



Invitation to Bid: Promotional Items

Date:

December 3, 2018

Submitted by:

Cara Hart
Manager, Cooperative Purchasing
chart@crec.org

Due:

January 4, 2019, 11:00 a.m.

Capitol Region Education Council
111 Charter Oak Avenue
Hartford, CT 06106

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INTRODUCTION

The Capitol Region Education Council (“CREC”) is a regional educational service center (RESC) that represents 35 communities in the Greater Hartford area and also reaches additional towns and school districts throughout the state through a number of statewide services and programs. Prospective Respondents may view CREC’s website at <http://www.crec.org/> for more information about CREC, and <http://www.rescalliance.org/> for a better understanding of the services provided by RESCs.

CREC’s mission is to provide high quality, low-cost services for school districts to meet their various needs. These include services such as professional development, special education, transportation, and cooperative purchasing. Most school districts are attempting to reduce their costs. CREC’s goal is to help districts by A) offering one Invitation to Bid (ITB) to reduce the duplication of effort being done across school districts, municipalities, and other non-profit organizations and B) offer deeper discounts based on the potential aggregated use of the bid statewide.

By this ITB, CREC seeks to establish a cooperative purchasing contract to meet the needs of school districts, municipalities, and other non-profit organizations for promotional items. Vendors must be able to service all CT towns and consider offering the same discounts to other states.

SECTION I – INFORMATION and GENERAL REQUIREMENTS to BIDDERS

1. Sealed proposals, two copies and one electronic copy, will be received at the office of Cara Hart, Cooperative Purchasing Manager, Capitol Region Education Council, 111 Charter Oak Avenue, Hartford, CT 06106. Proposals are due on January 4, 2019 at 11:00 a.m. At the designated time of opening, they will be opened, read, recorded and placed on file. Packets received after the designated time will not be accepted.
2. The envelope enclosing your bid should be clearly marked on its front by the bid name, time of bid opening and date.
3. Whenever it is deemed to be in the best interest of the agency, the Capitol Region Education Council reserves the right to reject any or all bids, completely or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the agency. Their decision is final.
4. The Bid Documents contain the provisions required for the requested item(s) or service. Information obtained from an officer, agent, or employee of CREC, any other person shall not affect the risks, or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.

5. The bidder agrees and warrants that in the submission of this sealed bid, they will uphold CREC's commitment to following Connecticut State and Federal law ensuring full compliance with Title VI of the Civil Rights Act of 1964 which affirms that no person or group of persons is excluded from participation, denied benefits, or otherwise subjected to discrimination or permits discrimination under any program or activity or any service rendered to the public, on the grounds of race, color, creed, religion, national origin, sex, age or disability. Unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut.
6. The bidder further agrees to provide the Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement may be required by the successful bidder.
7. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless CREC for all damages assessed against CREC as a result of Bidder's failure to comply with said standards and/or regulations.
8. CT school districts, municipalities, and other non-profit organizations are exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State. Such taxes must not be included in proposal prices.
9. By submitting a proposal, including the completed Non-Collusion Statement, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening.
10. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless CREC, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.

Additional Information:

Any questions or requests for additional information should be addressed, in writing, to Cara Hart via email at chart@crec.org no later than 11:00 a.m. on December 12, 2018. Reasonable requests will receive expeditious response. Requests for additional information or interpretations must be received by the RFI Due Date, as described in the timetable.

Interpretations, corrections and changes to this ITB will be made by Addenda issued by CREC. Interpretations, corrections and changes of the ITB made in any manner other than by such an Addendum will not be binding, and Respondents shall not rely upon them. Addenda will be issued no later than the Addenda Close Date, as described in the timetable. Addenda will be provided to all prospective Respondents that inform CREC in writing of its desire to receive Addenda.

Rights Reserved by CREC

The Capitol Region Education Council reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior CREC contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request. CREC also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of CREC will be served.

CREC reserves the right to accept modifications and clarifications of the responses when CREC determines such action would be in the best interest of CREC. CREC further reserves the right to waive any non-conformity in a response.

Information and data provided in this ITB have been compiled with the greatest care and attention to accuracy. However, the data has not been audited or verified and CREC cannot, and does not, warrant the accuracy of all the information provided in this ITB.

