Mt. San Jacinto Community College District
NOTICE
INVITATION FOR BIDS
Bid No. 2014-106
Standardized Office Supplies and Delivery

Notice is hereby given that sealed bids will be received at Mt. San Jacinto College Purchasing Office, until May 28, 2015, 10:00 a.m. local time, at which time they will be publicly opened and read for furnishing and delivery of Standardized Office Supplies in accordance with Mt. San Jacinto Community College District plans, specifications and contract documents.

Winning bidder(s) will provide a three-year (3-year) contract with a two(2) one-year renewal options for the purchase of Standardized Office Supplies as specified on the enclosed list of proposed supply items. Mt. San Jacinto College (MSJC) prefers to award ALL OR NOTHING, but will award in the best interest of the district. Vendor(s) must have on-line access to the MSJC contract list of items for all designated district end-users and be able to demonstrate access upon request. Vendor will provide desk-top delivery to district end-users, as well as, to specified receiving areas for purchases by the Purchasing Office. Desk-top deliveries will be made to all college campuses and sites (Menifee, San Jacinto, Banning, and Temecula), at least two (2) times a week.

Bids shall be delivered and addressed to Mt. San Jacinto Community College, Teri J. Sisco, Director of Procurement and General Services, 1499 N. State Street, Room 706, San Jacinto, CA, 92583, and shall be labeled “Standardized Office Supplies and Delivery, Bid No. 2014-106”, May 28, 2015, 10:00 a.m. Any Bidder who wishes his bid to be considered is responsible for making certain that his bid is received in Mt. San Jacinto College Purchasing Office by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic bids or modifications will be considered unless specified. Bids received after the scheduled Bid Submittal Deadline will be returned unopened. It is the responsibility of the Bidder to see that any bid submitted shall have sufficient time to be received by Mt. San Jacinto College Purchasing Office before the Bid Submittal Deadline. Late bids will be returned to the Bidder unopened.

The receiving time in Mt. San Jacinto College Purchasing Office will be the governing time for acceptability of bids. Bids must bear original signatures and figures.

Specifications. Specifications may be examined and obtained at no charge at Mt. San Jacinto College Purchasing Office, or by calling (951) 487-3110.

Teri J. Sisco,
Associate Dean
Procurement and General Services

Published: Press Enterprise
May 8 and 15, 2015
DETAILED SPECIFICATIONS

This bid is to award one or more vendor(s) the Mt. San Jacinto College (MSJC) list of Standardized Office Supplies for Just-In-Time delivery. Preferably, the winning bid(s) will be All OR NOTHING, but award will be based on the most advantageous and in the best interest of the district. The bid will be awarded to bidder(s) with the overall lowest bid(s) from the most responsive and responsible bidder. Vendor will give unit prices specified for all items listed on the detailed bid sheets. Items are purchased as needed by Mt. San Jacinto College Purchasing Department, as well as, by designated offices. Annual purchase of district supply items are in excess of $200,000. This amount is not guaranteed for the term of this contract.

Purchases made by the Purchasing Office will be delivered directly to the San Jacinto Campus Warehouse or to Menifee Campus Central Distribution Receiving areas. Purchases made by designated offices will be made desk-top by the vendor to that requestor (only requestors with regular office hours may participate). These designated areas could be up to 40 individual delivery areas at any of the district locations. Delivery for items to the warehouse or to desktop will be delivered, at least, two times per week between the hours of 8:00 a.m. - 3:00 p.m. Monday through Thursday; the college is only open from 8 a.m. – noon on Fridays. Vendor personnel making deliveries are required to be appropriately attired for office deliveries and must wear company identification by clothing or badge or both. Deliveries will be made to professional office locations and all delivery personnel are expected to act in a respectful and professional manner. The same respectful behavior is expected from all delivery personnel when on campus. The college reserves the right to demand a change in delivery personnel. Delivery trucks may park in designated areas only; trucks or vans may not be driven on campus walk-ways nor may they drive near student gathering areas.

