



## **MURRIETA VALLEY USD**

# **REQUEST FOR QUOTATION WHITE COPY PAPER**

**RFQ NO.  
07012021**

**David Ciabattini  
Murrieta Valley USD  
Purchasing Department  
41870 McAlby Court  
Murrieta, CA 92562**

May 12, 2021



# REQUEST FOR QUOTATION

## MURRIETA VALLEY USD

### WHITE COPY PAPER (RFQ) #07012021

ISSUE DATE: *May 12, 2021*

RFQ No: *07012021*

DUE DATE: *June 3, 2021*

TIME: 3:30 p.m. PDT

The Murrieta Valley USD is requesting Quotations (RFQ) for White Copy Paper for the first half of the 2021/2022 fiscal year, beginning July 1, 2021 through December 31, 2021.

Request for Quotes can be mailed to Murrieta Valley USD, Attention: David Ciabattini, Purchasing Department, 41870 McAlby Court, Murrieta, California 92562 or emailed to David Ciabattini at [dciabattini@murrieta.k12.ca.us](mailto:dciabattini@murrieta.k12.ca.us) and cc: Joany Pearlce-Miller at [jpearce-miller@murrieta.k12.ca.us](mailto:jpearce-miller@murrieta.k12.ca.us) prior to 3:30 p.m. on June 3, 2021. Quotes received later than the designated time and specified date will be returned to the bidder. RFQ's will be evaluated in a non- public opening. Results of the RFQ will be posted on the district website at Purchasing/Bids by June 4, 2021 at 3:30 p.m. PDT <https://www.murrieta.k12.ca.us/Page/32053>

The District reserves the right to accept or reject any or all quotes or any combination thereof and to waive any informality in the process. Standard Purchase order terms and conditions apply. A copy of these conditions will be furnished on request.

**All Qualified, interested suppliers are invited to submit Quotations for:**

#### **PURPOSE**

Murrieta Valley USD requests your firm fixed pricing for white Copy Paper delivery to multiply 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 sit ( 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 Quote must be able to deliver during the time period of July 1, 2021 through December 31, 2021

### **Instructions for Submitting Quotations**

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

### **Special Terms & Conditions**

1. Quote 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. 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 5
6. Deliveries must be guaranteed within 5 business days of receipt of Purchase Order.
7. Ensure that you will be able to supply the same quality (or better) paper throughout the duration of this 6-month period. If supplies become unavailable we will accept substitutions that are of equal quality, anything less will not be accepted.
8. Previous year estimate of Pallets to be ordered 50 - During COVID Times Estimate 30
9. 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.
10. Vendor must accept Purchase Orders.
11. Payment terms regarding RFQ are Net 30.

### **Questions Regarding RFQ**

Questions and/or comments will be accepted via email to [dciabattini@murrieta.k12.ca.us](mailto:dciabattini@murrieta.k12.ca.us) by May 27, 2021 at 3:30 p.m. PDT. Submitted questions and corresponding responses will be posted on the MVUSD website: <https://www.murrieta.k12.ca.us/Page/32053> no later than May 28, 2021 at 3:30 p.m. PDT. Respondents are encouraged to visit the above-mentioned website on a regular basis as questions and responses may be posted at an earlier date.

**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 RFQ issue date and the award/s announcement. If bidder is found to be in violation of this provision, MVUSD reserves the right to reject the bid.

5. TIMELINE	DATES:
1. <b>RELEASE OF REQUEST FOR QUOTATION</b>	<b>May 12, 2021</b>
2. <b>DEADLINE FOR REQUEST FOR INFORMATION (RFI)</b> Bidders must email their questions to David Ciabattini at <a href="mailto:dciabattini@murrieta.k12.ca.us">dciabattini@murrieta.k12.ca.us</a> and cc: Joanyyn Pearce- Miller at <a href="mailto:jpearce-miller@murrieta.k12.ca.us">jpearce-miller@murrieta.k12.ca.us</a> . <i>RFI response questions will be issued in writing by Addenda and posted on the District website no later than May 28, 2021.</i>	<b>Submitted by: Date: May 27, 2021 Time: 3:30 PM PDT</b>
3. <b>DEADLINE FOR QUOTATION SUBMITTAL</b> <i>Bid results will be posted on the District Webpage</i>	<b>Submitted by: June 3, 2021 On or before 3:30 PM PDT</b>
4. <b>TENTATIVE DATE FOR AWARDING CONTRACT</b> <i>RFQ's will be evaluated in a non-public opening.</i>	<b>5-30 days, contingent upon lowest bidder meeting all of the bid specifications.</b>

**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 RFQ as well as all relevant provisions of the related quotation.

**Method of Award**

This solicitation, the evaluation of quotations, 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 Quotation at any time.

