



Special School District
Of St. Louis County

SSD 125-19

REQUEST FOR PROPOSAL
ARTS AND CRAFTS

Request for Proposal and Guidelines for Submittal

ISSUED: APRIL 9, 2019

PROPOSALS DUE ON OR BEFORE:

APRIL 19, 2019 @ 2:00 P.M.
SPECIAL SCHOOL DISTRICT
PURCHASING & MATERIALS DEPARTMENT
12110 CLAYTON ROAD
ST. LOUIS, MO 63131-2516

Special School District
www.ssdmo.org

Mission: In collaboration with partner districts, we provide technical education and a wide variety of individualized educational and support services designed for each student's successful contribution to our community. Vision: Partners for every student's success.

Values: student success • collaboration • integrity • stewardship • continuous improvement • equity

REQUEST FOR PROPOSAL

SSD-125-19

SUBJECT: SSD-125-19 ARTS AND CRAFTS | DATE ISSUED: APRIL 09, 2019

1. Request of Proposals for furnishing the equipment, and/or services described in Exhibit "C" General Requirements & Specifications will be received by the Special School District, PURCHASING DEPARTMENT, until the date and time specified below.
2. Due Date: **April 19, 2019** **Time: 2:00 PM**
3. Submittal Location Purchasing Department 12110 Clayton Road, St. Louis MO 63131-2516
4. District Contact Person Tammy Notheis 314-989-7106/ 314-989-7114 (fax)
tnotheis@ssdmo.org
5. All proposals are subject to the following: (checked)
 - (X) EXHIBIT A Proposal Instructions
 - (X) EXHIBIT B General Instructions & Conditions
 - (X) EXHIBIT C District Rights
 - (X) EXHIBIT D General Requirements & Specifications
 - (X) EXHIBIT E Special Provisions
6. To offer a proposal please complete and return all required sheets of this proposal on or before the opening date and time. Late proposals will not be considered and will be returned unopened.

In compliance with the above, the undersigned offers and agrees, to furnish and deliver to the designated point(s) within the time specified and/or all of the items upon which a price quoted at the price set opposite each item and will allow the following prompt payment discounts:

Name and Address of Proposer		
Telephone Number	Fax Number	E-mail Address
Signature of Authorized Person:		
Prompt Payment Terms (if any)	Date of Proposal:	

BACKGROUND INFORMATION

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Special School District of St. Louis County's unique status as a public school district providing special education services ensures that all students in St. Louis County receive quality and equal special education. The relative wealth of any local school district in St. Louis County does not influence the special education services offered to its students.

Special School District of St. Louis County provides services to more than 22,000 students with disabilities with approximately 97% of the students who receive special education services from Special School District attend a school in their local school district. In addition, the District provides a vocational technical education to about 2,000 students in two high schools.

PAYMENT TERMS

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Payment under the Contract will be in accordance with the terms of the Contract after receipt and inspection of an invoice from the successful Proposer by the District Accounting Department. Days used to compute monthly prompt payment discounts will be the number of business days, excluding Saturdays and Sundays. All invoices must be sent to the Accounting Department--Accounts Payable, P.O. Box 31429, St. Louis, Missouri 63131-0429.

A. GENERAL INSTRUCTIONS

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1. ***Preparation of Proposals:***

- a. Name and address of proposer, typed name and signature of person authorized to sign proposal shall be completed on RFP coversheet. Any prompt payment terms must also be identified on the RFP cover sheet.
- b. Unit prices shown on Exhibit "D" Schedule shall include all packaging, packing and delivery charges to destination.
- c. Proposers may offer an alternate proposal on a group of line items on "all or nothing" basis.
- d. In case of discrepancy between unit and extended price, unit price will prevail.
- e. Proposals which offer supplies, equipment, and/or services other than those specified which fall into the "or equal" category must (1) show brief descriptive data titled "alternate" on the schedule sheet immediately below the item example that is cited and (2) include detail specifications, pictures, and complete descriptive literature in attachments to the schedule. Failure to provide this information will result in the non-acceptance of the item proposed.
- f. Proposer will insert proposed delivery time on Exhibit "D" if the specified delivery time shown cannot be met.

2. ***Explanation to Proposers:***

Any explanation desired by the proposer regarding meaning, description, or interpretation must be requested in writing in sufficient time for a reply to reach proposer before the submission of their proposals and any resulting delays will not constitute cause for late submittal of proposal. Last day for questions is close of business **April 12, 2019**. Questions must be emailed to Tammy Notheis at tnotheis@ssdmo.org

3. ***Submission of Proposals:***

- a. **Two (2) copies** of proposals and modifications of Proposals shall be delivered to the Purchasing Department at the address shown on the coversheet with sufficient time to arrive prior to date and time of public opening.
- b. Modification or withdrawal of Proposals can be made by written notice prior to opening date.
- c. Proposals received after opening date and time will not be considered and will be returned unopened.
- d. All forms attached to this RFP must be signed and included with Proposals.