Contract items will be listed and purchased from vendor website. College personnel – except employees of the Purchasing Department – will only have access to the items of this contract only. College will supply separate open purchase orders for each designated ordering area. Vendor will be responsible that purchases are made within the budget and specifications of the open purchase order. Orders for products other than listed within this contract may not be purchased on open orders nor can orders be placed on open purchase orders by phone. Vendor cannot take orders from any college personnel other than the Purchasing Office Staff. Vendor cannot place any order without benefit of a college purchase order. Orders placed by unauthorized personnel without benefit of a college purchase orders will become the financial responsibility of the person placing the order. (See college Vendor Policy as outlined in Vendor Brochure.)

In an effort for the college to move to “Green” or Sustainable procurements, this bid includes areas for the statements of recyclable content and/or Green ratings. Products that are recycled or have recycled material within their content shall be given preference whenever fitness and quality are equal and the cost of such products is no greater than that of their non-recycled counterparts. Vendors may offer “green” alternates, as well as, specified products. The district asks for separate items of “green” products for each standardized item as available. (See standardized item list.) Vendors are also asked to provide with their bid their company’s environmental paper and/or Green policy.
With this bid, vendor will supply the web address and a “dummy” password and log-in name to help with the evaluation of their website. Vendor must also demonstrate monthly and annual report of purchases and deliveries.

Contract duration will be three-years with a two (2) one-year renewal options. District reserves the right to add and delete items from the list during the duration of the contract. New items will be negotiated as needed. Pricing must be firm/fixed during the original 3-year contract period – no exceptions. Substitutes to standard contract items during the first 3-year contract period must be mutually agreed upon by vendor and the District Purchasing Office. The two one-year extension periods will be equally agreed upon by both parties. Vendors may at that time propose any price increases.

Any bidder offering a substitute for a listed brand name must send a sample for testing purposes. Vendor must also send current full-catalog and Green catalog (if available) with bid.

Piggy-back Clause: Other school districts and public agencies may purchase under this bid at the same prices, terms and conditions stated in these bid documents, at the discretion of the successful bidder.

Agencies participating in this bid shall be responsible for obtaining approval from their approving body of authority when necessary and shall hold the Mt. San Jacinto Community College District harmless from any disputes, disagreements or actions which may arise as a result of using this bid.

The Mt. San Jacinto Community College District waives its right to receive payment, and authorizes each district to make payment and place orders directly to the successful bidder.

End
INSTRUCTIONS TO BIDDER

BID FORMS. Bid must be submitted on preprinted Bid Forms supplied by Mt. San Jacinto College Purchasing Office. Electronic copy of the bid form is located at http://www.msjc.edu/purchasing under Current Bids.

BID OPENING AND BID RESULTS. Bids are opened publicly in Mt. San Jacinto College Purchasing Office. Interested parties are invited to attend the bid opening. A tabulation of bids received will be available within a reasonable time after the bid opening. Bid results will be made available at http://www.msjc.edu/purchasing. Any noted proprietary information will not be included on the results list.

BID SUBMITTAL DEADLINE. The Bid Submittal Deadline is May 28, 2015, 10:00 a.m. Bid must be submitted in sealed envelopes and should be properly identified with the 2014-106 and Bid Submittal Deadline. Bids must arrive in Mt. San Jacinto College Purchasing Office, 1499 N. State Street, Room 706, San Jacinto, CA, 92583, by May 28, 2015, 10:00 a.m., local time. Telephone, telegraphic, facsimile, electronic, and late bids will not be accepted or considered. It is the Bidders' responsibility to see that their bids have sufficient time to be received by Mt. San Jacinto College Purchasing Office before the Bid Submittal Deadline.

