

Request for Bid #ECS-02 - 2010-2015

Episcopal Children's Services (ECS), a not-for-profit child services organization serving Northeast Florida, is seeking to purchase **Office 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 the Request for Bid
- 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: Teresa Matheny
Episcopal Children's Services
8443 Baymeadows Road, Suite 1
Jacksonville, FL 32256

Upon receipt of all of the 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 Teresa Matheny (904)726-1500 ext. 247 or tmatheny@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 ECS or the delivery destination.

Items

Item Description	Quantity
Quality Park Envelope Moistener 1.75 oz., Clear	6
Binder Clips, Medium 1 1/4" wide, 5/8" capacity, Black, Pack of 144	4
Steno Books, 6"x 9", Gregg Ruled, 70 Sheets, White, Pack of 12	2
Pressurized Air Duster for Keyboards	4
Monthly Desk Pad, 22"x17", January-December, 1 Month Per Page	16
HP12A Black Laser Print Cartridge Model Q2612A	2
Remanufactured Replacement Toner Cartridge for HP Q2612A	4
Xerox Multipurpose Color Paper, 8 1/2"x11", 20lb. Paper Weight, Goldenrod, Ream of 500 Sheets	4
Xerox Multipurpose Color Paper, 8 1/2"x11", 20lb. Paper Weight, Pink, Ream of 500 Sheets	2
Pentel R.S.V.P. Ballpoint Pens, Medium Point, 1.0mm, Black, Pack of 12	4
Avery Laser Labels 1"x2 5/8", Neon Yellow, 25 Sheets, Pack of 750 Labels	4
Spiral-Bound Phone Message Book, 11"x5 1/2", Set of 200 Messages, 4 Messages Per Page, Carbonless Duplicate Bound in Book	4
Smead Kraft 2-Ply Folders with 2 Fasteners, 1/3 Cut, Letter Size, Box of 50	2
White Laser Address Labels, 1"x2 5/8", Box of 3,000	2
Invisible Tape, 3/4" x 1296", Pack of 10 Rolls	2
Perforated Writing Pads 8 1/2"x11 3/4", Legal Ruled, Canary, Pack of 12, 16 lb.	2
Copy Paper, 20 Lb., 104 Brightness, 8 1/2"x11", 500 Sheets Per Ream, Case of 10 Reams	10
Clasp #90 Clasp Envelopes With Fully Gummed Seal Flaps, Reusable Clasp, and Reinforced Eyelet, 9"x12", 28 Lb., Brown Kraft, Box of 100	5
Top-Tab Manila File Folders, 8 1/2"x11", 3/4" Folder Capacity, 1/3 Tab Cut, Box of 150	4
Top-Tab Color File Folders, 3/4" Capacity, Letter-Size, Yellow, 1/3 Tab Cut, Box of 100	3
IdeaStream Vaultz Mobile File Chest 14 1/4"Hx17 1/4"Wx15"D, Black, HIPPA-compliant locking file chest with foldable handle	2
Wilson Jones Standard Round Ring View Binder, 3" Ring, White, Clear Vinyl Cover, Ring Triggers, 2 Pockets, 480 Sheet Capacity	15
D-Ring View Binder, 4" Ring, White, Back-mounted Rings, Clear Vinyl Cover, 2 Pockets, 700 Sheet Capacity	10
Tombow Mono Correction Tape, Single Line, 394", Applicators, Pack of 4	6
3M Post-it Notes in Ultra Colors, 1 1/2"x2", Pack of 12	4
Columbian Recycled Self-Seal Open-End Catalog Envelopes, 6 1/2"x9 1/2", Brown Kraft, Box of 500, 28 Lb. Paper Weight	2
Brother TN-460 Black High-Yield Toner Cartridge	4

Paper Mate Write Bros. Grip Ballpoint Stick Pens, Medium Point, 1.0mm, Blue Pack of 12	2
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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 VP 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

Criterion to Be Evaluated: Price Listing (Pre Discount) Lowest total cost of all items = 3 2 nd Lowest total cost of all items = 2 All others = 1	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Score</th> <th style="text-align: center;">X</th> <th style="text-align: left;">Weight</th> <th style="text-align: center;">=</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">X</td> <td style="border-bottom: 1px solid black;">1</td> <td style="text-align: center;">=</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table>	Score	X	Weight	=	Total	_____	X	1	=	_____
Score	X	Weight	=	Total							
_____	X	1	=	_____							
Criterion to Be Evaluated: Price Discounts Product discount of 20% or more = 3 Product discount of 10 - 19% = 2 Product discount of 1 - 9% = 1 No discount offered = 0	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Score</th> <th style="text-align: center;">X</th> <th style="text-align: left;">Weight</th> <th style="text-align: center;">=</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">X</td> <td style="border-bottom: 1px solid black;">1</td> <td style="text-align: center;">=</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table>	Score	X	Weight	=	Total	_____	X	1	=	_____
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_____	X	1	=	_____							
Criterion to Be Evaluated: Shipping Costs Free shipping = 3 Does not have free shipping = 0	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Score</th> <th style="text-align: center;">X</th> <th style="text-align: left;">Weight</th> <th style="text-align: center;">=</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">X</td> <td style="border-bottom: 1px solid black;">1</td> <td style="text-align: center;">=</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table>	Score	X	Weight	=	Total	_____	X	1	=	_____
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_____	X	1	=	_____							
Criterion to Be Evaluated: Payment Terms 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	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Score</th> <th style="text-align: center;">X</th> <th style="text-align: left;">Weight</th> <th style="text-align: center;">=</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">X</td> <td style="border-bottom: 1px solid black;">1</td> <td style="text-align: center;">=</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table>	Score	X	Weight	=	Total	_____	X	1	=	_____
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_____	X	1	=	_____							
Criterion to Be Evaluated: Product Availability 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	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Score</th> <th style="text-align: center;">X</th> <th style="text-align: left;">Weight</th> <th style="text-align: center;">=</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">X</td> <td style="border-bottom: 1px solid black;">1</td> <td style="text-align: center;">=</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table>	Score	X	Weight	=	Total	_____	X	1	=	_____
Score	X	Weight	=	Total							
_____	X	1	=	_____							
Criterion to Be Evaluated: Product Return Policy Has a return policy = 3 Does not have a return policy = 0	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Score</th> <th style="text-align: center;">X</th> <th style="text-align: left;">Weight</th> <th style="text-align: center;">=</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">X</td> <td style="border-bottom: 1px solid black;">1</td> <td style="text-align: center;">=</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table>	Score	X	Weight	=	Total	_____	X	1	=	_____
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