4. ***Identification of Proposals:***

- a. Proposals shall be delivered in sealed envelopes with Proposal No., Opening Date, and Time plainly marked on the outside:

**April 19, 2019@ 2.p.m.
Purchasing Department
12110 Clayton Road
St. Louis, MO 63131-2516
RE: SSD-125-19 Arts and Crafts**

A public bid opening will be held at the above listed date and time; late proposals will not be accepted. If the District is unexpectedly closed on the scheduled bid opening date due to unforeseen circumstances, the bid opening will automatically occur on the next regular working day at 2 p.m. All proposals will be reviewed by SSD personnel. All Contract awards may require the approval of the Board of Education of the District.

Unauthorized contact by the Proposer with other District employees regarding the RFP may result in disqualification.

**FOR ADDITIONAL INFORMATION CONTACT: Tammy Notheis
(314) 989-7106
tnotheis@ssdmo.org**

B. CONDITIONS

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- 1) It is the intent of the District to enter into a Contract as a result of the RFP and subsequent negotiations with the chosen Proposer.
- 2) NO COMMITMENT The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District.
- 3) INTERVIEW The District may, at its option, conduct interviews after receipt of the proposal.
- 4) UNDUE INFLUENCE The Proposer shall not, under penalty of law and immediate disqualification of the proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, Board of Education member, Governing Council member or Parent Advisory Council member of the District for the purpose of influencing favorable disposition toward a submitted proposal or for any reason while a proposal is pending or during the bidding process.
- 5) COMPETITION No Proposer shall engage in any activity or practice, by itself or with other companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Proposer's proposal.
- 6) DISCLOSED DATA All materials submitted become the property of the Special School District of St. Louis County, Missouri. SSD understands that proposals may contain data that the Proposer does not want used or disclosed for any purpose other than evaluation of the proposal. However, any and all information submitted to a Missouri public school district is subject to the Missouri Sunshine Law and subject to disclosure upon request. SSD will attempt to provide you notice of any Missouri Sunshine Law requests seeking disclosure of the information you submitted prior to disclosure. However, given that SSD is obligated to make open records available to the public within three (3) business days, you herein agree and acknowledge that SSD bears no responsibility not to disclose such documents upon request. Finally, SSD retains no responsibility on behalf of you or your organization not to disclose the information. Rather, should you choose to do so, it is your sole responsibility to work to enjoin the disclosure of the records you submit without the involvement of SSD, its board, administration, agents, assigns, stakeholders, students, student's families', and/or employees.
- 7) ELECTRONIC OFFERS Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
- 8) WITHDRAWAL Proposals may be modified or withdrawn by written notice or in person by a Proposer or its authorized representative, provided its identity is disclosed on the envelope containing the proposal and such person signs a receipt for the proposal, but only if the withdrawal is made prior to the Deadline.
- 9) EQUAL EMPLOYMENT OPPORTUNITY The District is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, physical or mental disability, national origin, religion, disabled veteran status or Vietnam era veteran status.
- 10) PURCHASING PREFERENCE When contracting for any job or service, the District will give first consideration to Minority-Owned Business Enterprises (MBE), Woman-Owned Business Enterprises (WBE), Disability-Owned Business Enterprises, and service-disabled veteran business (SDVE) that are Missouri businesses or businesses that maintain Missouri offices or places of business. See § 34.074, RSMo.
- 11) BARRED LIST By submitting a proposal, the Proposer certifies that it is not currently barred or otherwise prohibited from submitting proposals for contracts to any political subdivision or agency of the State of Missouri and it is not an agent of a person or entity that is currently barred or otherwise prohibited from submitting proposals for contracts by any political subdivision or agency of the State of Missouri.
- 12) INDEMNITY The successful Proposer shall indemnify and hold harmless the District, its board members, council members, agents, employees and representatives, against all injuries, claims, actions, liabilities, losses, damages and costs, including but not limited to claims of damage of property and/or personal injuries to or deaths of students, employees, business invitees, contractors and others arising out of the performance of the Contract, including the payment of reasonable attorneys' fees, excepting only those damages and costs for which the District is found to be solely liable by a court of competent jurisdiction as a result of the District's gross negligence or intentional misconduct.
- 13) CONFLICT In the event of a conflict between the proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP and provide written notice of it to the Proposer. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the Contract, the RFP and the proposal. The Proposer agrees to abide by the decisions of the District.