BID WITHDRAWAL. Bidders’ authorized representatives may withdraw bids only by written request received by the Teri J. Sisco, Director of Procurement and General Services (tsisco@msjc.edu), before the Bid Submittal Deadline. After that time, Bidders may not withdraw their bids for a period of ninety- (90) days from the Bid Submittal Deadline. At no time may the successful Bidder(s) withdraw his bid.

INFORMED BIDDERS. Before submitting bids, Bidders must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Failure to do so will be at Bidders’ own risk and they cannot secure relief on the plea of error.

LATE BIDS. Bids not received by the Bid Submittal Deadline are late. Late bids will be returned to Bidders unopened.

PRICES, NOTATIONS, AND MISTAKES. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs bid. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

PAYMENT TERMS. Discounts for payments made twenty- (20) days or more from receipt of invoice will be considered in award of bid. Payment discounts must be clearly shown on the Bid Form.

QUESTIONS AND COMMENTS. Questions and comments regarding this solicitation must be submitted in writing, either by mail to the Teri J. Sisco, Director of Procurement and General Services, at 1499 N. State Street, Room 706, San Jacinto, CA, 92583, by facsimile at (951) 654-
9027, or electronically to tsisco@msjc.edu. General questions may be directed to Mt. San Jacinto College Purchasing Office by calling (951) 487-3110 or (951) 487-3115.

**TERMS OF THE OFFER.** Mt. San Jacinto College’s acceptance of Bidder’s offer shall be limited to the terms herein unless expressly agreed in writing by Mt. San Jacinto College. Bids offering terms other than those shown herein will be declared non-responsive and will not be considered.

**ATTORNEY FEES.** In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney’s fees and costs.

**BIDDER AGREEMENT TO TERMS AND CONDITIONS.** Submission of a signed bid will be interpreted to mean Bidder has agreed to all the terms and conditions set forth in the pages of this solicitation.

**CANCELLATION OF CONTRACT.** Mt. San Jacinto College may cancel this contract WITHOUT CAUSE at any time by giving thirty- (30) days written notice to the supplier/contractor. Mt. San Jacinto College may cancel this contract WITH CAUSE at any time by giving ten- (10) days written notice to the supplier/contractor. Cancellation for cause shall be at the discretion of Mt. San Jacinto College and shall be, but is not limited to, failure to supply the materials, equipment or service specified within the time allowed or within the terms, conditions or provisions of this contract. The successful Bidder may not cancel this contract without prior written consent of the Teri J. Sisco, Director of Procurement and General Services.

**COMPLIANCE OR DEVIATION TO SPECIFICATIONS.** Bidder hereby agrees that the material, equipment or services offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Bidder’s response. Bidder may submit an attachment entitled “Exceptions to Specifications”, which must be signed by Bidder’s authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Bids failing to comply with this requirement will be considered non-responsive. Submittal of brochure or other manufacturer literature is desirable but shall not be an acceptable substitution for this requirement.

**COMPLIANCE WITH LAWS.** All bids shall comply with current federal, state, local and other laws relative thereto.

**FORCE MAJEURE.** If execution of this contract shall be delayed or suspended and if such failure arises out of causes beyond the control of and without fault or negligence of the Contractor, the Contractor shall notify Mt. San Jacinto College, in writing, within twenty-four (24) hours, after the delay. Such causes may include but are not limited to acts of God, war, acts of a public enemy, acts of any governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, strikes and unusually severe weather.
FORMATION OF CONTRACT. Bidder’s signed bid and Mt. San Jacinto College’s written acceptance shall constitute a binding contract.

LAWS GOVERNING CONTRACT. This contract shall be in accordance with the laws of the state of California. The parties stipulate that this contract was entered into in the county of Riverside, in state of California. The parties further stipulate that the county of Riverside, CA, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

NOMENCLATURES. The terms Successful Bidder, supplier, vendor, and contractor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom Mt. San Jacinto College enters into a contract as a result of this solicitation.

