

In the event a suit is brought by either party in connection with this agreement, the prevailing party shall have judgment for court costs and a reasonable attorney's fee.

PREVAILING WAGE

If applicable, the Successful Bidders/Proposers hereby stipulate that Sections 1771 and 1777.5 of the Labor Code of the State of California shall be complied with and shall forfeit as a penalty to the San Ramon Valley Unified School District not more than fifty dollars (\$50.00) for each calendar day or portion thereof for each worker paid less than the general prevailing rates of per diem wages as determined by the Department of Industrial Relations for such work or craft in which such worker is employed on The Work in violation of the Labor Code of the State of California, in particular the provisions of Sections 1770 to 1780, Inclusive, thereof. Copies of the general prevailing wages are available at: <http://www.dir.ca.gov/dlsr/PWD/index.htm>

The Contractor shall maintain payrolls and basic records relating thereto during the course of the work for all laborers and mechanics, including apprentices, trainees, watchmen, and guards working at the site of the work. Such records shall contain the name and address of each employee, their correct classification, rate of pay (including rates of contributions for, or costs assumed to provide various fringe benefits), daily and weekly number of hours worked, deductions made, and actual wages paid.

COMPLIANCE WITH LAW

Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406, labor compliance, immigration, prevailing wages and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties and that failure to do so shall constitute material breach.

It is the policy of the District that in connection with all work performed under Service agreements there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the PROPOSER agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900, and Labor Code Section 1735. While performing the services and duties required under the service agreement, the proposer agrees to comply with and observe all the provisions of the California Vehicle Code and all other applicable laws, and further agrees to comply with all rules and regulations established by the State Board of Education of California, the Department of Education of the State of California, Federal, State and County Regulations, other State agencies (i.e.

AQMD), local agencies and the District relating to the transportation of Pupils.

COMPLIANCE WITH OSHA

Bidder agrees that all items offered comply with all applicable Federal and the State Occupational Safety and Health Act, laws, standards and regulations, and that Bidder will indemnify and hold the District harmless for any failure to conform.

CHANGE ORDERS

SRVUSD may prescribe a modification of requirements or methods of work and for such purposes, the District may, at any time during the life of the contract, by written order make such changes as it shall find necessary. If such changes increase or reduce the quantity or amount of work to be done, the contract price shall be subject to an equitable adjustment.

All contract changes, such as changes in the scope of work must be handled as Contract and/or Purchase Change Orders. Change Orders shall be in writing and authorized in advance by both the Director of Transportation and the Purchasing Department.

The Contractor shall proceed to immediately perform the changed work upon receipt of a written order to make the changes, notwithstanding the fact that an agreement has not been reached regarding the cost of the changes or in time required to complete the contract due to the changes.

INSURANCE REQUIREMENTS

During the term of this agreement, Vendor will maintain and keep in force insurance of the types and in the minimum amounts set forth below:

Insurance	Minimum Limits of Liability
Worker’s Compensation	\$1,000,000
Employer’s Liability Comprehensive	\$1,000,000
Commercial General Liability	\$5,000,000 per occurrence/\$5,000,000 aggregate
Automobile Liability	\$5,000,000

All insurance policies must be primary. Within ten (10) days of the Effective Date, Vendor will provide District with certificates of insurance confirming that Vendor maintains required insurance, **along with a second page endorsement naming "the San Ramon Valley Unified School District, its board members, Agents, attorneys, employees, and consultants" as additional insured under the respective policy.** All insurance policies and certificates of insurance will contain a provision for thirty (30) days advance notice to the District of all policy changes, including without limitation, cancellation. Supplier waives all rights of subrogation against District. Supplier's failure to comply with these requirements will constitute a material breach of this agreement. Supplier warrants that each of its significant subcontractors will maintain insurance coverage as described above.

NON-INTEREST OF DISTRICT OFFICIALS

The Contractor hereunder represents that the only persons or parties interested in this transaction as principals are those named herein; that no director, officer, or employee of the San Ramon Valley Unified School District is in any manner interested directly or indirectly in this transaction or in the profits to be derived therefrom.

**SPECIAL PROVISIONS
SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**

CONTRACT DOCUMENTS

Identification of Contract Documents: The Contract Documents are hereby defined to include but not limited to: all Bidding Documents (including Notice to Bidders, Request for Bid, Addenda [if any], and Bid Forms); the Purchase Order; Master Purchase/Contract Agreement, Exhibits, Survey/Questionnaire, District boundary map, Forms, Schedule A - G and Provisions of SRVUSD.

SUBMITTALS

All items listed below must be submitted along with the bid response – Non-submittal will disqualify bidders and bid response will be considered non-responsive.

CHECKLIST:

_____ **BID FORM**

Bid Form is a required submittal item and will be used as basis of award along with the vendor's suitability to provide the District with the best overall value.

_____ **LIST OF REFERENCES (Sched A)**

Provide a list of three (3) references with similar scope to this project, which have been performed within the past five (5) years. Use provided reference list form.