B. CONDITIONS continued

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- 1) TERMINATION
 - a. Termination for Cause. The District, in its discretion, may terminate the Contract in whole or in part at any time, whenever it is determined that the successful Proposer has failed to comply with or breached one or more of the terms and conditions of the Contract or specifications incorporated therein and the successful Proposer has failed to correct such failure or breach to the District's satisfaction within a period of 15 days after receiving written notice thereof from the District. In the event of the partial or total termination of the Contract, it is hereby agreed that the District shall only be obligated to pay in accordance with the terms of the Contract for materials and services, which have been accepted by the District.
 - b. Termination for Convenience. The District may terminate the Contract without cause by notifying the successful Proposer in writing 30 days prior to the effective date of termination. The successful Proposer shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as possible.
 - c. Termination for Non-Appropriation. In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Contract, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Contract by providing written notice to the successful Proposer and the District will thereby be relieved from all further obligations under the Contract.
- 2) CONFLICT OF INTEREST The successful Proposer must agree that under no circumstances shall a member, officer or employee of the District, the Board of Education, or the Governing Council during his/her tenure and for one year thereafter be permitted to participate in the Contract, or any part thereof, or to derive any benefits therefrom.
- 3) INSPECTION OF RECORDS During the term of the Contract and for a period of 36 months after the termination of the Contract, the successful Proposer shall make available for the inspection, examination and audit by the District or its agents, the records of all costs of and disbursements for providing services pursuant to the Contract, and all books, accounts, memoranda and any and all other documents of the successful Proposer or any affiliated organization, indicating and substantiating the cost of any and all expenditures related to the performance of the Contract, to assure compliance with this requirement. The successful Proposer shall grant the District access to such records upon 72 hours written notice from the District.
- 4) INDEPENDENT CONTRACTOR It is understood that the successful Proposer is an independent contractor supplying services to the District. Neither the successful Proposer nor its employees shall represent themselves to be employees, agents, representatives, partners or joint ventures of the District for any purposes whatsoever.
 - a. The successful Proposer shall comply with all federal, state and local laws, regulations and ordinances, including but not limited to, the compliance with all employment tax requirements for withholding and all applicable state and federal employment and workers' compensation laws. The District shall not withhold taxes from the successful Proposer's compensation. The District shall not be construed to be the successful Proposer's employer, nor be held liable for any obligation as an employer.
 - b. The successful proposer will be required to assume full responsibility for the faithful execution of all the services outlined in their proposal. Special School District of St. Louis County will consider the successful proposer to be the prime contractor and the sole point of contact with regard to contractual matters, including payment of any and all charges relating to this contract.
- 5) SAFETY The successful Proposer shall, at all times, exercise safety precautions for the benefit of all the Proposer's employees and for the District, its employees, tenants, guests, contractors and the general public.
 - a. The successful Proposer agrees that all work and materials hereunder performed and used shall be in compliance with the requirements of the Occupational Safety and Health Act of 1970, as amended, and related federal, state and local requirements, that the successful Proposer is fully responsible for the safety and health of all persons engaged in said work, and acknowledges that, with respect to such persons, the District shall not be construed as nor be held liable for any obligations as an employer within the meaning of the Act. Failure to comply with this provision will allow the District to terminate the Contract immediately without notice.
- 6) ASSIGNMENT Proposer's obligations under the proposal or the Contract shall not be assignable or transferable without the written consent of the District.
- 7) TAX EXEMPTION The District is exempt from the payment of City, State and Federal Taxes. Such taxes must not be included in the Proposal price.