REJECTION OF BIDS. Mt. San Jacinto College reserves the right to reject any bids, all bids, or any part of a bid. Mt. San Jacinto College reserves the right to reject the bid of any Bidder who previously failed to perform adequately for Mt. San Jacinto College or any other governmental agency. Mt. San Jacinto College expressly reserves the right to reject the bid of any Bidder who is in default on the payment of taxes, licenses, or other monies due Mt. San Jacinto Community College District.

SAFETY. All articles delivered under this contract must conform to the Safety Orders of the State of CALIFORNIA, Division of Industrial Safety.

SELL OR ASSIGN. The successful Bidder shall not have the right to sell, assign, or transfer, any rights or duties under this contract without the specific written consent of Mt. San Jacinto College.

SEVERABILITY. If any provisions, or portions of any provisions, of this contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

TAXES, FEDERAL EXCISE. Mt. San Jacinto College is exempt from Federal Excise Tax.

TAXES, SALES. CALIFORNIA Sales Tax should be shown separately on the Bid Form, when and where indicated.

WAIVER OF INFORMALITIES. Mt. San Jacinto College reserves the right to waive informalities or technicalities in bids.
SPECIAL PROVISIONS
FOR MATERIALS

AUTHORIZED DISTRIBUTOR. Successful Bidder must be an authorized distributor for the product he offers, or with his bid he must submit documentation from an authorized distributor that he has purchased the specified product/equipment from that distributor and that the distributor will honor all of the manufacturer’s warranties.

BRAND NAMES. Manufacturers’ names, trade names, brand names, model and catalog numbers used in these specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for alternative brands that meet or exceed the quality of the specifications listed for any item.

BRAND SUBSTITUTIONS. Bids will be considered on materials complying substantially with specifications, provided each deviation is stated and each substitution are described in detail. Standard catalog sheets or technical data will not be accepted in lieu of this requirement. Mt. San Jacinto Community College District will be the sole determiner of whether such substitutions are equivalent to the materials or equipment specified.

DELIVERY HOURS. Please see Detailed Specification sheet.

DELIVERY TIME. Please see Detailed Specification sheet.

DEMONSTRATION OF PRODUCT. A demonstration of the item(s) offered may be required. If the demonstration cannot not to be performed at a Mt. San Jacinto College facility, the demonstration must be performed within a 60-mile radius of Mt. San Jacinto College Purchasing Office. Bidders shall indicate on their bid the location of the demonstration site. Bids for item(s) that do not perform to Mt. San Jacinto College’s satisfaction during the demonstration will be declared non-responsive and will not be considered for award of bid.

F.O.B. POINT & SHIPPING CHARGES. All prices shall be quoted F.O.B. destination, San Jacinto College, CA. All shipping, handling and freight charges must be shown separately on the Bid Form.

MANUFACTURER & MODEL NUMBER. On the Bid Form, Bidder must state the manufacturer name and model number of each item proposed either AS SPECIFIED or with the alternate brand and model number.

NEW AND UNUSED. Unless specifically provided to the contrary, all materials and equipment shall be new and unused and of the current production year. Bids that are received for other than the current production year or for items and materials that has been previously used will be rejected.

SAMPLES. For evaluation purposes, samples may be requested from any Bidder. Samples shall be provided at no charge unless Bidder indicates on his bid the exact charge for samples. Mt. San Jacinto College reserves the right to consume samples for testing purposes. Mt. San Jacinto
College may retain samples until delivery and acceptance of contracted items. Bidder shall remove samples at his expense within (30) days of request by Mt. San Jacinto College Purchasing Office. Any bidder offering a substitute for a listed brand name should send a sample of the substitute. EXCEPTION: Please DO NOT send samples of toner or ink cartridges. Should the need arise the Purchasing Office will request a sample of an alternate toner or ink cartridge.
BID FORM
Standardized Office Supplies and Delivery
Bid No. 2014-106

To: Mt. San Jacinto Community College District
1499 N. State Street, Room 706
San Jacinto, CA, 92583

From: ________________________________
Name of Bidder
________________
Mailing Address
________________
City, State & Zip

Responding to Invitation to Bid No. 2014-106 due May 28, 2015, 10:00 a.m., the undersigned Bidder agrees to furnish and deliver Standardized Office Supplies and Delivery per the specifications. I/We have stated hereon the price(s) at which we will furnish and deliver the specified item(s) and will accept as full payment therefore the amount shown below.