_____ **SURVEY/QUALIFICATION/QUESTIONNAIRE FORM (Schedule B)**

_____ **Equipment List (Sched B.1)**

_____ **Debarment Notice (Sched B.2)**

_____ **ADDENDA (Sched C)**

_____ **NON COLLUSION (Sched D)**

_____ **WORKER'S COMPENSATION FORM (Sched E)**

_____ **DESIGNATION OF SUBCONTRACTORS (Sched F)**

_____ **PROOF OF INSURANCE (Sched G)**

GENERAL REQUIREMENTS

Eligible Bidders, at a minimum, must meet the following requirements, and state so in their proposal:

1. Must possess all permits, licenses and professional credentials necessary to provide and perform services as specified in this BID. Licenses, permits, certifications and credentials must stay current and remain valid for the entirety of the contract.
2. Bidder shall demonstrate successful operation and experience in providing printing services to a school district or similar entity.
3. Bidder should disclose in its proposal any conditions or foreseeable circumstances (e.g. mergers, acquisitions, etc) that would have an adverse effect on its ability to honor all terms of the contract or service it can provide.
4. Bidder must be able to comply with the requirements of the contract, taking into consideration all existing business commitments.
5. Bidder must demonstrate a satisfactory record of past performance.
6. Bidder must have necessary personnel and management capable of performing requirements on a resulting contract.
7. Bidder must be otherwise qualified and eligible to receive an award under applicable laws and regulations.

SAFETY REQUIREMENTS

All equipment and supplies provided and work performed by the successful Proposer for the District shall fully conform to all applicable state, local and federal safety laws, rules and regulations and orders.

OTHER CONTRACT REQUIREMENTS

Liability

The contractor shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation and releases the District, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the District, including its agencies, employees and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract. However, the contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the District, including its agencies, employees and assignees.

Subcontractors

If approved by the District, the contractor may subcontract for those services described herein provided that any subcontracts include appropriate provisions and contractual obligations to ensure

the successful fulfillment of all contractual obligations agreed to by the contractor and the District and to ensure that the District is indemnified, saved and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the District and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the services in the contract shall in no way relieve the contractor of the responsibility for providing the services as described and set forth herein.

Subcontractors are subject to all requirements listed above and the contractor shall be responsible for ensuring that subcontractors meet all above requirements including public liability insurance and property damage insurance, in a company or companies lawfully authorized to do business in California as admitted carriers with a financial rating of at least A+, Class XII status as rated in the most recent edition of Best's Insurance Reports, in like amounts and scope of coverage.

COMPANY PROFILE

The Proposer shall submit along with the bid response, the company profile questionnaire as additional evidence of qualification and capability, financial resources, experience in the type of work required by the District, and Proposer's equipment.

BUSINESS PERMITS AND LICENSES

The Proposer, its employees, and its agents shall secure and maintain valid business permits and licenses that are required by law for the execution of this service agreement.

ACCOUNT MANAGER/SUPPORT STAFF

Contractor shall provide adequate, competent support staff that is assigned to the District's account during normal working or business hours (Monday through Friday). Representative(s) shall be knowledgeable about the contract, services provided, products and able to identify and resolve quickly any issues including but not limited to orders and billing issues.

CONTRACTOR STATUS

The contractor represents him or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the District. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, worker's compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the District, its officers, agents and employees harmless from and against any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

CONTRACTOR INVOICE AND PAYMENT INFORMATION

1. Billing Instructions

Unless otherwise specified, all invoices shall be billed to: San Ramon Valley Unified School District, Business Dept, 699 Old Orchard Road, San Ramon, CA 94526. Each invoice shall indicate Contractor's name and mailing address, route information, SRVUSD's agreement and/or Purchase Order number, and the beginning

and ending billing dates.

2. Payment

Unless a specific term discount is offered, SRVUSD will make payment within 30 calendar days after receipt of invoice by the District. Where the Contractor offers a payment discount, the District will take this into consideration when making payment. The District, at its option, may verify the correctness of the invoice.

3. Right to Withhold Payment

The San Ramon Valley Unified School District may withhold or nullify the whole or any part of any payment due to the Contractor to such extent as may be reasonably necessary to protect the District from loss as a result of:

- a) Defective work not remedied in accordance with provisions of the Contract Documents
- b) Claims or liens filed or reasonable evidence indicating probable filing of claims or liens
- c) Failure of the Contractor to make payments properly for labor, services, materials, equipment or other facilities or to subcontractors
- d) Damage to other work or property
- e) Failure of the Contractor to maintain all records as required; submitting progress schedules, weekly payroll records and any other such items as may be required by this specification.

SCOPE OF WORK

The successful contractor shall provide print shop services for San Ramon Valley Unified School District's 36 school sites and departments to replace its in-house Duplication Department, which is slated to close at the end of 2024.

Contractor must possess and agree to furnish all labor, equipment, transportation, services, licenses, permits, insurance coverage and expertise in printing services and the work described herein.

BACKGROUND AND OBJECTIVE OF CONTRACT

The District presently provides printing and duplication services to its 36 school sites and multiple departments through its Duplication Department, which will close in December 2024. With the anticipated closure, the District will continue to have certain duplication abilities, such as low-volume black/white and color printing, as well as copy and scanning machines. However, the knowledge, ability, and expertise for large print jobs as well as binding, card stock, notepads, workbooks, carbonless forms, pamphlets, posters, envelopes, promotion/graduation materials, and other printed materials generally required in an educational setting will be continue to be required throughout the District.

To that end, the District seeks a Contractor to provide the following services and specifications. Historical data from our Duplication Department is included in Exhibit 3.

PRINTING SERVICES

Professional quality, high-volume printing and finishing services, including but not limited to:

- Black/White and full color prints (simplex and duplex)
- Finishing, such as stapled and bound booklets, lamination, cutting, folding, etc
- Custom NCR forms
- Certificates and specialty paper
- Large format posters
- Specialty items such as business cards, flyers, brochures, envelopes, etc

ONLINE PORTAL / ORDERING

Web-based portal or other user interface that allows online order submission, tracking, order approval, accounting/budget codes, document storage, and data reporting. The portal should have a variety of standard jobs or templates relevant to educational purposes for ease of staff ordering. Portal must generate an electronic preview prior to submission.