C. DISTRICT RIGHTS

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- 1) AWARD TIME The District contemplates awarding the Contract within 30 calendar days from the Deadline for Proposals. Should the award of the Contract be delayed in whole or in part beyond the period 90 calendar days, such award shall be conditioned upon the Proposer's acceptance.
- 2) CONTRACT AWARD The Contract will be awarded to that Proposer whose proposal will be most advantageous to the District based on conformity to the RFP, reputation of the Proposer, cost and other factors. The award will be subject to approval by the Board of Education.
- 3) INTERVIEWS After reviewing all submitted proposals, the District may conduct interviews with any, all or none of the Proposers. Those Proposers who are interviewed will then have the opportunity to submit best and final proposals to the District. The District may, at any time, and in its sole discretion, interview any of the Proposers.
- 4) NEGOTIATION The District reserves the right to negotiate Contract terms with any, all or none of the Proposers. After reviewing all submitted proposals, interviewing Proposers and receiving best and final proposals from selected Proposers, the District shall begin negotiation of the final Contract terms with the Proposer whose proposal is deemed most advantageous by the District. If negotiation does not result in mutual agreement of terms, the District may commence negotiations with a second Proposer, and so on.
 - a) The District reserves the right to recommence negotiations with any Proposer, regardless of whether negotiations have ceased or the District has commenced negotiations with a second Proposer.
 - b) The District reserves the right to enter into arrangements to acquire the same or competing services from other sources.
 - c) The District reserves the right to negotiate final Contract terms with any Proposer, regardless of whether such Proposer was interviewed or submitted a best and final proposal.
 - d) The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any proposal.
 - e) The District may accept any proposal as submitted whether or not negotiations have been conducted between the parties.
 - f) Neither the commencement nor cessation of negotiations shall constitute rejection of the proposal or a counteroffer on the part of the District.
- 5) Initial proposals may not be withdrawn for 90 calendar days from the Deadline for Proposals except with the express written consent of the District. If a proposal is accepted as submitted, the negotiated final Contract shall consist of the Contract, this RFP, plus any addenda thereto, and the Proposer's proposal.
- 6) In the event the Contract initially awarded by the District is terminated for any reason within 120 days of the Deadline for Proposals, the District reserves the right to negotiate and accept any other submitted proposal.
- 7) ALTERNATE OFFER The District reserves the right to accept other than the lowest cost proposal if an alternate proposal is considered to be more advantageous to the District based on factors other than cost, at the sole discretion of the District.
- 8) REJECTION WAIVER The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
- 9) SPECIFIC LIMITATIONS The District may accept one part, aspect or phase, or any combination thereof, of any proposal unless the Proposer specifically qualifies its offer by stating that the proposal must be taken as a whole.
- 10) REMOVAL FROM MAILING LISTS The District reserves the right, in its sole discretion, to remove from mailing lists for future RFP's for an indeterminate period, the name of any Proposer for any reason.
- 11) REDUCTION IN SCOPE OF WORK In the event the District decides to make a minor reduction in the scope of the work of the Contract due to a change of conditions, the District shall notify the successful Proposer of such decision in writing at least 30 days in advance and the Contract amount shall be equitably adjusted.
- 12) PRE-CONTRACT EXPENSES The District shall not be responsible for any pre-Contract expenses of any Proposer, including the successful Proposer, incurred prior to the commencement of the Contract.
- 13) REVIEW SERVICES The District reserves the right to periodically review and inspect the services performed by the successful Proposer.

D. GENERAL REQUIREMENTS/SPECIFICATIONS

SSD-125-19

1. The District is seeking quotes for Arts and Crafts supplies for the **2019-2020 school year**. Prices in proposal must be firm and not subject to change, unless mutually agreed to, throughout duration of Contract. The quantities set forth in the proposal specifications are only estimates of usage and do not constitute a commitment on the part of the District to purchase the quantities indicated.
2. The product quoted must be a high quality product. The District reserves the right to require Proposers to demonstrate any product in their proposal. Following the description of each item, a suggested brand name may be listed for proposer's orientation as to type and quality desired or required. **Proposers offering "alternate" or "equal" items must follow procedure outlined in paragraph 1 (e) of Exhibit "A"**. If Proposers are requested to limit their proposal to one specific brand, the word "only" or "no substitutes" will follow the example listed.
3. Awards will generally be made to a single proposer on each line item or a group of items; however, the District reserves the right by splitting the item(s) among multiple proposers or by consolidation of a group of items when such action is most advantageous to the District.
4. Any item that cannot be supplied please signify **NO BID** in the price line.
5. **Any items that must be bought in case quantities must be notated and quantity in case listed.**
6. All orders will be shipped to one location; Support Operations Center, 700 Fee Fee Road, Maryland Heights, MO 63043
7. **Quantity Variation:** The District reserves the right to decrease the award quantities up to (30%) without affecting Proposer's unit price proposal. Exact quantities by size and options will be determined prior to placing purchase order.
8. **Increase Quantity Option:** The District reserves the right to increase total quantities of each line item to a maximum of 10% within 30 calendar days from award, with no variations in proposer's unit price.
9. **Warranty:** Proposer/Seller warrants that at time of delivery all supplies and equipment furnished are free of defects in material and workmanship and will replace at no cost to the District (including return shipping charges) any supplies and equipment determined by the District to be defective for a period of not less than one year from date of delivery unless automatically covered by an extended warranty period. Proposers are requested to furnish explanations and cost for "extended warranties".
10. **Invoices and Shipping Documents:**
 - a. Invoices shall be prepared in duplicate with one copy marked "original".
 - b. All invoices, shipping documents, and correspondence shall contain the District's proposal number, purchase order number, item number, description, quantities, unit price, and extended price.