Bidder further agrees; in addition to the terms and conditions specified herein the following terms and conditions that are a part of this bid and any resulting contract:

F.O.B. Point. All shipments shall be made F.O.B. destination, San Jacinto, Menifee, Banning or Temecula, CA. F.O.B. destination indicates that the seller is responsible for shipment until it is tendered to Mt. San Jacinto College, even if Mt. San Jacinto College agrees to pay for shipping and handling. Mt. San Jacinto College will allow freight charges, but only if they are indicated on this form. Freight shall be shown separately on the lines provided.

Award. Bid award will be based on the overall lowest responsible bid price including any transportation charges, as well as any other criteria indicated in these specifications.

Signatures. All information submitted by Bidder, including signatures, must be original. Copies will not be accepted.

Taxes. Bidders should not show California Sales Tax on their bids. Mt. San Jacinto College will calculate the California Sales Tax at 8.75% and pay it to Successful Bidder(s) who are California suppliers or out-of-state suppliers who are registered with State of California and who have the appropriate California Seller’s Permit. Mt. San Jacinto College will pay the State Sales Tax directly to the State of California when the Successful Bidder(s) is not registered with the state to collect it. Mt. San Jacinto College is exempt from Federal Excise Tax.
Please check your calculations before submitting your bid; Mt. San Jacinto College will not be responsible for Bidder miscalculations.

Bidder shall complete the following required information:

1. **All or None Offer.** This bid is offered on an all or none basis? __________(Yes/No)

2. **Delivery.** Delivery time after receipt of order:_______ days. Delivery will be made via (check applicable means of delivery): ___ Bidder's Truck ___ Commercial Truck ___ Train ___ Sea ___ Air

   Are your company trucks/vans using alternate fuels or other Green Measures?  (yes/no)

   If yes, please explain: __________________________________________

   ____________________________________________________________

3. **Discounts.** The following discounts will be considered in award of bid.
   a. **Award of all items.** Indicate any additional discount for award of all items to your company: __________%
   b. **Payment Discount.** Discount for payment of invoice within 20 days of receipt is:__________%

   Payment discounts of 20 or more days will be considered in award of bid. Mt. San Jacinto College will not take discounts that are not earned.

**Term of Offer.** It is understood and agreed that this bid may not be withdrawn for a period of ninety (90) days from the Bid Submittal Deadline, and at no time in case of successful Bidder.

**Bidder's Acknowledgement of His Understanding of the Terms and Conditions.** Signature below verifies that Bidder has read, understands, and agrees to the conditions contained herein and on all of the attachments and agenda.

**Bidder acknowledges receipt of Addenda Number(s) __, ___, ___, and ___.**

**Representations Made Under Penalty Of Perjury.** The representations herein are made under penalty of perjury. We hereby offer to sell Mt. San Jacinto College the above item(s) at the prices shown and under the terms and conditions herein, attached, or incorporated by referenced.

---

Bidder Name (Person, Firm, Corp.)  
Signature of Authorized Representative

Address  
Name of Authorized Representative

City, State, Zip Code  
Title of Authorized Representative

Telephone Number  
Facsimile Number
Non-Collusion Affidavit
To Be Completed and Submitted With Bid

State of __________________________
County of __________________________

(Bidder's Name) ____________________________, deposes and says that he or she is Owner and/or Legal Representative of (Contractor Name) ____________________________, 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 or 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.

