



EQUITY CHARACTER EXCELLENCE TEAM JOY

July 30, 2020

Request for Proposal # 20036

BATH TISSUE AND PAPER TOWELS

Tulsa Public Schools is inviting proposals to provide bath tissue and paper towels for delivery to our central warehouse in accordance with the terms and conditions detailed herein.

Electronic proposals will be accepted until **August 21, 2020 at 11:00 a.m.** Proposals received after this time will not be accepted. One original copy of your proposal must be submitted to purchasing@tulsaschools.org. No award will be made until the Tulsa Public Schools Committee has had sufficient time to evaluate the proposals. Tulsa Public Schools reserves the right to contract in the best interest of the district.

Email all proposals and accessory documents to: purchasing@tulsaschools.org.

Jeanna Wright
Tulsa Public Schools
3027 South New Haven, Room 528
Tulsa, Oklahoma 74114

Inquiries for information regarding procurement procedures, proposal submission requirements, or other fiscal/administrative concerns shall be directed to my office at purchasing@tulsaschools.org. Thank you for your participation

A handwritten signature in cursive script that reads "Jeanna Wright".

Jeanna Wright
Buyer

Request for Proposal # 20036

BATH TISSUE AND PAPER TOWELS

1. **PURPOSE:** Tulsa Public Schools (“TPS”, the “District”) wishes to contract with a reliable vendor for purchasing bath tissue and paper towels for delivery to our central warehouse as specified.
2. **BACKGROUND:** TPS is the largest school district in northeastern Oklahoma. The district contributes significantly to the economic base of the area, employing over 6,500 employees. Approximately 38,000 students are enrolled in nearly 55 elementary/Pre-K schools, 11 middle schools, and 9 senior high schools as well as 15 special programs around the district.
3. **PERIOD OF CONTRACT PERFORMANCE:** The period of performance for goods and/or services subject to this solicitation and any resulting contract shall be from **September 1, 2020 to June 30, 2021**, to include at the option of TPS, two annual one-year renewals for the 2021-2022, and 2022-2023 fiscal years.
4. **QUESTIONS REGARDING THE RFP:** Email any technical issue and specification questions pertaining to this Request for Proposal to the Purchasing Department at purchasing@tulsaschools.org by **4:00 p.m. on August 8, 2020**. Include a phone number and specifically reference the section of the RFP in question. All questions must be submitted in writing. Questions and answers will be distributed to all suppliers solicited in order to avoid any unfair advantage. These guidelines for communication have been established to ensure a fair and equitable evaluation process for all respondents. Any attempt to bypass the above lines of communication may be perceived as establishing an unfair or biased process and could lead to disqualification as a potential supplier. Any statements made by the district representatives do not modify the terms, conditions, and specifications of this RFP. Any changes to this RFP will be issued in a written addendum to the solicitation
5. **VOLUME:** Approximate annual usage for Jumbo Roll Tissue is 2000 cases and is usually ordered in full truckloads. Product will be ordered on an as needed basis throughout the contract period Approximate annual usage for Jumbo Roll Towels is 2,500 cases per year and is usually ordered in full truckloads. Expenditures during the 2019-20 school year were approximately \$130,000, however, no guarantee is made as to the dollar volume or quantity of services that will be requested.
6. **CONTRACT ADMINISTRATOR:** The following individual shall serve as the monitor of the conditions of the contract and shall work directly with the contractor on a regular basis in scheduling and coordinating performance of services, answering technical questions in connection with the scope of work, and providing general direction under the resulting contract: Jeanna Wright, Buyer.
7. **REQUIREMENTS:** The successful offer shall be capable of providing and delivering Bath tissue and roll towels as specified, but not be limited to, the following minimum specifications and performance requirements, as well as all the terms and conditions stated herein.
 - 7.1 **BATH TISSUE:** Kimberly Clark (Scott Surpass) #07223 JRT Jr. Jumbo Bath Tissue, 1 ply, 12 rolls per case, 3.55” x 2000’ or an approved equal.
 - To use with San Jamar Junior Roll Twin Tissue Dispenser #R4000. Holds 2 each 9” JBT rolls (230mm) with 3 ¼” core diameter.
 - 7.2 **ROLL TOWELS:** Vondrehle 8815-N, SCA Natural Tork Universal RK800E, 12 rolls per case, with 1 5/8” core, or an approved equal.

- To use with San Jamar Roll Towel Dispenser T1100 with 1 ½" (38mm) core diameter.

It is not the intent of these specifications to be closed and any brand names shown are the desired products. The name of a certain brand, make or manufacturer does not restrict Proposals to the specific brand, make or manufacturer named. All items specified must be the same item, or "an approved equal". Exceptions/alternates to any specification must be thoroughly detailed and listed in Attachment A. An "approved equal" is, in the sole opinion of the Buyer, deemed to be satisfactory for the designated use. An equal will not be approved unless it meets the same criteria and is equal or better than the item specified. Substitutions and/or alternates must be clearly identified by manufacturer and product number.