D. GENERAL REQUIREMENTS/ SPECIFICATIONS, continued **SSD-125-19**

BID SHEET

CATALOG NUMBER	CURRENT VENDOR/ITEM NUMBER	DESCRIPTION	VENDOR ITEM NUMBER	ANNUAL USAGE	PRICE
Legend:	SS= School Specialty LS= Lakeshore				
010105	416164 (SS)	FIXATIVE AEROSOL SPRAY		8	
010120	1582265 (SS)	FINGER PAINT, BLACK, 1-PT		16	
010121	1582268 (SS)	FINGER PAINT, BLUE, 1-PT		43	
010122	1582272 (SS)	FINGER PAINT, BROWN, 1-PT		23	
010123	1582270 (SS)	FINGER PAINT, GREEN, 1-PT		35	
010124	1582269 (SS)	FINGER PAINT, ORANGE, 1-PT		29	
010125	1582267 (SS)	FINGER PAINT, RED 1-PT		37	
010126	1582271 (SS)	FINGER PAINT, VIOLET, 1-PT		20	
010127	1582267 (SS)	FINGER PAINT, WHITE, 1-PT		25	
010128	1582266 (SS)	FINGER PAINT, YELLOW, 1-PT		34	
010130	1439202 (SS)	LIQ. TEMPERA PAINT, BLACK, 1-PT		126	
010131	1439211 (SS)	LIQ. TEMPERA PAINT, BLUE, 1-PT		125	
010132	1439209 (SS)	LIQ. TEMPERA PAINT, BROWN, 1-PT		74	
010135	1439212 (SS)	LIQ. TEMPERA PAINT, GREEN, 1-PT		125	
010136	1439205 (SS)	LIQ. TEMPERA PAINT, MAGENTA, 1-PT		71	
010137	1439206 (SS)	LIQ. TEMPERA PAINT, ORANGE, 1-PT		119	
010138	1439201 (SS)	LIQ. TEMPERA PAINT, RED, 1-PT		147	
010140	1439207 (SS)	LIQ. TEMPERA PAINT, TURQUOISE, 1-PT		75	
010141	2002744 (SS)	LIQ. TEMPERA PAINT, VIOLET, 1-PT		74	
010142	1439203 (SS)	LIQ. TEMPERA PAINT, WHITE, 1-PT		163	
010143	1439208 (SS)	LIQ. TEMPERA PAINT, YELLOW, 1-PT		142	
010144	1467593 (SS)	TEMPERA MARKERS, 6-ASSORTED		126	
010145	1329841 (SS)	WATERCOLOR PAINT SET, 8-COLORS		363	
Must be individual brush - NO ASSORTED PACKAGES					
010150	1567561 (SS)	EASEL BRUSH, ROUND, #2- Must be individual brush		58	
010151	1567562 (SS)	EASEL BRUSH, ROUND, #4		120	
010152	1567563 (SS)	EASEL BRUSH, ROUND, #6		149	
010153	1567559 (SS)	EASEL BRUSH, ROUND, #10		67	
010154	007491 (SS)	EASEL BRUSH, FLAT, 1/4"		48	
010155	357824 (SS)	VARNISH BRUSH, 1"		27	
010156	357830 (SS)	VARNISH BRUSH, 2"		57	
010157	008631 (SS)	WATERCOLOR BRUSH, ROUND, #3		128	
010158	008643 (SS)	WATERCOLOR BRUSH, ROUND, #7		104	
010159	102021 (SS)	WATERCOLOR BRUSH, ROUND, #12		34	

010161	085376 (SS)	FINGER PAINT PAPER, 16"X22"	21
010165	245951 (SS)	CRAYONS, LARGE, ASSORTED (8)	136
010166	1290464 (SS)	CRAYONS, LARGE, NON-ROLL (8)	73
010167	1510050 (SS)	CRAYONS, STANDARD, ASSORTED (8)	54
010168	001290 (SS)	CRAYONS, STANDARD, ASSORTED (12)	122
010169	1389720 (SS)	CRAYONS, STANDARD, ASSORTED (24)	977
010170	086004 (SS)	MODELING CLAY, ASSORTED 4 COLORS	167
010171	086002 (SS)	MODELING CLAY, 1 LB, BLUE	9
010172	086003 (SS)	MODELING CLAY, 1 LB, YELLOW	4
010173	085999 (SS)	MODELING CLAY, 1 LB, GREEN	5
010174	085996 (SS)	MODELING CLAY, 1 LB, RED	6
010175	1588929 (SS)	PLAY-DOUGH, 4 COLORS, ASSTD.	527
010180	006321 (SS)	CORRUGATED PAPER 12"X16"ASSTD	6
010190	2002150 (SS)	LOOPERS, 1LB, NYLON-ASSTD	7
010200	413696 (SS)	RUG YARN, 85-YARDS, BLACK	9
010201	413699 (SS)	RUG YARN, 85-YARDS, BLUE	6
010202	413678 (SS)	RUG YARN, 315-YARDS, ORANGE	3
010203	413705 (SS)	RUG YARN, 85-YARDS, GREEN	5
010204	413711 (SS)	RUG YARN, 85-YARDS, RED	8
010206	413717 (SS)	RUG YARN, 85-YARDS, WHITE	12
010207	413720 (SS)	RUG YARN, 75-YARDS, YELLOW	2
010210	2002153 (SS)	LOOM, SQUARE	16
010260	1565728 (SS)	GLUE, SQUEEZE BOTTLE, 4 OZ	932
010265	1565695 (SS)	GLUE, SQUEEZE BOTTLE, 1 PT.	180
010266	024550 (SS)	GLUE STIX, .28 OZ	10454
010268	001335 (SS)	RUBBER CEMENT W/SPREADER	190
010281	1471024 (SS)	Sandpaper, 9"x12"-CRSE, 80 grit	133
010282	1471023 (SS)	Sandpaper 9"x12"-med 100 grit	135
010283	1471022 (SS)	Sandpaper 9"x12"-fine 120 grit	145
010284	085957 (SS)	CRAFT STICKS, 1,000 COUNT	30
010285	085961 (SS)	JUMBO CRAFT STICKS, 500 COUNT	56
010286	085819 (SS)	PIPE CLEANERS, ASSTED	249
010289	1004996 (SS)	PAPER PLATES, 6 INCH	368
010290	1004997 (SS)	PAPER PLATES, 9 INCH	723
010294	1451287 (SS)	GLITTER, 4 OZ CLEAR	33
010295	1451279 (SS)	GLITTER, 4-OZ. BLUE	41
010296	1451280 (SS)	GLITTER, 4-OZ. GOLD	57
010297	1451282 (SS)	GLITTER, 4-OZ. GREEN	41
010298	2004128 (SS)	GLITTER, 4-OZ. RED	43
010299	1451277 (SS)	GLITTER, 4-OZ. SILVER	66
010300	1506450 (SS)	CONST. PAPER, 9X12, LT. GREEN	24
010301	201204 (SS)	CONST. PAPER, 9X12, ASSORTED	1099
010302	201183 (SS)	CONST. PAPER, 9X12, BLACK	146
010303	201234 (SS)	CONST. PAPER, 9X12, LT. BLUE	107
010304	201184 (SS)	CONST. PAPER, 9X12, LT. BLUE	58
010305	201207 (SS)	CONST. PAPER, 9X12, BROWN	63
010306	201225 (SS)	CONST. PAPER, 9X12, GRAY	35

