



MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

MURRIETA VALLEY USD

**REQUEST FOR PROPOSAL
WHITE COPY PAPER**

RFP NO. 2022-02-11102022

**Nadia Zeien, Purchasing Director
Joanyn Pearce-Miller, Buyer
Murrieta Valley USD Purchasing Department
41870 McAlby Court Murrieta, CA 92562**

**REQUEST FOR PROPOSAL
MURRIETA VALLEY USD
WHITE COPY PAPER (RFP) #2022-02-11102022**

ISSUE DATE: October 25, 2022
RFP No. 2022-02-11102022
DUE DATE: November 10, 2022
TIME: 1:00 p.m. PST

The Murrieta Valley USD is requesting Proposals (RFP) for White Copy Paper for delivery beginning December 1, 2022, through March 31, 2023.

Qualifying Proposals shall be emailed to Murrieta Valley USD, Attention: Nadia Zeien, nzeien@murrieta.k12.ca.us and cc: Joany Pearlce-Miller at jpearce-miller@murrieta.k12.ca.us prior to or at 1:00 p.m. PST on November 10, 2022 on the designated Murrieta Valley USD Proposal Form included herein. Proposals received later than the designated time and specified date will be returned to the bidder. RFP's will be evaluated in a non-public opening. Results will be posted on the Murrieta Valley USD webpage: [https:// www.murrieta.k12.ca.us/Page/32053](https://www.murrieta.k12.ca.us/Page/32053)

The District reserves the right to accept or reject any or all Proposals or any combination thereof and to waive any informality in the process. Standard Purchase order terms and conditions apply. Reference Exhibit A for Terms and Conditions.

All Qualified, interested suppliers are invited to submit Proposals for:

Purpose

Murrieta Valley USD requests your firm fixed pricing for white copy paper delivery to multiple sites throughout the Murrieta Valley Unified School District (MVUSD)

1 pallet (= 40 Cases) Required Items:

- 20lb
- 96 bright or better
- 8.5 x 11 white copy paper
- 500 sheets/ream, 10 reams/case
- Brand Name: Double A Everyday or equivalent
- Delivery turnaround time within 5 days of receipt of Purchase Order
- Delivery to inside location per each school site (e.g., Storage Room, Classroom)
- A single pallet (or more) may be broken down and delivered to up to 6 different locations at a school site.
- Ground level delivery for all sites
- No loading docks at school sites
- Lowest proposal must be able to deliver during the time period of December 1, 2022, through March 31, 2023

Instructions for Submitting Proposals

The required RFP must be returned with the Proposal Form, Business Information, References and W-9 to indicate acceptance of all terms and conditions on the RFP.

Special Terms & Conditions

1. Proposal must include delivery/shipping/handling costs (one total price, no break downs)
2. Your delivery truck must have a dolly, pallet jack and lift gate – our sites do not have a loading dock and are not permitted to allow anyone not certified at the Murrieta Valley USD to use the MVUSD forklifts.
3. All sites have been instructed to place order quantities in increments of 40 cases (40 cases/pallet).
4. Paper will need to be delivered and placed *inside* at the sites specified location.
 - i. e.g., Storage room, classroom. Delivery could be up to 6 locations within a school site or department as requested by site/dept.
5. All sites for delivery are in the city of Murrieta. Site addresses listed on Page 7.
6. Deliveries must be guaranteed within 5 business days of receipt of Purchase Order.

Special Terms & Conditions Continued

7. Ensure that you will be able to supply the same quality (or better) paper throughout the duration of this 4-month period. If supplies become unavailable, we will require a substitution request in writing of the proposed equal product with physical samples for approval. All substitutes shall be pre-approved by the Purchasing Department.
8. Please send a current, signed and dated copy of your company's W9 and any new, order placement or contact information that may be needed.
9. Vendor must accept Purchase Orders.
10. Payment terms regarding RFP are Net 30.
11. RFP pricing is firm throughout the contract. Price increase due to unforeseen manufacturers shortages must be negotiated between Murrieta Valley USD and the awarded vendor.

Request for Information (RFI) Deadline

Questions and/or clarification requests will be accepted via email to nzeien@murrieta.k12.ca.us and cc: jpearce-miller@murrieta.k12.ca.us by November 2, 2022 no later than 4:00 p.m. Submitted questions and corresponding responses will be posted on the MVUSD website: <https://www.murrieta.k12.ca.us/Page/32053>. Respondents are encouraged to visit the above-mentioned website on a regular basis as questions and responses may be posted throughout the bidding period.

Restrictions on Communications with Murrieta Valley USD Staff

Bidders are not permitted to communicate with other Murrieta Valley USD staff regarding this solicitation between the RFP issue date and the award announcement. If bidder is found to be in violation of this provision, MVUSD reserves the right to reject the bid.