7.3 PACKAGING: Vendor agrees to provide properly marked cartons and packages, paper or plastic, in accordance with standard regulations on all products supplied. Packaging for deliveries covered by this contract shall not change during the term of the contract period without prior written approval by the district.

7.4 DELIVERY: All deliveries are to be made to TPS central warehouse located at 1555 N. 77th East Avenue. Tulsa, Oklahoma 74115 or designated local storage facility.

- A. Deliveries must be made on pallets and no more than 30 cases on each pallet.
- B. No slip sheets will be accepted.
- C. Pallets must be exchanged.
- D. Floor shipments must be unloaded onto pallets by the driver and may be subject to refusal of delivery.
- E. All goods shall be shipped prepaid and allowed, FOB destination.

7.5 PRICING: Pricing must be firm for the duration of the contract period. The offeror's price charged to the district will be an amount net of any applicable rebates, discounts, or allowances. Pricing to include all freight & delivery charges.

7.6 INVOICING PAYMENT: All deliveries to the warehouse are to have an itemized Bill of Lading including the TPS purchase order number. The invoices are to be mailed to the address shown on the purchase order. Product short on delivery or damages will be noted on the Bill of Lading and signed by both the designated TPS employee and the delivery driver. Shortages or damaged product will be noted and deducted from the invoice.

7.7 WARRANTY: Notwithstanding prior acceptance by TPS of any products/services provided under any agreement resulting from this RFP, the offeror shall be required to expressly warrant services and product as compliant with the terms of this contract for the duration of the term.

8. PROPOSAL SUBMISSION REQUIREMENTS

8.1 GENERAL REQUIREMENTS: In order to be considered for selection, offeror must submit a complete response to this RFP. One (1) original and (2) copies of each proposal shall be submitted to TPS as indicated on the cover sheet. Offeror shall make no other distribution of the proposal.

8.2 SPECIFIC REQUIREMENTS: Proposals should be as thorough and detailed as possible so that TPS may properly evaluate the offeror's capabilities to provide the required product/services. Offerors are required to return this **Request for Proposal** document with all attachments filled out as required and signed along with proposal information.

8.2.1 **Section A, Proposal Pricing:** Attachment A, the Pricing Summary, completed in detail. Provide all requested information including complete manufacturers product numbers and case count for each item.

8.2.2 **Section B,** Attachments B, C, and D completed and signed, as required.

8.2.3 Samples must be provided per instructions on the attached **Exhibit I, Instructions for Submitting Samples.**

9. **PROPOSAL EVALUATION AWARD:**

9.1 Selection shall be made of one or more offerors deemed to be fully qualified and best suited among those submitting bids. Negotiations shall be conducted with the offerors so selected. After negotiations have been conducted with each offeror so selected, TPS shall select the offeror which in its opinion, has made the best proposal, and shall award the contract to that offeror. TPS reserves the right to award products listed on Attachment A on a line by line basis, or all or none, whichever is in the best interest of the district.

9.2 The first phase of evaluation will be a preliminary review of the Proposal responsiveness to ensure that all of the requirements are met. This includes the mandatory receipt of samples and pricing firm for the annual term. Products listed without receipt of matching samples will be eliminated from further consideration. Ratings will be determined by an evaluation committee consisting of representatives from Plant Operations and Purchasing. The product rating is in random sequence and not to be considered in any rank or order of importance.

- Production analysis
- Price
- Minimum shipping requirements
- Shipping lead time/availability
- Vendor's past performance meeting delivery commitments/references

9.3 TPS may cancel this RFP, reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular bid was not deemed to be the most advantageous. Should TPS determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The proposed contract will be presented to the School Board for final approval of award recommendation; services may not commence until such approval, as required, is obtained.

10. **GENERAL TERMS AND CONDITIONS:**

10.1 **DOWNLOADED RFP'S:** An Internet link will be provided to Respondents who have provided e-mail addresses to the Purchasing Department staff responsible for the specific solicitation. This RFP, accompanying exhibits/attachments, and any addenda are available for download from the web at <https://tulaschoolsorg.finalsite.com/connect-with-us/partner-with-us/purchase-bids>. Respondents are responsible for checking the web site for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the web site shall not relieve such Respondents from considering addenda, if any, in preparing responses. Note that there may be multiple clarifications and/or addenda. Any harm to a respondent resulting from such failure shall not be grounds for a protest against award(s) made under this RFP.

10.2 **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Oklahoma. The contractor shall comply with applicable federal, state and local laws and regulations.

10.3 RIGHT TO REJECT: TPS reserves the right to reject any or all proposals. In addition, Offerors should recognize the right of TPS to reject a proposal if they fail to submit the data required in the RFP, or if the proposal is in any way incomplete.

10.4 ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

10.5 MANDATORY USE OF FORM AND MODIFICATION OF TERMS AND CONDITIONS: Failure to submit a proposal in the official form provided for that purpose may be cause for rejection. Return of the complete document is required. Modification of or additions to the General Terms and Conditions of this solicitation may be cause for rejection; however, the Director of Materials Management reserves the right to decide, on a case basis, in his/her sole discretion, whether to reject such a proposal.