010307	201175 (SS)	CONST. PAPER, 9X12, DK GREEN	43
010308	1506449 (SS)	CONST. PAPER, 9X12, GREEN	92
010310	201229 (SS)	CONST. PAPER, 9X12, MAGENTA	37
010311	201181 (SS)	CONST. PAPER, 9X12, ORANGE	81
010313	1506452 (SS)	CONST. PAPER, 9X12, YELLOW-ORANGE	16
010314	201208 (SS)	CONST. PAPER, 9X12, PINK	75
010315	1506433 (SS)	CONST. PAPER, 9X12, RED	120
010316	1506440 (SS)	CONST. PAPER, 9X12, TAN	15
010317	201232 (SS)	CONST. PAPER, 9X12, TURQUOISE	40
010318	201189 (SS)	CONST. PAPER, 9X12, VIOLET	71
010319	1506456 (SS)	CONST. PAPER, 9X12, WHITE	206
010320	201192 (SS)	CONST. PAPER, 9X12, YELLOW	151
010321	054054 (SS)	CONST. PAPER, 9X12, FADE RESNT ASSORTED	64
010322	053985 (SS)	CONST. PAPER, 9X12, FASE RESNT LIME	18
010323	248639 (SS)	CONST. PAPER, 9X12, SALMON	12
010324	200047 (SS)	CONST. PAPER, 9X12, SHOCKING PINK	24
010330	201205 (SS)	CONST. PAPER, 12X18, ASSORTED	323
010331	1506461 (SS)	CONST. PAPER, 12X18, BLACK	98
010332	201217 (SS)	CONST. PAPER, 12X18, BLUE	53
010333	201198 (SS)	CONST. PAPER, 12X18, LT BLUE	26
010334	201211 (SS)	CONST. PAPER, 12X18, BROWN	37
010335	1506482 (SS)	CONST. PAPER, 12X18, GRAY	16
010336	201193 (SS)	CONST. PAPER, 12X18, DARK GREEN	6
010337	1506477 (SS)	CONST. PAPER, 12X18, GREEN	52
010338	248616 (SS)	CONST. PAPER, 12X18, yellow GREEN	6
010339	1506469 (SS)	CONST. PAPER, 12X18, LILAC	18
010340	201213 (SS)	CONST. PAPER, 12X18, MAGENTA	15
010341	299528 (SS)	CONST. PAPER, 12X18, ORANGE	36
010343	1506480 (SS)	CONST. PAPER, 12X18, YELLOW ORANGE	4
010344	201210 (SS)	CONST. PAPER, 12X18, PINK	39
010345	200013 (SS)	CONST. PAPER, 12X18, RED	66
010346	054132 (SS)	CONST. PAPER, 12X18, TAN	9
010347	201216 (SS)	CONST. PAPER, 12X18, TURQUOISE	22
010348	201200 (SS)	CONST. PAPER, 12X18, VIOLET	19
010349	1506484 (SS)	CONST. PAPER, 12X18, WHITE	140
010350	201202 (SS)	CONST. PAPER, 12X18, YELLOW	64
010351	1506485 (SS)	CONST. PAPER, 12X18, LT GREEN	15
010360	1506541 (SS)	CONST. PAPER, 18X24, ASSORTED	57
010361	1506548 (SS)	CONST. PAPER, 18X24, HOLIDAY GREEN	9
010362	1506549 (SS)	CONST. PAPER, 18X24, HOLIDAY RED	7
010363	1506556 (SS)	CONST. PAPER, 18X24, WHITE	34
010364	1506557 (SS)	CONST. PAPER, 18X24, YELLOW	4
010370	1506558 (SS)	CONST. PAPER, 24X36, ASSORTED	46
010380	1485728 (SS)	POSTER BOARD, 22" X 28", BLACK	88
010381	252915 (SS)	POSTER BOARD, 22" X 28", WHITE	580
010390	085483 (SS)	OAK TAG BOARD 9"X 12"100 SHT	35
010391	085494 (SS)	OAK TAG BOARD, 18X24	50