DELIVERY

Timeliness is important, and the Contractor must be able to guarantee reasonable delivery times for a variety of orders. A local pickup option is important, and delivery fee should be waived for the local pickup option. All pricing should include delivery fees as applicable. Contractor may also charge an additional fee for rush orders.

CUSTOMER SERVICE

Because this service was previously provided within the District, a high-level of customer service is expected. While most services will be ordered through the online portal, a representative should be available during business hours to discuss custom jobs, answer questions, provide updates, and perform other customer

service related tasks. Service will be a primary focus of the evaluation.

DATA SECURITY

Because of the nature of some required printing services, data security is critical, and the Contractor will need to agree to secure student and district data according to the guidelines specified in the Data Protection and Privacy Agreement. The Technology Department of SRVUSD may initiate contact with the contractor to deliberate on specific details. Approval from the SRVUSD Technology Department is mandatory prior to the procurement of services or the formalization of any contractual agreements. Assurance of non-disclosure of information to unauthorized parties is required. All reports, documentation and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the District. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor’s performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the District.

LOCATION

A central pickup location, located within or very near the district boundaries, is required so that rush orders, custom jobs, etc can be picked up and/or discussed in person in order to ensure the final product is completed in a satisfactory and timely manner.

CONSEQUENCES OF POOR SERVICE

The District has the right to cancel this service agreement if printing services are not fulfilled in the specified timelines on five (5) or more occasions during the service agreement period. In the event that the Proposer fails to deliver as and when specified, the District reserves the right to cancel the order, or any part thereof, without prejudice to its other rights, and the Proposer agrees that the District may charge the Contractor with any loss or expense sustained as a result of such failure to deliver.

BID FORM

Pursuant and in compliance with your Instructions and Conditions and all other documents relating thereto, the undersigned offeror, having familiarized himself with the terms of the contract, the local conditions affecting the performance of the contract, the cost of the work at the place where the work is being done, and with the specifications and other contract documents, hereby propose and agrees to perform within the time stipulated, in contract, and everything required to be performed, and to provide and furnish services necessary to perform all of the work required in connection with:

RFB #922

All in strict conformity with the specifications and other contract documents, including any addenda issued and on file at the Office of the Director of Purchasing.

NOTE: The San Ramon Valley Unified School District reserves the right to INCREASE OR DECREASE purchase quantities by necessity only regardless of approximate quantities indicated on the bid form. District maintains the right as it may deem necessary to add or delete services to this contract with only thirty (30) day written notice, in order to accommodate any future changes in the District programs that may result in an increase or reduction of funds. Request for increase in services will be negotiated with the successful vendor based on the rates provided herein.

TERMS - Cash terms (if applicable) _____% __ Days

It is the intention of the District that all bids received will be compared to each other on a fair and impartial basis. The computation is designed to accomplish this purpose. The unit prices bid will be used to establish contract charges, if and when the District enters into an agreement with the Bidder. While both regular and bulk unit pricing will be evaluated, the District will more heavily weight bulk quantity pricing, at a 2:1 ratio when determining the lowest bid. The District anticipates that most orders will be in bulk quantities (based on a price per page amount), and expects discounts at the bulk quantity price. The formula the District will use to evaluate both regular unit and bulk quantity pricing is below.

$$(\text{Regular Unit Price} \times \frac{1}{3}) + (\text{Bulk Quantity Price} \times \frac{2}{3})$$

The District is seeking print shop services for its 36 school sites and multiple departments, primarily for large-volume orders or copy/duplication services generally not available on site.

Base Rates – Print Services

Print Service	Regular Unit Price (per page)	Bulk Quantity	Bulk Quantity Price (per page)
Black and White Printing, 20# White	\$	500	\$
Color Printing, 20# White	\$	500	\$
Black and White Printing, 90# White	\$	500	\$
Color Printing, 90# White	\$	500	\$
Black and White Printing, 20# Pastel	\$	500	\$
Color Printing, 20# Pastel	\$	500	\$
Folding	\$	250	\$
Binding (Describe types available)	\$	250	\$
Cutting	\$	250	\$
2 Part NCR	\$	250	\$
3 Part NCR	\$	250	\$
Large Format (Poster) – List sizes available	\$	100	\$
Envelopes	\$	500	\$
- #10 window (w/ logo and return address)			
Envelopes			
- #10 (w/ logo and return address)			
Graphic Design Services (hourly rate)	\$	N/A	\$
List Delivery Fees	\$	N/A	\$
Comprehensive list of all Miscellaneous Fees required to fulfill the contract	\$	N/A	\$

PIGGYBACK CLAUSE

Public Contract Code 20118. Pursuant to Public Contract Code 20118 and 20652 (Community Colleges) the San Ramon Valley Unified School District authorizes all other eligible Districts and public agencies to piggy-back on this bid. The responding bidder authorizes this piggy-back by signing below. The District further waives its right to have warrants issued in its favor. Acceptance or rejection of this clause will not affect the outcome of this bid.

- Yes, Piggyback Option Granted No, Piggyback Option Not Granted

VENDOR'S LICENSE STATEMENT

The undersigned certifies that he/she or the firm he represents holds the appropriate license as required and specified for:

License No. _____ Expiration Date _____

Classification No. & Title _____

THE REPRESENTATION MADE HEREIN ARE MADE UNDER PENALTY OF PERJURY.