Any contract(s) resulting from this Request for Quotation will be awarded to the lowest, responsive and responsible bidder meeting specifications in conjunction with the following criteria:

- Overall qualifications**
- Previous experience and qualifications (see reference sheet)**
- Overall understanding and response to this RFQ**
- Quality and appropriateness of services offered**

**Minimum Bid Acceptance Period**

Quotes shall be firm offers and shall remain valid for acceptance by Murrieta Valley USD **60** days following the RFQ 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 RFQ 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

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**MURRIETA VALLEY USD REQUEST FOR QUOTATIONSHEET**  
**(RFQ) #07012021**

**ISSUE DATE: May 12, 2021**  
**RFQ No: 07012021**  
**DUE DATE: June 3, 2021**  
**TIME: 3:30 p.m. PDT**

**Pricing**

The bidder certifies that the price quoted under this request shall be the most favorable the bidder gives to any customer or governmental agency for the same or substantially similar requirements. (please initial)  
 Yes No \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**Tax ID:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Attn:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

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

Delivery inside: Yes \_\_\_\_\_ No \_\_\_\_\_  
 (Per Quotation)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Awarded RFQ will be posted on the Murrieta Valley USD Bid page June 4 , 2021 by 3:30 p.m. PDT**  
**MVUSD website: <https://www.murrieta.k12.ca.us/Page/32053>**



## MURRETIA 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 (Alternative Education Programs)***

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 (6-8)***

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

## INDEPENDENT CONTRACTOR AGREEMENT (ICA) SITE SERVICES / SHORT-TERM

This Site Services Agreement ("Agreement") is made as of \_\_\_\_\_, 20\_\_\_\_, between the MURRIETA VALLEY UNIFIED SCHOOL DISTRICT ("District") and \_\_\_\_\_ ("Contractor") (together, "Parties").

- 1. Services.** The Contractor shall furnish to the District \_\_\_\_\_ services, as further detailed in **EXHIBIT A**, attached hereto and incorporated herein by this reference ("Services").
  - 1.1.** Contractor will be onsite:  
Start Date: \_\_\_\_\_ to End Date: \_\_\_\_\_ to complete service.
  - 1.2.** District compensation to the Contractor shall **not exceed** \$ \_\_\_\_\_ inclusive of any costs or expenses paid or incurred by Contractor in performing the Services. Payment shall be made for all undisputed amounts within thirty (30) days after the Contractor submits a detailed invoice to the District's Accounts Payable Department for services actually performed.
  - 1.3.** Contractor shall furnish, at his/her own expense, all tools, labor, materials, equipment, supplies, transportation services and any other items (collectively, "Equipment") necessary to complete the Services. District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor of the Contractor's agents, personnel, employee(s), and/or subcontractor(s) ("Contractor Parties"), even if such Equipment is furnished, rented or loaned to Contractor or Contractor Parties by District.
- 2. Independent Contractor.** Contractor, in the performance of this Agreement, shall be and act as an independent contractor with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees. By checking the applicable box below, Contractor hereby represents and warrants to District the following:  
 Contractor does not employ anyone in the manner subject to the workers' compensation laws of California.
- 3. Fingerprinting. Contractor and the Contractor Parties shall only have limited or no contact with District students at all times during the Term of this Agreement. Contractor will be in the immediate presence of a District staff member should Contractor have contact with students while conducting the Service.**
- 4. Confidentiality.** The Contractor and all Contractor Parties shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall survive termination of this Agreement.
- 5. Termination by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for Services satisfactorily rendered to the date of termination. Upon termination, Contractor shall provide the District with all documents produced maintained or collected by Contractor pursuant to this Agreement, whether or not such documents are final or draft documents.
- 6. Indemnification.** To the furthest extent permitted by California law, Contractor shall, at its sole expense, indemnify, and hold harmless the District, the State of California, and their agents, representatives, officers, Contractors, employees, trustees, and volunteers (the "District Parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "Claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, and Contractors and/or attorneys' fees and costs, directly or

## MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

indirectly arising out of, connected with, or resulting from the performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by the Contractor under or in conjunction with this Agreement, unless the Claims are caused wholly by the sole negligence or willful misconduct of the District Parties. Contractor shall, to the furthest extent permitted by California law, defend the District Parties at Contractor's own expense, from any and all Claim(s) and allegations relating thereto with counsel approved by District where such approval is not to be unreasonably withheld.

- 7. Compliance with Laws; Effect of Noncompliance.** Contractor shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations.
- 8. Integration; Entire Agreement of Parties; Amendments.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties. This agreement is not valid until approved/ratified by Murrieta Valley Unified School Board of Education.
- 9. Governing Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the County where the District's administrative offices are located.
- 10. Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the Parties shall attempt to resolve the dispute in good faith. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, the Contractor shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Contractor's right to bring a civil action against the District. For purposes of those provisions, the running of the time within which a claim must be presented to the District shall be tolled from the time the Contractor submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.
- 11. Attorney Fees; Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
- 12. Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 13. Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
- 14. Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together, including electronically sent and scanned signatures, shall be construed as one document.

SIGNATURES ON FOLLOWING PAGE

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated below.

<b>CONTRACTOR/VENDOR:</b> Dated: _____, 20____ _____ COMPANY NAME _____ _____ COMPANY ADDRESS TAX ID#: _____ FAX: _____ PH: _____ EMAIL: _____ _____ SIGNATURE _____ PRINT NAME _____ PRINT TITLE	<b>DISTRICT:</b> Dated: _____, 20____ <b>Murrieta Valley Unified School District</b> 41870 McAlby Court Murrieta, CA 92562 (951) 304-1523 _____ DISTRICT LOCATION _____ ADMINISTRATOR SIGNATURE _____ PURCHASING SIGNATURE _____ SUPERINTENDENT DESIGNEE SIGNATURE
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