

PORTSMOUTH SCHOOL DEPARTMENT  
1 JUNKINS AVENUE, SUITE 402  
PORTSMOUTH, NEW HAMPSHIRE 03801

OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS

603 431-5080  
FAX 603 431-6753

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INVITATION TO BID

Sealed bid proposals, plainly marked "Printing Needs for the 2014/2015 School Year" will be accepted at the office of the Business Administrator, Portsmouth School Department, 1 Junkins Avenue, Suite 402, Portsmouth, NH 03801 until the end of business, **June, 30, 2014**.

Bid specifications/proposal form and printing samples may be obtained (**picked up only - will not be mailed**) from the Business Administrator, Portsmouth School Department, 1 Junkins Avenue, Suite 402, Portsmouth, NH **Monday through Thursday between the hours of 8:00 AM and 4:00 PM. and Fridays before 12:30 PM.**

Each item will be awarded separately. This proposal does not require any bidder to submit an "all-or-nothing" bid. The School Department anticipates awards to multiple suppliers.

The School Department reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the School Department. It also reserves the right to consider other factors considered necessary along with the bid price in making the bid award.

## INSTRUCTION TO BIDDERS

### 1. Preparation of Bid Proposal

- a) The bidder shall submit her/his proposal upon the form furnished by the Portsmouth School Department (attached). All figures shall be in ink or typed.

If a price already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new price entered above or below it, and initialed by the bidder, also with ink.

- b) The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the bidder legally qualified and acceptable to the Owner. If the proposal is made by an individual, his name and post office address must be shown; by a partnership, the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, the name, titles, and business addresses of the President, Secretary, and Treasurer.

### 2. Irregular Proposals

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- a) If the proposal is on a form other than that furnished by the School Department, or if the form is altered or any thereof is detached.
- b) If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- c) If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- d) If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

### 3. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the Owner, at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

### 4. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the date specified for receiving the bids.

### 5. Disqualification of Bidders

Either of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal or proposals:

- a) More than one proposal for the same work from an individual, firm, or corporation under the same or different name.
- b) Evidence of collusion among bidders.

## AWARD AND EXECUTION OF CONTRACT

### 1. Award of Contract

Each item will be awarded separately. This proposal does not require any bidder to submit an "all-or-nothing" bid. The School Department anticipates awards to multiple suppliers.

Within 30 calendar days after the opening of proposals, if a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder(s) whose proposal complies with all the requirements prescribed. The successful bidder(s) will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded items from the bid.

### 2. Cancellation of Award

The Portsmouth School Department reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the Portsmouth School Department.

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PRICE PROPSAL FORM

<b>Description</b>	<b>Approximate Yearly Amount to be printed</b>	<b>Price</b>	<b>Price/ Qty</b>
Staff Registration Card	500	\$	
Absence Forms - <b>2-part NCR</b>	3,000	\$	
#10 <b>Window</b> Envelopes - <b>White/Maroon Ink (#202)</b>	10,000	\$	<b>per 1,000</b>
#10 Envelopes - <b>White/Maroon Ink (#202)</b>	10,000	\$	<b>per 1,000</b>
<u>Stationery Order - System-wide:</u> Full Size Letterhead	15,000	\$	<b>per 1,000</b>
Staff Development Activity Approval Form - <b>2 Part NCR</b>	2,500	\$	
Request for Tuition Reimbursement - <b>4-part Numbered</b>	2,000	\$	
Parent/School Handbook - <b>Cover and back page</b> with 20-45 Pages 2-sided	1,000	\$	<b>per 100</b>
Agreement - Board of Education and APT	500	\$	
Envelopes for Progress Reports	500	\$	
CUM Folders	500	\$	
Teacher's Permanent Record	150	\$	
High School Discipline Report <b>4-part NCR</b>	5,000	\$	<b>per 1,000</b>
Certificate of Residency – <b>2- part NCR</b>	1,500	\$	

A sample of each item listed above has been enclosed in each packet. Please return this price proposal form to Stephen Bartlett, Business Administrator, Portsmouth School Department, 1 Junkins Avenue Suite 402, Portsmouth, NH 03801 by June 30, 2014.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Authorized Signature