NO BID IS VALID UNLESS SUBMITTED ON THIS FORM AND SIGNED BY AUTHORIZED AGENT FOR YOUR COMPANY.

SUBMITTED BY:

COMPANY NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL: _____

SIGNATURE: _____ NAME: _____
(Authorized Agent) (Please Print)

TITLE: _____ DATE: _____

NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of authorized officers or agents; if bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partnership; and if bidder is an individual, his signature shall be placed above.

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

SCHEDULE A

BIDDER'S REFERENCE AND STATEMENT OF EXPERIENCE

The bidder is required to state below work of similar character to that included in the proposed contract he has done and provide references which will fully disclose his responsibility, experience, skill and business standing. Please list below your qualified commercial references of similar size contract within the last five (5) years within a 50-mile radius of SRVUSD so that we may inspect the area if necessary:

Company Name	
Address	
Contact	
Phone #	
Email Address	
Name of Project	
Date/Period of Service	
Total Amount of Project	\$
Brief Description of Project:	

Company Name	
Address	
Contact	
Phone #	
Email Address	
Name of Project	
Date/Period of Service	
Total Amount of Project	\$
Brief Description of Project:	

Company Name	
Address	
Contact	
Phone #	
Email Address	
Name of Project	
Date/Period of Service	
Total Amount of Project	\$
Brief Description of Project:	

SCHEDULE B

SURVEY – QUALIFICATION and QUESTIONNAIRE FORM

1. How many employees are in your firm? How many are assigned to the District account?
2. How many years have you been in business?
3. Office location supporting the District’s account.
4. Provide copy of current State license to perform the work in conformance with the provisions of the State Business and Professions Code.
5. Provide evidence of financial resources and stability.
6. Provide evidence that bidder owns or guarantee inventory of equipment required under this contract.
7. Describe the functional structure of your organization (i.e. supervision of staff, office staff, etc.).
8. Describe experience providing printing services to a school district or other similar type of business.
9. List any additional information relevant to this bid solicitation that will be helpful in evaluating your ability to successfully operate the business.
10. Are you engaged in any litigation, which could affect your ability to perform under this agreement? If yes, please attach details with a separate attachment.

YES _____ NO _____

11. If awarded the contract, the Bidder intends to carry on the business as (select one):
an individual (), Partnership (), Joint Venture (), Corporation (), other (). If “other”, attach an explanation.
12. If partnership or joint venture, attach a copy of the partnership agreement or joint venture agreement and identify the participants:

NAME	ADDRESS	SHARE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of Organization: _____

General or Limited Partnership: _____ (if applicable)

Agreement Recorded: _____ (County); _____ (State); _____ (date)

Registered in California? _____ (yes) _____ (no), If yes, when? _____

13. Have you ever had a bond or surety denied, canceled, or forfeited?

YES _____ NO _____ If yes, state name of bonding company, date, amount of bond and reason for such cancellation or forfeiture in an attached statement.

14. Have you ever declared bankruptcy or been declared bankrupt?

YES _____ NO _____ If yes, state date, court jurisdiction, docket number, amount of liabilities and amount of assets in an attached statement.

15. Have any agreements held by you for printing services ever been canceled before end of contract date?

YES _____ NO _____ If yes, give details in an attached statement.

16. Have you ever been sued by another jurisdiction or Contractor for issues pertaining to fee payment, performance, or other issues relating to printing services?

YES _____ NO _____ If yes, give details in an attached statement.

****THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM****

SCHEDULE B.2

DEBARMENT NOTICE

I, the Bidder, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Company Name: _____

Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

Email: _____

Telephone: _____

Date: _____

****THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM****

SCHEDULE C

ACKNOWLEDGMENT OF ADDENDA

Failure to execute the following may be considered as an irregularity in the bid. Receipt of the following addenda issued during the time of bidding is acknowledged, and the information contained therein has been considered in the preparation of this bid:

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> No. C |
| <input type="checkbox"/> No. A | |
| <input type="checkbox"/> No. B | |

(Check Appropriate Space(s) for Addenda Received)

Warning

If an addendum or addenda have been issued by the District and not noted above as received by the Bidder, the Proposal may be rejected.

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

SCHEDULE D

NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID.

State of California)
) ss.
County of _____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid that the bid is not made in the interest of or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

NO BID IS VALID UNLESS SIGNED BY THE PERSON MAKING THE BID

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

SCHEDULE E

CONTRACTOR'S CERTIFICATE **REGARDING WORKER'S COMPENSATION**

LABOR CODE SECTION 3700

“Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Department of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the District and of its ability to self-insure and to pay any compensation that may become due to this employees.’

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker’s compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

SIGNATURE: _____

Print Name: _____

Date: _____

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must signed and filed with the awarding body prior to performing any work under this contract.)

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

SCHEDULE F

DESIGNATION OF SUBCONTRACTORS

In compliance with the provisions of the Government Code of the State of California each bidder shall set forth below the name and the mill, shop, or office of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work or improvement to be performed under these specifications and the portion of the work which will be done by each subcontractor.

If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the contract, he shall be deemed to have agreed to perform such portion himself, and he shall not be permitted to subcontract that portion of the work under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the work as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the legislative body of the District.

IF THERE ARE NO SUBCONTRACTORS, PLEASE STATE "NONE"

TRADE	NAME	CONTRACTOR'S LICENSE NUMBER	EXPIRATION DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THE REPRESENTATIONS MADE HEREIN ARE MADE UNDER PENALTY OF PERJURY.

****THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM****

SCHEDULE G

Proof of Insurance

**SUBMIT copy of insurance liability coverage to fulfill requirement of
Schedule G.**

SCHEDULE H

Form of Contract

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2024, by and between the San Ramon Valley Unified School District, a school district organized and existing under the laws of the State of California ("District") , and _____ ("Contractor") for:

PRINT AND COPIER SERVICES

In consideration of the mutual covenants contained in this Agreement, the District and Contractor agree as follows:

1. THE CONTRACT DOCUMENTS: The complete Contract consists of the following Contract Documents, which are hereby incorporated by this reference:

Notice to Bidders

District's Request for Bids

Contractor's Completed Bid Form

Insurance Certificates

Contractor's Completed Schedule A & B

Contractor's Completed Schedule B.1

Contractor's Completed Schedule B.2

Contractor's Completed Schedule C

Contractor's Completed Schedule D

Contractor's Completed Schedule E

Contractor's Completed Schedule F (if any)

All Schedules and Addenda, if any

The Contract Documents shall include all modifications duly incorporated therein. Any and all obligations of the District and the Contractor are fully set forth and described therein or are reasonably inferable that any work called for in one and not mentioned in the other, or vice versa, is to be executed the same as if mentioned in said documents. The documents comprising the complete contract are sometimes hereinafter referred to as the "Contract Documents" or the "Contract."

This Agreement shall continue through acceptance by the District of all required work and final payment to Contractor. All indemnification provisions contained in the Agreement shall survive beyond the expiration of the Agreement. The term of this Agreement shall be from the date in which the Agreement is fully executed by the parties and approved by the District's Board, and shall end one year thereafter. District shall have the option to extend the contract, on the same terms (subject to any mutually agreed inflationary adjustments), for up to four (4) additional terms of one (1) year each.

2. ITEMS, SERVICES, MATERIALS, AND SUPPLIES: The Contractor agrees to furnish the item(s) and/or service(s) of the stated bid listed herein, and all transportation, service, labor, and material necessary to furnish and deliver same in the manner designated in, and in strict conformity with, the Specifications, and other Contract Documents, at the price or prices hereinafter set forth for the Term of the Agreement.

3. CONTRACT PRICE: The District shall pay the Contractor at the rates set forth in the Contractor's completed bid form for performance under the Contract. Contractor may collect sales tax if applicable.

4. PAYMENTS. The Contractor shall submit detailed invoices for all Services. District shall pay Contractor the full amount of any undisputed invoice within thirty (30) days of receipt.

5. TERMINATION FOR DEFAULT: If Contractor fails or neglects to deliver or perform any of the goods, articles, or service at the prices named in the Contract Documents, the District may, without further notice or demand, cancel and rescind this Contract or may purchase said goods, supplies, or services elsewhere, and hold Contractor responsible and liable for all damages which may be sustained thereby, or on account of the failure or neglect of Contractor in performing any of the terms and conditions of this Contract. It is specifically agreed that time shall be of the essence of this Agreement.

The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the District.

6. TERMINATION FOR CONVENIENCE: District may terminate this contract at any time for its convenience by giving thirty (30) days' notice.

7. DISTRICT'S RIGHT TO WITHHOLD CERTAIN AMOUNTS: The District may

withhold a sufficient amount or amounts of any payment otherwise due to the Contractor, as in its judgment may be necessary to cover defective services not remedied, and the District may, in its sole discretion, apply such withheld amount or amounts to the payment of such claims.

8. EXTRA OR ADDITIONAL SPECIFICATIONS AND CHANGES: Should the District at any time during the performance of the Contract, request any alterations, deviations, additions, or omissions from the Specifications or other Contract Documents, it shall be at liberty to do so, and the same shall in no way affect or make void the Contract, but the cost will be added to or deducted from the amount of said Contract price, as the case may be, by a fair and reasonable valuation. The estimated cost of a proposed change shall be established by applicable rates as specified in the Contract Documents and agreed upon by the District and the Contractor.

No change shall be made in any specification of any item under the Contract unless a written statement setting forth the object of the change, its character, amount, and the expense thereof is first submitted to the District and the District provides its written consent.

9. TIME OF COMPLETION: The Contractor shall begin performance of the Contract promptly upon full execution of this Agreement by the parties. The Contractor is obligated to completely and satisfactorily perform the Contract within the time period(s) specified in the Contract Documents.

10. ATTORNEYS' FEES: In the event a suit is brought by either party in connection with this agreement, the prevailing party shall have judgment for court costs and a reasonable attorney's fee.

11. CONTRACTOR IS NOT AN OFFICER, EMPLOYEE, OR AGENT OF THE DISTRICT: While engaged in carrying out and complying with the terms and conditions of this Contract, the Contractor is an independent contractor and is not an officer, employee or agent of the District.

12. INSURANCE PERMITS AND LICENSES REQUIRED OF THE CONTRACTOR: The Contractor shall maintain insurance adequate to protect him/her from claims under workers' compensation acts, and from claims for damages for personal injury including death, and damage to property which may arise from operations under the Contract in amounts specified in the Information to Bidders. The Contractor may be required by the District to file with the District certificates of such insurance. The failure to furnish such

evidence, if required, may be considered default by the Contractor.

The Contractor and all of its employees or agents shall secure and maintain in force such licenses and permits as are required by law in connection with the furnishing of materials, articles, or services covered under this Contract. All operations and materials shall be in accordance with the law.