Special School District of St. Louis County
INSTRUCTIONS TO PROPOSERS

010392	085495 (SS)	OAK TAG BOARD, 24X36	52
010400	1485733 (SS)	RAILROAD BOARD-BLUE	35
010401	1485737 (SS)	RAILROAD BOARD-GREEN	29
010402	1485731 (SS)	RAILROAD BOARD-ORANGE	24
010403	1485729 (SS)	RAILROAD BOARD-CARDINAL	33
010405	1485727 (SS)	RAILROAD BOARD-WHITE	65
010406	1485738 (SS)	RAILROAD BOARD-YELLOW	21
010430	053925 (SS)	DRAWING PAPER, WHITE, 9X12	45
010431	053928 (SS)	DRAWING PAPER, WHITE, 12X18	14
010432	054654 (SS)	DRAWING PAPER, WHITE, 18X24	8
010433	085541 (SS)	DRAWING PAPER, MANILA, 9X12	4
010434	085549 (SS)	DRAWING PAPER, MANILA, 12X18	3
010435	085627 (SS)	GRAPH PAPER, 1/4 INCH SQ	50
010436	085475 (SS)	GRAPH PAPER, 1/2 INCH SQ.	57
010437	085476 (SS)	GRAPH PAPER, 1 INCH SQ	18
010440	006177 (SS)	TISSUE PAPER, ASSORTED	280
010441	248200 (SS)	TRACING PAPER, 9X12, 12 CT	46
050108	085281 (SS)	PRIMARY WRITING PAPER, 3/8"	47
050109	085213 (SS)	PRIMARY WRITING PAPER, 1/4"	42
050110	085596 (SS)	NEWSPRINT, WHITE, 9"X12"	4
050111	085597 (SS)	NEWSPRINT, WHITE, 12"X18"	2
050116	006471 (SS)	SENTENCE STRIP	54
050118	085441 (SS)	THEME PAPER, WHITE, 8.5"X11"	59
050123	1481899 (SS)	Class Record Book	100
050124	1481864 (SS)	Daily Lesson Plan Book	142
050130	085038 (SS)	ENVELOPES, MANILA 6"X9"	153
050131	085044 (SS)	ENVELOPES, KRAFT W/CLASP 9"X12"	302
050132	085046 (SS)	ENVELOPES, KRAFT 10"X13"	132
050133	085056 (SS)	ENVELOPES, KRAFT 12"X15"	47
050134	085020 (SS)	ENVELOPES, WHITE, PLAIN #6	23
050137	085022 (SS)	ENVELOPES, WHITE, PLAIN #10	66
050172	084832 (SS)	CHALK, WHITE, DUSTLESS	29
050173	008034 (SS)	CHALK, AN-DU-SEPTIC, DUSTLESS	5
050174	084833 (SS)	CHALK, COLORED, 24 COLORS	50
050176	034265 (SS)	CHALK, YELLOW, DUSTLESS	6
050180	1401767 (SS)	PENCIL GRIP	726
050183	077356 (SS)	ERASER, SOFT PINK	441
050185	089787 (SS)	PENCILS, PRIMARY	131
050210	1006836 (SS)	STICKY-TAK	489
050220	086334 (SS)	SCISSORS, BLUNT, LEFT HAND	52
050221	084837 (SS)	SCISSORS, BLUNT, RIGHT HAND	164
050225	086343 (SS)	SCISSORS, SHARP, UNIVERSAL	386
050230	081893 (SS)	RULER, WOOD, 12 INCH, 1/16"	127
050238	021795 (SS)	PINS, STRAIGHT, 1/4 LB	5
050244	021780 (SS)	PINS, SAFETY, ASSORTED SIZES	42
070102	1293607 (SS)	BALL, PLAYGROUND-7 IN	32
070103	1293616 (SS)	BALL, PLAYGROUND-10 IN	50
070105	1503873 (SS)	WIFFLE BALL, SOFTBALL SIZE	7
070106	027182 (SS)	WIFFLE BALL & BAT	5
070121	1004750 (SS)	JUMPROPE, 8'	12
070122	394556 (SS)	JUMPROPE, 12'	23
070520	086240 (SS)	MAGNIFYING GLASS	24
070533	024315 (SS)	BEAN BAGS, 12/SET	46

