

Request for Bid #ECS-01 - 2010-2015

Episcopal Children's Services (ECS), a not-for-profit child services organization serving Northeast Florida, is seeking to purchase **Educational Supplies**. ECS requests a bid for commodities and services based on the specifications listed in the Request for Bid. The quote for commodities and services will include the following information:

- Company name and address
- Company telephone and fax number
- Company contact, telephone number, and e-mail address
- Company website address
- Federal I.D. #
- A detailed price invoice itemizing learning materials and services listed in Attachment A
- The bid should be signed and dated by an authorized representative of the vendor on company letterhead

Bids must be delivered to ECS to arrive no later than 4:00 PM July 30, 2010. A bidder that submits a bid by mail should allow sufficient mail handling time to ensure timely delivery of the bid to the ECS office located at:

Attn: Brittney Spangler
Episcopal Children's Services
8443 Baymeadows Road, Suite 1
Jacksonville, FL 32256

Upon receipt of all bids, the ECS review team will review and make a decision based on the best value offered including product costs, costs savings, and any other value adding enhancements above and beyond specifications in the Request for Bid. A final selection of the winning bid is expected to be made by August 16, 2010 and all parties will be notified by e-mail at that time. Timelines are subject to change at the discretion of ECS.

The selected vendor will be required to enter into an agreement with the ECS to guarantee the specifications listed, as well as to ensure adherence to all applicable state and/or federal laws. The agreement may be renewed for an additional four years. A bidder must be a reputable vendor specializing in learning materials for early education and care environments.

Should you have any questions and/or comments, please feel free to contact Brittney Spangler (904)726-1500 ext. 229. or bspangler@ecs4kids.org

Background

Founded in 1966, Episcopal Children's Services (ECS) began as one child care center in the Springfield area of Jacksonville. Since then, ECS has grown into the largest not-for-profit child services organization in Northeast Florida, impacting over 27,000 children annually. ECS works with the Clay/Nassau/Baker/Bradford and Putnam/St. Johns Early Learning Coalitions in a six county area to provide comprehensive Child Care Resource and Referral, School Readiness, Inclusion, Voluntary Pre-Kindergarten, and Provider Payment services. Approximately 4,200 children receive subsidized child care through ECS school readiness services in these six counties. Additionally ECS offers Head Start and Early Head Start in the Northeast Florida region and contracts with the ELC of Duval to provide services to child care providers in Duval County.

Procedure

Award will be made to a selected qualified bidder, based on their ability to provide the services and commodities as specified in the Request for Bid, any value adding enhancements above and beyond specifications in the Request for Bid, their experience, and the quality of any previous services and commodities provided as determined from the bids.

ECS reserves the right to review all items listed on any price invoice to evaluate qualities that include but are not limited to product quality, durability, and developmental age appropriateness.

ECS reserves the right to reject any or all bids, to waive any informality of bids, and to accept in whole or in part each bid as may be deemed in the best interest of ECS.

Specifications

Services

All items purchased under this agreement:

- Will be delivered to a number of destinations in Duval, Clay, Nassau, Baker, Bradford, Putnam, and St. Johns counties in Florida with no shipping fees charged to either the ECS or the delivery destination.

Reviewer Criteria

The applicant's submission will be scored by four reviewers according to the following criteria.

SCORING CRITERIA AND PROCEDURE

Section A: FATAL CRITERIA of the rating sheet list the mandatory requirements of this Request for Bids. Failure to comply with all mandatory requirements will render a proposal non-responsive and ineligible for further evaluation.

Section B - D: NON FATAL CRITERIA contains evaluation criteria and indicators to assess the degree to which the Applicant meets the criteria. The criteria have weighted values relative to their importance. Applicant's responses to each criteria will be individually assessed and awarded a point value as follows: Exceptional (3 points): Exceeds minimum requirements; demonstrates superior understanding of the project, exhibits clarity in presentation, and organizational and programmatic capability. Includes creativity and innovative ideas and strategies to accomplish goals and objectives.

Adequate (2 points): Meets minimum requirements; demonstrates understanding of the project, presents organizational and programmatic information in a manner that can be comprehended.

Poor (1 point): Falls below minimum requirements; demonstrates insufficient understanding of the project, organizational and programmatic capability is not clearly presented.

Omitted (0 points): Not included in response as required and Applicant fails to provide an adequate justification for the omission.

The total points awarded for each item in Section B will equal the assigned weighted value times the point value. Each section contains information regarding the total maximum score possible for that section and the minimum score required for that section.

The scores of each reviewer for each proposal will be averaged to assign one score to each response. Upon conclusion of the rating process, the reviewers will submit their recommendation, based on the highest ranked proposal, to the AVP of Family & Provider Services, who will award the contract to the successful Applicant.

Section A: Fatal Criteria (If any are not met, the response cannot be considered further)

Was proposal received by the time and date specified in the Request for Proposal?

Did the proposal include a bid that is signed and dated by an authorized representative of the vendor on company letterhead?

Did the proposal include:

Company name and address_____

Company telephone and fax number_____

Company contact, telephone number, and e-mail address_____

Company website address_____

Federal I.D. # _____

Did the proposal include a detailed price invoice itemizing learning materials and services?