13. **AUTHORITY TO EXECUTE:** The individual(s) executing this Agreement on behalf of the Contractor represent and warrant that they is/are duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition, and covenant of the Contract Documents.

14. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations not specified within this Agreement. Contractor, by execution of this Agreement, acknowledges Contractor has read the Agreement, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties execute this Agreement as of the date set forth above.

CONTRACTOR:

DISTRICT:

San Ramon Valley Unified School District

By:

By:

Title:

Title:

Date: _____

Date: _____

(Corporate Seal)

Governing Board Date: _____

Item No.: _____

**EXHIBIT A
DISTRICT BOUNDARY MAP**

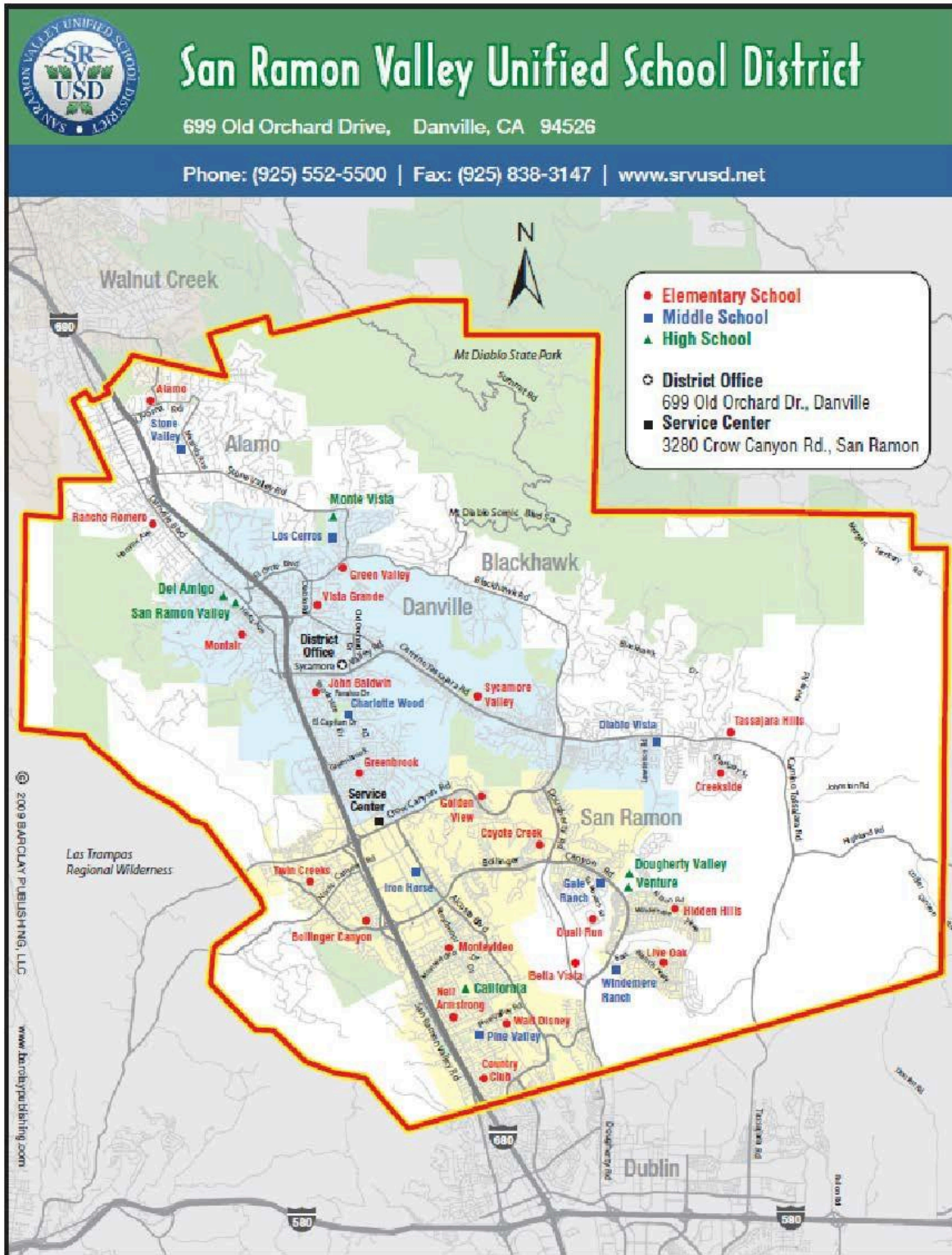


EXHIBIT 2

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT GENERAL PROVISIONS FOR PURCHASES OF WORK AND SERVICES

If these general provisions are incorporated by reference into a Purchase Order for work and/or services, all references to "Bidder" or "Vendor" shall be construed to mean the Seller from whom work and services are purchased by the District. The work and services described in the accompanying Purchase Order hereinafter shall be designated as "The Work".

1.01 Laws to be Observed: The Vendor shall comply with all applicable, existing and future Federal, State and local laws, including O.S.H.A. standards, and all regulations of the District which in any manner affect those engaged or employed in The Work or the materials used in The Work, or which in any way affect the conduct of The Work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same, including but not limited to fingerprinting under Education Code 45125.1, confidentiality of records, Education Code section 49406, labor compliance, immigration, prevailing wages and other legal requirements for the performance of duties and that failure to do so shall constitute materials breach.

1.02 Labor Discriminations: No discrimination shall be made in employment of persons upon The Work because of the race, color or religion of such persons, and any Successful Bidder which violates this Section is subject to all the penalties imposed for a violations of Chapter 1, Part 7, Division 2, of the Labor Code of the State of California in accordance with the provisions of Section 1735 thereof.