070541	081898 (SS)	RULER, HARDWOOD 1/8"SCALE, 12"	67	
070544	LC888 (LS)	TOY MONEY, COINS AND BILLS	19	
070545	081897 (SS)	RULER, HARDWOOD 1/4"SCALE, 12"	37	
070600	009222 (SS)	CHALK ERASER	52	
070603	1563223 (SS)	CONTACT PAPER, CLEAR	75	
070610	434069 (SS)	ART EASEL, FOLDING	6	
070612	064053 (SS)	CALCULATOR, SOLAR TYPE	152	
070613	084082 (SS)	TIMER, 60 MINUTE	135	
070614	086889 (SS)	STOP WATCH	74	
070615	084085 (SS)	CALCULATOR, RAISED DISPLAY LARGE	195	
070619	038122 (SS)	CALCULATOR, SCIENTIFIC DUAL POWER	413	
070806	084973 (SS)	BLOCKS, PATTERN WOODEN	11	
070985	1609466 (SS)	PUZZLE, UNITED STATES	10	
070987	070823 (SS)	PUZZLE, WORLD MAP	7	
070989	081902 (SS)	YARD/METER STICK	26	
070991	203415 (SS)	ADJUSTABLE CHART STAND	16	
070992	016785 (SS)	USA CLASSROOM FLAG	12	
070993	016794 (SS)	FLAG BRACKET	12	
070995	1467042 (SS)	EASEL PAD, PLAN 27 1/4 X 35 3/4	85	
070996	085351 (SS)	CHART PAD, 1" RULE, 24 X 32, 50 SHT	87	
070997	085327 (SS)	CHART TABLET, SPIRAL, 1" RULE 24	25	
070998	085334 (SS)	CHART TABLET, SPIRAL, 16"X24"	11	
130601	1567157 (SS)	NUMBER LINE (-20 -100), WIPE OFF, CLASSROOM	13	
130905	250413 (SS)	FLASHCARDS, ADDITION	12	
130906	250635 (SS)	FLASHCARDS, DIVISION	10	
130907	250419 (SS)	FLASHCARDS, MULTIPLICATION	11	
130908	250416 (SS)	FLASHCARDS, SUBSTRACTION	11	

E. SPECIAL PROVISIONS

SSD-125-19

1. **Delivery:**

- a. All items shall be delivered free of expense to the following designations:
Special School District
Support Operations Center
700 Fee Fee Road
Maryland Heights, MO 63043

All pricing shall be FOB Destination, unless otherwise noted.

2. **Delivery Schedule:**

- a. The following delivery schedule is required. Suppliers unable to meet this delivery schedule should not submit a proposal:

FIRST ORDER NO LATER THAN JUNE 7, 2019. ADDITIONAL ORDERS WITHIN 1 WEEK OF ORDER DATE

3. **Packaging; Packing and Marking:**

- a. All shipping containers will be legibly marked with both the "MARK FOR" address and the **PURCHASE ORDER NUMBER**.
- b. Shipping containers may contain one or more line items
- c. Shipping containers **will not** contain items purchased on two or more purchase orders.

4. The **Special School District** may at any time inspect and audit any and all books, records and other data in the possession or control of supplier's which relate to all services rendered and/or merchandise ordered by or on behalf of the District.

5. **Conflict of Interest:**

By signing this proposal, proposer certifies that there are not "Parties in Interest" or "Conflicts of Interest", as defined by state and federal regulations, existing between the proposer and the District, any of its employees, Agents, or Board members.

6. **Equal Employment Opportunity:**

- a. The Special School District hereby notifies all Proposers that in regard to any Contract entered into pursuant to this RFP, advertisement or solicitation, disadvantaged/female business enterprises will be afforded a full opportunity to submit proposals, and will not be subject to discrimination on the basis of race, color, sex, physical or mental disability, national origin, religion, disabled veteran status or Vietnam era veteran status in consideration for an award.
- b. In connection with carrying out this project the Successful proposer shall not discriminate against any employee or applicant for employment because of race, religion color, sex, physical disability or national origin, disabled veteran status of Vietnam era veteran status. The Successful proposer will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, physical disability or national origin, disabled veteran status or Vietnam era veteran status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation and selection of training including apprenticeship.
- c. In the event of the Successful proposer's noncompliance with any of the above provisions, said noncompliance may be deemed a total breach of the Contract for the project and said Contract may be canceled and Successful proposer may be (1) declared ineligible for further District Contracts for up to one year, and (2) subject to the imposition of other sanctions or remedies as provided by relevant statutes and regulation.