Date ____________________________
Signed at ____________________________

Bidder Name (Person, Firm, Corp.) ____________________________
Authorized Representative ____________________________

Address ____________________________
Representative's Name ____________________________

City, State, Zip ____________________________
Representative's Title ____________________________

ACKNOWLEDGEMENT

State of __________________________
County of __________________________

On ____________________________ before me, ____________________________ (Insert name and title of the officer) ____________________________, who provide to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: ____________________________  (Seal)
BIDDER'S GUARANTY
To Be Submitted With Bid

The successful bidder shall execute this guaranty upon execution of the contract. If they so choose, Bidders may execute this guaranty at the time of submitting their bid.

To: Mt. San Jacinto Community College District
Bid No. 2014-106 Standardized Office Supplies and Delivery

The undersigned guarantees the production, construction, and installation of the following work included in this project in accordance with:

Bid No. 2014-106
Standardized Office Supplies and Delivery

Should any of the materials or equipment prove defective or should the service as a whole prove unreliable, than as originally intended and in accordance with the contract documents, due to any of the above causes, all within twelve (12) months after date on which this contract is accepted by Mt. San Jacinto Community College District, hereinafter called Mt. San Jacinto College, the undersigned agrees to reimburse Mt. San Jacinto College, upon demand, for its expenses incurred in restoring said work to the condition contemplated in said project.

Said reimbursement shall include the cost of any such equipment or materials replaced and the cost of making necessary arrangements to repair or re-bid contract, or upon demand by Mt. San Jacinto College, to replace any such materials completely without cost to Mt. San Jacinto College so that said materials and service will function successfully as originally contemplated. Mt. San Jacinto College shall have the unqualified option to make any needed replacement or repairs itself or to have such replacements or repairs done by the undersigned. In the event Mt. San Jacinto College elects to have said service performed by the undersigned, the undersigned agrees that the repairs shall be made and such materials as are necessary shall be furnished and installed within a reasonable time after the receipt of demand from Mt. San Jacinto College. If the undersigned shall fail or refuse to comply with his obligations under this guaranty, Mt. San Jacinto College shall be entitled to all costs and expenses, including attorney’s fees, reasonably incurred due to the said failure or refusal.

____________________________________________________
Name of Bidder/Contractor (Person, Firm, or Corporation)

____________________________________________________
Signature of Bidder/Contractor's Authorized Representative

____________________________________________________
Name & Title of Authorized Representative

____________________________________________________
Date of Signing
EXPERIENCE STATEMENT
To Be Submitted With Bid

List at least three references for work of a similar nature performed within the last three years.

I hereby certify that I have performed the work listed below.

______________________________
Signature ofBidder

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Required Vendor Information Sheet

Website:
Please attach directions for website to this sheet.

Website address: _____________________________________________

Temporary Password: ___________________________________________

Temporary Login: _____________________________________________

Catalog Pricing:

Catalog Supplies not listed on the standardized list:

Cost + ______%  

Furniture

Cost + ______%  

Other Contracts:

Please list all school districts, state, federal, or municipal contracts that Mt. San Jacinto College might be able to utilize for products not on our standardized list:

________________________________________________________________________
________________________________________________________________________

Were the prices provided on your bid part of a current cooperative or municipal bid? (Yes/no) If yes, please list:

________________________________________________________________________

Warehousing:

Are you capable and willing to warehouse some of our district publications at your warehouse for desktop distribution? (Such as: Forms, College Catalogs, Semester Schedule of Classes…)  

Yes  

No

Would there be an extra charge for the service?  

Yes  

No

If yes, what would that charge be? __________________________
Bidders Check List of Documents to be Returned with Bid:

1. Signed Bid Form
2. Bid/Price Sheet of Standardized Office Supplies
3. Exceptions to Specifications (if needed)
4. Signed Non-Collusion Affidavit
5. Signed Bidder’s Guaranty
6. Signed Experience Statement
7. Required Vendor Information Sheet
8. Itemized List of Bid Items (Excel document)