1.03 Prevailing Wage: If applicable, the Vendor hereby stipulates that Sections 1771 and 1777.5 of the Labor Code of the State of California shall be complied with and shall forfeit as a penalty to the District not more than fifty dollars (\$50.00) for each calendar day or portion thereof for each worker paid less than the general prevailing rates of per diem wages as determined by the Department of Industrial Relations for such work or craft in which such worker is employed on The Work in violation of the Labor Code of the State of California, in particular the provisions of Sections 1770 to 1780, inclusive, thereof.

Copies of the general prevailing wages are available at: <http://www.dir.ca.gov/dlsr/PWD/index.htm>

1.06 Patents: The Vendor shall assume all responsibilities arising from the use of patented materials, equipment, devices, or processes used on or incorporated in The Work.

1.08 Responsibility for Damage: The Vendor shall take all responsibility for the Work, shall bear all losses and damages directly or indirectly resulting to the Vendor, to any subcontractor, to the District, to District employees, or to parties designated in any purchase order provision, on account of the performance or character of The Work, unforeseen difficulties, accidents, occurrences or other causes predicted on active or passive negligence of the District, or of parties designated in any purchase order provisions. Said Vendor shall assume the defense of and shall indemnify and hold harmless the District, its officers, officials, directors, employees and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description directly or indirectly arising from the performance of The Work.

Approval of the insurance contract does not relieve the Vendor or subcontractors from liability under this clause.

1.09 Responsibility for Work: Except as provided above, until the formal acceptance of The Work by the

District, the Vendor shall have the charge and care thereof and shall bear the risk of injury or damage to any part thereof by the action of the elements or from any other cause, whether arising from the execution or from the non-execution of The Work. The Vendor shall rebuild, repair, and restore, and make good all injuries or damages to any portion of The Work occasioned by any of the above causes before final acceptance and shall bear the expense thereof, except such injuries or damages occasioned by acts of the Federal Government or of the public enemy.

1.10 No Personal Liability: Neither the District, officers, employees or agents of the San Ramon Valley Unified School District, or any other officer or authorized assistant or agent shall be personally responsible for any liability arising from or in connection with The Work.

1.11 Responsibility of District: The San Ramon Valley Unified School District shall not be held responsible for the care or protection of any material or parts of The Work prior to final acceptance, except as expressly provided for in these specifications.

1.12 Vendor Not an Agent of the District: The right of general supervision of the District shall not make the Vendor an agent of the District; and the liability of the Vendor for all damages to persons or to public or private property arising from the Vendor's execution of The Work shall not be lessened because of such general supervision.

1.13 Inspection and Payments Constitute No Waiver of Order Provisions: Neither the Inspection of Authorized District employee nor any payment of money, nor acceptance of any part or whole of The Work by the District or its agents shall operate as a waiver of any provision of the order.

1.14 Insurance Requirements: Vendor shall promptly obtain, at the Vendor's own expense, all the insurance required by this section and shall submit a completed copy of Coverage Verification signed by the Vendor's agent or broker to the District's Purchasing Division for review and approval. Insurance requirements must be met prior to issuance of purchase order. It is highly recommended that Vendor confer with their insurance carrier or broker to determine in advance submission of the availability of insurance coverage and endorsements as prescribed and provided herein.

(1) The Vendor shall take out and maintain during the life of the purchase order statutorily sufficient Workers' Compensation and Employer's Liability Insurance for all of the Vendor's employees to be engaged on The Work. Should any work be sublet, the Successful Bidder shall require the subcontractor similarly to provide Workers' Compensation and Employer's Liability Insurance, all in strict compliance with State laws and to fully protect the District from any and all claims arising out of occurrences on The Work.

(2) The Vendor shall take out and maintain in the name of the Vendor and the District as a Named Insured during the life of the purchase order, such Public Liability Insurance as shall protect itself, the District, its officials, officers, directors, employees and agents from claims which may arise from operations under the purchase order, whether such operations be the Vendor, by the District, its officials, officers, directors, employees and agents, any subcontractors, or by anyone directly or indirectly employed by either of them. This Liability Insurance shall include, but shall not be limited to, protection against claims arising from bodily and personal injury and damage to property, resulting from the Vendor's, District's or subcontractor's operations, use of owned or non-owned automobiles, products, and completed operations. The amounts of insurance shall not be less than the following:

Single Limits Coverage Applying to Bodily and Personal Injury

Worker's Compensation	\$1,000,000
Employer's Liability Comprehensive	\$1,000,000
General Liability	\$5,000,000 per occurrence/\$5,000,000 aggregate
Automobile Liability	\$5,000,000

If Commercial General Liability Insurance or other form with a General Aggregate Limit is used, either the General Aggregate Limit shall apply separately to the project/location or the General Aggregate Limit shall be twice the required occurrence limit.

The following endorsements must be attached to the policy:

- (a) If the Insurance policy covers on an "accident" basis, it must be changed to "occurrence".
- (b) The policy must contain a Cross Liability or Severability of Interest Clause.
- (c) The policy must cover complete Contractual liability. Exclusions of contractual liability as to bodily injuries, personal injuries and property MUST BE ELIMINATED from the basic policy endorsements.
- (f) An endorsement shall be provided which states that the coverage is PRIMARY INSURANCE and that no other insurance affected by the District will be called upon to contribute to a loss under this coverage.
- (g) Cancellation, non-renewal or reduction in limits shall be sent to the District with at least 10 days prior written notice, by certified mail, return receipt requested.
- (h) Insurance is to be placed with California Admitted Insurers with an A.M. Best's Rating of no less than A: XI.

