



Department of Purchasing
100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 925-6763

June 16, 2020

To: Interested Parties

Re: Request for Quote 1748-Q – Handwriting Workbooks

Suffolk Public Schools plans to purchase the following handwriting workbooks. Unit pricing must include any and all shipping charges. **Please provide your lowest delivered price quote and firm commitment for time of delivery. Books must be exactly as specified.**

| # | Qty | ISBN # | Title | Unit Price | Total Price |
|---|-----|---------------|----------------------------------|------------|-------------|
| 1 | 995 | 9781453117941 | Grade K Zaner Bloser Handwriting | \$ _____ | \$ _____ |

| # | Qty | ISBN # | Title | Unit Price | Total Price |
|---|-----|---------------|----------------------------------|------------|-------------|
| 2 | 950 | 9781453117958 | Grade 1 Zaner Bloser Handwriting | \$ _____ | \$ _____ |

| # | Qty | ISBN # | Title | Unit Price | Total Price |
|---|-----|---------------|-----------------------------------|------------|-------------|
| 3 | 980 | 9781453117972 | Grade 2C Zaner Bloser Handwriting | \$ _____ | \$ _____ |

| # | Qty | ISBN # | Title | Unit Price | Total Price |
|---|------|---------------|----------------------------------|------------|-------------|
| 4 | 1025 | 9781453117989 | Grade 3 Zaner Bloser Handwriting | \$ _____ | \$ _____ |

Books will be delivered to Suffolk Public Schools Textbook Center, 1507 Freney Ave., Suffolk, VA 23434. Delivery shall be _____ days after receipt of Purchase Order.

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Additional Requirements:

1. Notification to the successful vendor/vendors will be made in the form of a purchase order or purchase orders. Unit prices must include any and all shipping and handling charges.
2. **Fax or email** this quote form to the above listed fax or email to lindabates@spsk12.net not later than **2:00 pm on Tuesday, June 30, 2020**. Suffolk Public Schools reserves the right to consider all quotes submitted prior to award as may be in the best interest of the School Division.
3. Delivery of books will be to Suffolk Public Schools Textbook Center, 1507 Freeney Ave., Suffolk, VA 23434.
4. Any questions concerning this price quote may be submitted to Linda Bates at the above phone, fax or emailed to lindabates@spsk12.net.
5. The attached Terms and Conditions are to be considered an integral part of any purchase resulting from this solicitation.

The School Board reserves the right to:

1. Award a contract or contracts as may be most advantageous to the School Board, taking into consideration best value criteria, which may include the following:
 - a. Quality and durability of the books,
 - b. Availability of the books/materials,
 - c. Reference from previous customers on quality of products and service,
 - d. Total cost of ownership,
 - e. Time of delivery.
2. Reject any or all bids or to negotiate with the low bidder in case of insufficient funds.
3. Purchase books directly from publisher if not available from this quote; purchase from another source if pricing and delivery time is more advantageous to Suffolk Public Schools.

SCC ID Number:

In accordance with new registration requirements effective July 1, 2010 vendors shall include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration per the requirements in Section 13.1 or Title 50 of the Code of Virginia. Provide your SCC Identification Number below or justification for non-registration. The SCC may be reached at (804) 371-9733 or at www.scc.virginia.gov/default.aspx. Failure to include this information with your submittal may result in rejection of your proposal.

SCC ID Number _____

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Price Proposal Submitted by:

Print or Type Name and Position

Signed

Company Name

Date

Street Address

City, State and Zip Code

Phone Number Fax Number

E-mail Address

Terms and Conditions

NONDISCRIMINATION

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Suffolk Public Schools does not discriminate against faith-based organizations.

SMALL, WOMEN AND MINORITY (SWAM)

Suffolk Public Schools will assure that all small, women and minority vendors are solicited when they are potential sources of the goods and/or services sought by the school division. Suffolk Public Schools will document, in writing, the efforts made to include SWAM certified vendors in both formal and informal solicitations and when quotes are obtained for the purchase of goods and/or services.

CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

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COOPERATIVE PROCUREMENT

This solicitation is being conducted on behalf of other public bodies under the provisions of § 2.2-4304 of the Virginia Public Procurement Act, Cooperative Procurement, as stated, “a public body may purchase from another public body’s contract even if it did not participate in the request for proposal or invitation to bid, if the Request for Proposal or Invitation to Bid specified that the procurement was being conducted on behalf of other public bodies.”

If authorized by the Bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms.

Any jurisdiction using such contracts shall place its own orders(s) directly with the Successful Contractor(s). Suffolk Public Schools acts only as the Contracting Agent and is not responsible for the placement of orders, payment or discrepancies of the participating jurisdictions.

It is the Contractor’s responsibility to notify the jurisdictions of the availability of contract(s). Proposers desiring to offer to other jurisdictions under this clause shall so indicate in their response.