



Des Moines Independent Community School District
Division of Purchasing
1915 Prospect Road, Suite 1200
Des Moines, Iowa 50310
Phone (515)242-7751
Fax (515)242-7550

March 2, 2016

Iowa- Des Moines Supply
1680 Guthrie Avenue
Des Moines, Iowa 50316
~~Attn: Dan Vaughan~~

Re: Q6960 White Marker Boards and Tack Boards - Second Extension

~~Mr. Vaughan:~~

The Des Moines Public Schools is seeking to exercise its renewal option for the above mentioned bid. This will be the **Second extension** of this option, with the contract period beginning July 1, 2016 and ending on June 30, 2017. Enclosed is a copy of the District's Form of Proposal, detailing the items which were on this bid, as well as the, general terms and conditions associated with this bid.

We ask all suppliers to review their pricing structures prior to submitting renewal proposals. The District will again consider any program that may reduce its costs through process improvement, ordering methodology, patterns, etc. Conversely, any planned increase may require the District to employ its option to place the product category out for bid solicitation.

The District appreciates your past service. We look forward to continuing our business relationship with you in the months and years to come. Please complete and sign the attached document, and return the signed Proposal for 2016-2017 no later than March 31, 2016 to:

Des Moines Public Schools – Purchasing Department
1200 Prospect Road Suite 1200
Des Moines, IA. 50310

Sincerely
Melissa Read
Melissa Read
Purchasing Specialist

Non – Discrimination Policy:

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isaiah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C

Debarment Policy:

The District is prohibited from entering into a contract where an organization or, its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

Payment Policy:

The District plans to pay Awardee (s) using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment

Acknowledgement & Certification:

Awardee(s) must agree to complete and sign the Acknowledgement & Certification regarding their staff's ability to be in contact with the student population.

**FORM OF PROPOSAL**

Des Moines Public Schools
Division of Purchasing
1915 Prospect Road
Suite 1200
Des Moines, IA 50310
Phone (515)242-7751
Fax (515)242-7550

SECOND EXTENSION FY 2016-17

No: Q6960
Date Issued: 3/11/14
Date Due: 3/26/14
Time: 3:00 p.m.

SEALED BIDS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL BUT NOT LATER THAN, THE DATE AND TIME ABOVE STATED AND THEN PUBLICLY OPENED FOR FURNISHING THE FOLLOWING SUPPLIES, EQUIPMENT AND/OR SERVICE F.O.B. DESTINATION Mark Mattiussi, Purchasing Agent

White Marker Boards and Tack Boards per Attached Pricing Worksheet and General Terms and Conditions

The District estimates that between 50 – 100 white boards and 50 – 100 tack boards will be purchased during the contract period. No guarantee of actual quantities or sizes can be given, these will be purchased on an as required basis.

Price to Include Delivery to:
DMPS Facility Management, 1917 Dean Avenue,
Des Moines, IA 50317

Period of Contract

This contract is for the period July 1, 2016 through June 30, 2017. The District reserves the option to renew the contract with the successful bidder for up to four additional years. The amount of the contract for the second through the fifth year shall be negotiated at the close of each preceding year. The renewal option may not be exercised if it is not in the District's best interest.

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. Further, it is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isalah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 isalah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C. Also the District plans to pay Seller using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment. Finally by signing this document the Seller and their agent(s) have read, understand and will comply with the District's Acknowledgement & Certification requirements as detailed below. Delivery shall be made between the hours of 8:00 a.m. and 3:30 p.m. at 1917 Dean Ave. Des Moines, IA 50317

Company Name: Iowa-Des Moines Supply **Street Address:** 1180 Guthrie Ave
Representative Name: (Signature) **City:** Des Moines **State:** IA **Zip:** 50316
Representative Title: Purchasing **Phone:** 515-263-1200 **Fax:** 515-263-0138

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2014/11/General-Terms-n-Conditions-New.pdf> THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.



Acknowledgment & Certification

Iowa-Des Moines Supply, Inc.

_____ ("Company") is providing services to the Des Moines Independent Community School District ("District") as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Company may involve the presence of the Company's employees upon the real property of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Company further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Company further certifies that the Company has completed a satisfactory background check on the Company's employees. The Company hereby agrees to provide the District with the Company's background screening procedures including specific context and infractions that are reviewed by the Company. The District reserves the right to, but does not have the obligation to, conduct a District background check on Company employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Company employee upon the real property of the District if such employee does not clear the District's background check.

The District reserves the right, but does not have the obligation to, to audit the Company's background screening program at any time, whether announced or unannounced. The Company hereby agrees that the Company shall, upon request, permit an authorized District representative to review background screening records, including those of individual Company employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Company shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Company may engage if such engagement involves their presence upon the real property of the District.

The Company understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.



White Procelain enamel steel magnetic writing
surface for easy writing and cleaning
Surface can be used for projection
Full Length Marker Tray, Angle clip Hangers
5/8" face satin anodized frame with mitered corners

Make Bid:

Model Bid:

COST PER EACH PER SIZE: 2015-16 cost		2016-2017 Cost
4' X 8'	\$223.22	<u>\$226.57</u>
4' X 10'	\$272.95	<u>\$277.05</u>
4' X 12'	\$322.70	<u>\$327.54</u>
4' X 16'	\$429.50	<u>\$435.95</u>
Delivery Days ARO 14 to 21 days		

2. TACKBOARDS

Natural Tan Cork reinforced with sturdy back panel
1 1/4" face satin anodized trim, keyhole hangers

Make Bid: Aarco

Model Bid: 10-031

COST EACH PER SIZE: 2015-16 cost		2016-2017 Cost
4' X 4'	\$61.71	<u>\$62.65</u>
4' X 5'	\$84.32	<u>\$85.59</u>
4' X 6'	\$84.32	<u>\$85.58</u>
4' X 8'	\$113.52	<u>\$115.22</u>
4' X 10'	\$136.13	<u>\$138.18</u>
4' X 12"	\$158.73	<u>\$161.12</u>
Delivery Days ARO 14 to 21 days		

Minimum order is \$825.00 per order

MB: 10-007 V2, FOR PROJECTION

MB TRIM: 10-120 3/4" FACE, L BRACKETS

MB USING PORCELAIN ON STEEL

TB: 10-031, 1/4" CORK

TB TRIM: 10-120 1-1/4" FACE, L BRACKETS

Factory Assembled Units. L bracket hangers in lieu of keyhole

Quoting Aarco basic 3/4" and 1-1/4" face aluminum trim with blade tray on MB,
clear satin anodized finish, in lieu of 5/8" face trim.

Standard mounting accessories included for trim quoted.