TIMELINE	DATES
1. RFP ISSUE DATE	October 25, 2022
2. REQUEST FOR INFORMATION (RFI) DEADLINE Bidders must email their questions to Nadia Zeien nzeien@murrieta.k12.ca.us and cc: Joany Pearlce-Miller at jpearce-miller@murrieta.k12.ca.us .	November 2, 2022 no later than 4:00PM
3. DEADLINE FOR PROPOSAL	November 10, 2022 on or before 1:00PM PST

Contract Award In Best Interest

Murrieta Valley USD reserves the right to accept or reject proposals on each item separately or as a whole, to reject any or all bids without penalty, to waive any informalities or irregularities therein, and to contract as the best interest of the Murrieta Valley USD may require to best meet the needs of the Murrieta Valley USD.

- a) Murrieta Valley USD reserves the right to make one award, more than one award, or no award and also reserves the right to negotiate modification of the bid prices, terms and conditions with the lowest responsive, responsible bidder(s) in conjunction with the award criteria contained herein, prior to the execution of a contract, to ensure a satisfactory procurement. Any resulting purchase order will incorporate the specifications, terms, and conditions set forth in the RFP as well as all relevant provisions of the related Proposal.

Method of Award

This solicitation, the evaluation of Proposals, and the award of any resulting contract shall be made in conformance with applicable Murrieta Valley USD policies and State of California law. The Murrieta Valley USD reserves the right to withdraw this Request for Proposal at any time.

Minimum Bid Acceptance Period

Proposals shall be firm offers and shall remain valid for acceptance by Murrieta Valley USD 60 days following the RFP closing date.

Post Qualification

All proposals submitted from vendors who have not been prequalified as a supplier to Murrieta Valley USD, may be subject to post-qualification. Qualified status is based on such factors as financial resources, past performance with the Murrieta Valley USD, delivery capability, and other related factors which may be an indicator of a vendor's ability to perform.

Termination

Murrieta Valley USD may, by written notice stating the extant and effective date, cancel and/or terminate this order for convenience in whole or part, at any time. Murrieta Valley USD shall pay Seller as full compensation for delivered paper until such termination.

Paperwork Sent to Awarded RFP Bidder

- CONTRACTOR'S CERTIFICATE REGARDING ALCOHOLIC BEVERAGE and TOBACCO-FREE
- CONTRACTOR'S CERTIFICATE REGARDING DRUG-FREE WORKPLACE
- MURRIETA VALLEY UNIFIED SCHOOL DISTRICT INDEPENDENT CONTRACTOR AGREEMENT



MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

**MURRIETA VALLEY USD PROPOSAL FORM
(RFP) #2022-02-11102022**

ISSUE DATE: October 25, 2022
RFP No. 2022-02-11102022
DUE DATE: November 10, 2022
TIME: 1:00 p.m. PST

Proper Name of Bidder: _____

Contact Full Name: _____

Contact Email Address: _____

Address: _____

PRODUCT NAME	PRODUCT DESCRIPTION	PRODUCT BRIGHTNESS	QTY	UOM (CASES)	PRICE PER CASE	EXTENSION
					\$	\$

Delivery inside: Yes ___ No ___
(Per Proposal)

The undersigned declares that Bidder has read and understands the Contract Documents, including, without limitation, the Request for Proposal and all associated documents, and agrees and proposes to furnish all necessary labor, materials, and equipment to perform and furnish all work in accordance with the terms and conditions of the Contract Documents.

Print Name: _____ Signature: _____ Date: _____

Awarded RFP will be posted on the Murrieta Valley USD website.

MURRIETA VALLEY USD ADDRESSES

Adult & Community Education

24150 Hayes Avenue, Murrieta Ca 92562

Adult Transition Program

41831 McAlby Ct, Murrieta Ca 92562

Alta Murrieta Elementary School (K-5)

39475 Whitewood Road, Murrieta Ca 92562

Antelope Hills Elementary (K-5)

36105 Murrieta Oaks Avenue, Murrieta Ca 92562

Avaxat Elementary School (K-5)

24300 Las Brisas Road, Murrieta Ca 92562

Buchanan Elementary School (K-5)

40121 Torrey Pines Road, Murrieta Ca 92562

Cole Canyon Elementary School (K-5)

23750 Via Alisol, Murrieta Ca 92562

District Office

41870 McAlby Court, Murrieta Ca 92562

Dorothy McElhinney Middle School (6-8)

35125 Briggs Road, Murrieta Ca 92562

E. Hale Curran Elementary School (K-5)

40855 Chaco Canyon Road, Murrieta Ca 92562

Early Childhood Education Center

24300 Las Brisas Road North, Murrieta Ca 92562

Lisa J. Mails Elementary (K-5)

35185 Briggs Road, Murrieta Ca 92562

Monte Vista Elementary School (K-5)

37420 Via Mira Mosa, Murrieta Ca 92562

Murrieta Canyon Academy

24150 Hayes Avenue, Murrieta Ca 92562

Murrieta Elementary School (K-5)

24725 Adams Street, Murrieta Ca 92562

Murrieta Mesa High School (Comprehensive)

24801 Monroe, Murrieta Ca 92562

Murrieta Valley High School (Comprehensive)