SECTION II – SPECIFICATIONS

By this ITB, CREC seeks to establish a contract for school districts, municipalities, and other non-profit organizations to purchase Promotional Items. Interested bidders are requested to submit a proposal that offers a wide variety of supplies including, but not limited to:

Bags and totes	Office accessories
Calendars and planners	Golf accessories
Awards and displays	Shirts, hats, other apparel
Writing instruments	Outdoor and leisure
Drinkware	Meeting items and stationery
Displays, banners, tablecloths	Technology Products

Bidders are not obligated to respond to all of the above named categories and may choose to respond only for those they so desire. Bidders shall have the ability to provide a large selection of Promotional Products with ample inventory to provide prompt and swift delivery. Delivery charges should be included in the pricing and any freight charges should be indicated. Unless it is clearly specified, it shall be considered that there is no minimum order amount.

It is the intent of CREC to establish one or more cooperative purchasing contracts to meet the needs of participating school districts, municipalities, and other non-profit organizations, that are eligible to voluntarily purchase on an “as needed” basis from the awarded contract(s).

The contract will be awarded for a period of one year, with the possibility of two one-year extensions, for a possible total of three years.

Responses must be received by 11:00 a.m. on January 4, 2019. CREC will thoroughly review all responses and, as described in this ITB, CREC will identify the vendor(s) that CREC deems to be the most responsible and qualified as described in this ITB. Pricing, reputation of the company and quality of goods will be taken into consideration.

SECTION III – REPORTING and INVOICING

Contractor will pay an Administrative Fee to CREC for sales generated off of this contract, to help support the administration and management of this contract. The fee will equal 2% of sales, and shall be included in the proposed pricing. The administrative fee is due and payable to CREC promptly upon completion of the quarterly sales report.

Invoicing for orders is between Contractor and the school district, not CREC (unless if CREC is the purchaser).

SECTION IV – METHOD of EVALUATION and SELECTION

Responses will first be evaluated to determine the experience and qualification of the firm. Qualified responses will then be reviewed and evaluated. CREC will consider the qualifications, experience and accessibility of the proposed Contractor, and price. Successful bidder(s) will be notified in writing via e-mail. CREC will then work with the bidder(s) to be set up in the CREC Cooperative Purchasing MarketPlace.

SECTION V – FORMAT for RESPONSES

Responses to this ITB should be in the following format:

1. Introduction - Include a cover letter to your response, with a statement that you have read and understood the ITB, and are able to provide the product/services requested. Your letter should note any exceptions, and must be signed by the individual who will have overall responsibility and accountability for all products/services to be provided. Responses to this proposal should also include a brief description of your firm, its corporate structure and capabilities.

2. Client Recommendations - Please provide recommendations from at least 3 clients you have worked with in the last 3 years. Limit one page per client project.
3. Cost of Products – The proposal must include pricing information on all products/lines that the bidder desires to make available, and the appropriate pricing structure for each. We have included a Pricing Page in the Appendix to be completed for this purpose. Products shall be priced at a discount from a manufacturer’s price list or catalog. Multiple percentage discounts are acceptable. Include pricing for samples, set-up, and any other related costs.
4. Catalog – A current version of the current catalog of items and the applicable price list(s) must accompany the proposal. Electronic versions are preferable.

SECTION VI – TIMELINE

CREC anticipates proceeding in a manner consistent with the following timetable. This timetable is subject to change at CREC's sole discretion.

RFP advertised and released:	December 3, 2018
Requests for Information due date:	December 12, 2018, 11:00 a.m.
Response Deadline:	January 4, 2019, 11:00 a.m.

It is anticipated that award information will be made available to school districts, municipalities, and other non-profit organizations no later than February 1, 2019 through the CREC Cooperative Purchasing MarketPlace, which allows for orders to be placed online. CREC will work with the awarded Vendor(s) to get their information posted properly the MarketPlace.



**Capitol Region Education Council
NON-COLLUSION STATEMENT**

“The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.”

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

Appendix
PRICING SHEET

Item #	Description	Catalog Name	Discount off Catalog Pricelist	Exceptions	Comments
1	Bags and totes				
2	Calendars and planners				
3	Awards and displays				
4	Writing instruments				
5	Drinkware				
6	Displays, banners and tablecloths				
7	Office accessories				
8	Golf accessories				
9	Shirts, hats, other apparel				
10	Outdoor and leisure				
11	Meeting Items and stationery				
12	Technology products				
13	Other charges and services offered *				

* Explain other charges and services in detail. Add another sheet if needed. Examples Include: samples, artwork proofs and format, print set-up fees, and shipping.

* Add other categories you would like to include.

*Use Additional sheets of paper to detail any additional details of your proposed pricing structure.