Vendors shall not commence work until such insurance has been approved by the District. The Vendor shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained. Such insurance shall remain in full force and effect at all times during the prosecution of The Work and until the final completion and acceptance thereof.

1.15 Disposal of Material outside the Public Right of Way: The Vendor shall make his own arrangements for disposing of materials outside the public right of way, and he shall pay all costs involved.

1.16 Preservation of Property: Attention is directed to Section 1.08, "Responsibility for Damage." Due care shall be exercised to avoid injury to existing improvements or facilities, adjacent property and real or personal property that is not to be removed.

1.18 Assignment: The performance of The Work may not be assigned except upon the written consent of the Purchasing Director. Consent will not be given to any proposed assignment which would relieve the Vendor or its surety of their responsibilities under the order.

1.19 Time of Completion: The Vendor shall complete all or any designated portion of The Work in all parts and requirements within the time set forth in the order.

1.20 Care and Protection: The Vendor shall be entirely responsible for any damage to the District's or adjacent property due to hauling materials or other causes attributable to the conduct of his work, and all such damage will be repaired by the Vendor when and as directed by the District's representative, and as required to place the property in as good condition as before the commencement of The Work.

1.21 Nondiscriminatory Employment Practices: In the performance of this contract the contractor or subcontractor agrees as follows:

(1) AFFIRMATIVE ACTION - GENERAL

The Vendor shall not discriminate against any applicant for employment or employee on the grounds of race, color, religion, national origin, ancestry, place of birth, sex, sexual orientation, age, or disability.

The contractor or subcontractor will take affirmative action to ensure that its recruitment, selection, and evaluation practices do not discriminate against any applicant for employment or employee. The contractor or subcontractor shall also ensure that its personnel policies, practices and procedures, including, but not limited to, the transfer, promotion, demotion, suspension, layoff, or termination, rates of pay and other form of compensation, and the selection for training programs, apprenticeship, and on-the-job training do not discriminate against any employee. The contractor or subcontractor shall post in conspicuous places that are accessible to applicants for employment and employees notices setting forth this Nondiscriminatory Employment Practices Provision.

(2) The Vendor agrees to seek the inclusion in all union agreements, to which it is a party, clauses prohibiting discrimination based upon race, color, religion, national origin, ancestry, place of birth, sex, sexual orientation, age, or disability. To the maximum extent consistent with applicable labor agreements, the contractor or subcontractor will attempt to recruit applicants without regard to race, color, religion, national origin, ancestry, place of birth, sex, sexual orientation, age, or disability.

1.25 Hazardous Material Requirements: The Vendor shall comply with all government laws, rules and regulations concerning the use of hazardous materials and the disposal of hazardous wastes at the job site, including but not limited to the following:

(1) The Vendor shall not bring hazardous materials onto the job site or deliver hazardous materials without providing the District, in advance, the Material Safety Data Sheets for each hazardous material introduced. Where applicable, materials must be labeled in accordance with Section 5194, Title 8, of the California Administrative Code. No hazardous material will be introduced onto the job site until the District gives written approval for each hazardous material.

(2) All hazardous material shall be stored and used in a safe manner and shall not be stored or used in any vehicular or pedestrian traffic lanes.

(3) Any hazardous products, waste or empty containers used or generated shall not be poured down any drain or sewer nor disposed of in any trash container or dumpster.

(4) The Vendor will be considered to be the hazardous waste generator and will be responsible for the legal transport and disposal of all hazardous waste. No containers or trash will be left in any building or on any job site.

(5) Violation of any of the above procedures shall be sufficient cause for the District to stop all work. Any expense incurred by the District caused by the work stoppage will be borne by the Vendor. These expenses will include all costs to return the job site and all other areas contaminated by the contractor to a hazard-free condition.

(6) The Vendor will be solely responsible for all the costs, including fines and penalties, for the investigation and cleanups of any suspected hazardous materials the contractor used, left on the job site, or dumped down a city drain or sewer, and any damage to property and/or injury to any person.

1.26 Recycled Materials: Vendors are encouraged to use recycled materials, reusable,

environmentally sustainable green products, and products designed to be recycled. However, products must not compromise the performance or operational effectiveness of the product or material. Green products must not detrimentally affect the health and safety of the staff, students or all other employees of the District.

1.27 REGISTRATION WITH DEPARTMENT OF INDUSTRIAL RELATIONS (DIR)

If applicable, for any bid proposal submitted on or after March 1, 2015, and any contract for public work entered into on or after April 1, 2015, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal (subject to the requirements of Section 4104 of the Public Contract Code), or engage in the performance of, any contract for public work, as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code, unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code.

See SB854 Fact Sheet http://www.dir.ca.gov/dlse/PublicWorks/SB854FactSheet_6.30.14.pdf for additional information regarding requirements and registration with the Department of Industrial Relations on all projects awarded on or after April 1, 2015.

**EXHIBIT 3
HISTORICAL PRINT SHOP USAGE**

Job Type	Approximate pages produced per job type		
	2021-22	2022-23	2023-24 (to date)
Copies	76,800	110,500	66,800
Packet	13,400	24,300	14,700
Binding	19,500	20,000	14,200
Pad	10,900	5,600	7,100
Envelope	4,000	2,500	11,500
NCR	4,200	12,800	10,700
Brochure	850	100	800
Poster	2,300	2,400	3,200