42200 Nighthawk Way, Murrieta Ca 92562

Rail Ranch Elementary School (K-6)

25030 Via Santee, Murrieta Ca 92562

Shivela Middle School (6-8)

24515 Lincoln Avenue, Murrieta Ca 92562

Thompson Middle School (6-8)

24040 Hayes Avenue, Murrieta Ca 92562

Tovashal Elementary School (K-5)

23801 St. Raphael, Murrieta Ca 92562

Vista Murrieta High School (Comprehensive)

28251 Clinton Keith Rd., Murrieta Ca 92562

Warm Springs Middle School

39245 Calle De Fortuna, Murrieta Ca 92562

Warm Springs Middle School

Attention: Learn@Home

39245 Calle De Fortuna, Murrieta Ca 92562

CLIENT REFERENCE SHEET

List up to 3 references for the same type & size of service described in this document.

1) NAME: _____ ADDRESS: _____

CONTACT PERSON: _____ PHONE (_____) _____

DATE OF SERVICE: _____

BRIEF DESCRIPTION OF SERVICE: _____

2) NAME: _____ ADDRESS: _____

CONTACT PERSON: _____ PHONE (_____) _____

DATE OF SERVICE: _____

BRIEF DESCRIPTION OF SERVICE: _____

3) NAME: _____ ADDRESS: _____

CONTACT PERSON: _____ PHONE (_____) _____

DATE OF SERVICE: _____

BRIEF DESCRIPTION OF SERVICE: _____

EXHIBIT A

Terms and Conditions

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California.
2. **IDENTIFICATION:** Please clearly reference the Purchase Order on all correspondence including on all packages, invoices, letters and other items. (Only one Purchase Order per package.)
3. **DELAY IN SHIPMENT:** If you cannot fill this order on or before the date specified, notify the buyer listed on the Purchase Order of the fact and probable date of delivery.
4. **DISCOUNTS:** Please show on your invoice cash discounts offered. In connection with any discount offered, time will be computed from date of delivery of the supplies or equipment as specified, or from date correct invoices are received in the office specified by the purchaser if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount on the date of mailing the purchaser's warrant or check.
5. **PROMPT PAYMENT:** To facilitate payment to you after the delivery of goods/ rendering of services, please ensure that invoices clearly reference the Purchase Order. Accounts payable desires to pay all bills promptly. However, invoices/claims cannot be audited for payment unless or until all terms and conditions have been fully complied with.
6. **VENDOR'S INVOICES:** Invoices must be mailed or delivered to Murrieta Valley Unified School District, Attention Accounts Payable.. Invoices shall contain: Purchase Order/Contract Number and date, description of items, sizes, quantities, unit prices, extended total, place, and date of delivery. Every invoice shall be properly itemized. (Only one Purchase Order per invoice.)
7. **CHANGES:** No change or modification in terms, quantities, or specification may be made without express authorization from the Contracts and Purchasing Services Office. This will be followed by a written authorization. No other departments/schools, officer or employee may authorize changes.
8. **BILL OF LADING:** If a bill of lading is applicable to this order, send original to "ship to" address and duplicate with invoices to Accounts Payable.
9. **TRANSPORTATION:** Invoices for prepaid transportation charges must be supported by original receipted freight bills. No C.O.D. orders.
10. **PATENT INDEMNITY:** The Vendor shall hold the purchaser, its officers, agents, and employees harmless from liability of any nature or kind, including costs and expenses for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented inventions, regarding any items, article or appliance furnished or used in connection with the Purchase Order or Contract. Vendors may be required to furnish a bond or other indemnification to the purchaser against claims or liability for patent infringement.
11. **TAXES:** Articles sold to the purchaser are exempt from certain federal excise taxes. The purchaser will reimburse the vendor for, or pay directly, all California State and local sales and use taxes applicable to the purchase or use of items by the purchaser.
12. **OSHA REQUIREMENTS:** All equipment shall conform to the Safety Orders of the California Division of Industrial Safety and to current OSHA requirements.
13. **MSDS:** Material Safety Data Sheets (MSDS) are to be provided for all hazardous substances and emailed to purchasing@rcoe.us. Payment may be withheld pending receipt of MSDS.
14. **THE PURCHASER IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER.**
15. All prices **F.O.B. Murrieta**, unless otherwise specified.
16. **INDEPENDENT CONTRACTOR:** The Vendor, while engaged in the performance of this contract, is an independent contractor and is not an officer, agent or employee of the Murrieta Valley Unified School District.
17. **HOLD HARMLESS:** The Vendor shall save, defend, hold harmless and indemnify the Murrieta Valley Unified School District against any and all liability, claims, and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations or performance of work under the terms of this contract or order, resulting in whole or in part from the negligent acts or omissions of Vendor, and subcontractor, or any employee, agent, or representative of Vendor or subcontractor.
18. **DELIVERIES WILL BE ACCEPTED FROM 7:30 AM TO 3:45 PM.**