IF ALL RESPONSES ARE "YES", CONTINUE TO NEXT SECTION
IF ONE OR MORE RESPONSES ARE "NO", THE RESPONSE IS DISQUALIFIED.
NO FURTHER EVALUATION IS TO BE DONE.

Section B: Non-Fatal Criteria

<p>Criterion to Be Evaluated: Price Listing (Pre Discount)</p> <p>Lowest total cost of all items = 3 2nd Lowest total cost of all items = 2 All others = 1</p>	<p>Score Weight Total _____ X <u> 1 </u> = _____</p>
<p>Criterion to Be Evaluated: Price Discounts</p> <p>Product discount of 20% or more = 3 Product discount of 10 - 19% = 2 Product discount of 1 - 9% = 1 No discount offered = 0</p>	<p>Score Weight Total _____ X <u> 1 </u> = _____</p>
<p>Criterion to Be Evaluated: Shipping Costs</p> <p>Free shipping = 3 Does not have free shipping = 0</p>	<p>Score Weight Total _____ X <u> 1 </u> = _____</p>
<p>Criterion to Be Evaluated: Payment Terms</p> <p>Payment due in 31 – 60 days = 3 Payment due in 30 days = 2 Payment terms include a payment discount = 1 Payment is due in less than 30 days = 0</p>	<p>Score Weight Total _____ X <u> 1 </u> = _____</p>
<p>Criterion to Be Evaluated: Product Availability</p> <p>0 - 1% of total products are not available = 3 2 - 3% of total products are not available = 2 4 - 6% of total products are not available = 1 Over 6% of total products are not available = 0</p>	<p>Score Weight Total _____ X <u> 1 </u> = _____</p>
<p>Criterion to Be Evaluated: Product Return Policy</p> <p>Has a return policy = 3 Does not have a return policy = 0</p>	<p>Score Weight Total _____ X <u> 1 </u> = _____</p>

Items

Item Description	Quantity
Jr. Play Picnic Table	20
Carrot Slide	20
Pumpkin Sandbox	15
911 Telephone	25
Table Place Setting - Service for 12 (60 pieces)	25
Mission Table And Chairs Set	20
Dress Up Unit	20
Imagination Outfits (Set Of 4)	20
Dramatic Play Costume - Chef's Hat & Apron	25
International Food Collection (Set of 5)	20
World Playground CD Collection	25
Potty Training Book Set	25
Different Abilities Books (Set of 8)	15
Toddler Stackable Cot - Dark Blue (set of 5)	10
Tot-Explorer Storage	12
30" x 36" Rectangle Table - Blue	10
9 1/2" Chair - Blue	40
Pre-K -- Standard Stackable Cot- Blue (set of 5)	10
Bench For Two	15
Jambo and Other Call & Response Songs and Chants (CD)	25
Childrens Handwashing Mirror	25
Safety First Backpack Kit	15
Toddler Paint Easel	10
Plexiglass Easel	10
Sand and Water Table	5
Funny Face Beakers	30
Sand & Water Play Set	30

Waterproof Play Table	15
Sand Play Kit	10
Phonemic Awareness Songs & Rhymes	30
Motor Letters - Uppercase	10
Motor Letters - Lowercase	10
Magnetic Chalkboard	15
Jumbo Magnetic Letters - Lowercase	15
Jumbo Magnetic Letters – Uppercase	15
Basic Cardboard Blocks (Set of 40)	20
Maxi Modo Blocks (Set of 36)	25
Rhyming Stories Board Books	20
Soft Frame Mirror	7
Half Slice Mat	7
Wagon for Two Plus	15
Discovery Vinyl Books (Set Of 3)	15
Double Mirror Tent	10
Soft Animal Puppets (Set of 6)	12
Oval Carpet 6' x 9'	15
Pretend & Play Cooking Set	20
13" Newborn Babies (set of 5)	10
Diaper Babies Set of 4	10
Toddler Kitchen Units (Set of 4)	10
Kitchen Island.	10
Make It Woodbuilders	30
Table Top Building Blocks	15
Skyscraper Blocks	40
All About The ECERS-R - Book	10
ECERS-R Spiral Bound Edition	10

All About The ITERS-R	10
ITERS-R Spiral Bound	10
Active Learning for Twos	15
Active Learning for Children with Disabilities	15
Active Learning for Ones	15
Active Learning for Infants	15
Active Learning for Threes	15
Active Learning for Fours	15
Active Learning for Fives	15
Tales of Many Cultures	15
Read Aloud Favorite Big Book Set	15
Dr. Seuss Library Set	15
Shared Reading Big Book Set (set of 6)	15
Doggie House Shape Puzzle	30
Size Progression Puzzles (Set of 3)	20
Press N Go Set	30
Large Crayons Class Pack (400 Per Box)	15
Standard Crayons Class Pack (800 Per Box)	15
Natural Chubby Brushes (Set of 30)	30
Turtle Bean Bag Set (set of 6)	20
Frog Bean Bag Set (set of 6)	20
Picture Rhymes	15
Short Vowels	15
Long Vowels	15
Noah's Ark Felt Set	15
Community Helpers Felt Set	15
Sorting Shells	15
Magneatos™ (36 Piece Set)	15
Foam Brushes And Roller Set	20