10.6 CONTRACT PROVISIONS BY REFERENCE: It is mutually agreed by and between TPS and the Offeror that the District's acceptance of the Offeror's proposal by the issuance of a purchase order shall create a contract between the parties thereto containing all specifications, terms and conditions in the solicitation except as may be amended in the purchase order. Any exceptions taken by the Offeror not included in the resulting contract will not be a part of the contract. Therefore, in the event of a conflict between the terms and conditions of this solicitation and information submitted by an Offeror, the terms and conditions of the solicitation and resulting purchase order/contract will govern.

10.7 CHANGES: Statements made by TPS representatives do not modify the terms, conditions and specifications of this RFP. Changes and modifications to any section of the RFP will not be valid unless said changes are confirmed in writing in the form of an addendum and issued by the Director of Materials Management.

Changes may be made to the contract if the parties agree in writing to modify the scope of the contract. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

10.8 ERRORS OR OMISSIONS: Offeror shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions occur in the specifications, the vendor shall promptly notify the contact person listed. Inconsistencies in the specifications are to be reported before proposals are submitted.

10.9 TAX EXEMPTION: TPS is exempt from the payment of sales/use taxes. The price submitted must be net, exclusive of sales/use taxes. When under established trade practice, any federal excise tax is included in the list price; Offeror may quote the list price and shall show separately the amount of federal excise tax, either as a flat sum or as a percentage of the list price, which shall be deducted by TPS.

10.10 TESTING AND INSPECTION: TPS reserves the right to conduct any test or inspection it may deem advisable to assure supplies and services conform to the specification.

10.11 PROPRIETARY INDEMNITY: Offeror warrants that all products and services used by or furnished do not infringe upon or violate any patent, copyright, trade secret, trademark, or any other proprietary right of any third party. In the event of claim by any third party against TPS, TPS shall promptly notify vendor and vendor shall defend and indemnify TPS against any loss, cost, expense, claim, or liability arising out of such claim, whether or not such claim is successful.

10.12 PATENT AND COPYRIGHT MATERIALS: Unless otherwise expressly provided in a contract, Offeror shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this contract.

10.13 QUALIFICATIONS OF OFFERORS: TPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work/furnish the item(s) and the Offeror shall furnish to TPS all such information and data for this purpose as may be requested. TPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy TPS that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

10.14 LATE PROPOSALS: Proposals must be received by the TPS Purchasing Office by the designated date and hour to be considered for selection. Proposals received in the Purchasing Department after the date and hour designated are automatically disqualified and will not be considered. TPS is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or any other means of delivery. It is

the sole responsibility of the Offeror to ensure that its proposal reaches the Purchasing Department by the designated date and hour.

10.15 OBLIGATION OF OFFEROR: By submitting a proposal, the Offeror covenants and agrees that they are satisfied, from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

10.16 PROPOSAL ACCEPTANCE PERIOD: The proposal shall be binding upon the Offeror for a minimum of ninety (90) calendar days following the proposal receipt and opening date.

10.17 COSTS OF RESPONSE TO RFP: TPS will not be liable for any costs associated with the preparation of materials for Offeror's submission.

10.18 METHOD OF PAYMENT: Standard payment terms are Net 30 days from the receipt of invoice. Payment will be made after satisfactory performance of the contract in accordance with all of the provisions thereof and upon receipt of a properly itemized invoice. **TPS may, at their sole option, elect to make payment by use of a Purchasing/Bank/Charge card.** No additional charges, fees, or price increases may be assessed by the vendor for the use of Procurement/Charge/Bank cards during the life of any award resulting from this RFP, and any applicable extensions. The Board of Education reserves the right to withhold any or all payments or portions thereof for contractor's failure to perform in accordance with the provisions of the contract or any modifications thereto.

10.19 AUDIT: Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by TPS, whichever is sooner. TPS, its authorized agents, and/or auditors reserve the right to perform or have performed an audit of contractor's records and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

10.20 OPEN RECORDS: The Offeror's proposal/bid and all accompanying data, materials and documentation are public records and are subject to inspection and reproduction in accordance with the Oklahoma Open Records Act.

10.21 COMPLIANCE WITH PROCEDURES: Contractor shall comply with all procedural instructions that may be issued from time to time by TPS; however, the terms and conditions of the contract will not change.

10.22 EXTRA CHARGES NOT ALLOWED: Proposed pricing shall be for the complete product/service.

10.23 ASSIGNMENT OF CONTRACT: A contract shall not be assigned or subcontracted by the Offeror in part or whole without the written consent of TPS.

10.24 TERMINATION: Failure to comply with the terms and conditions of this solicitation or to deliver materials, supplies or services identified in the solicitation and contract at the discounts quoted will void the contract award. In case of failure to deliver goods or provide services in accordance with the contract terms and conditions, TPS, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs.

TPS reserves the right to cancel and terminate any resulting contract; in part or whole should the Director of Materials Management determine that such a termination is in the best interest of TPS. Any such termination shall be effected by delivery to the contractor, at least thirty (30) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a notice of termination, the contractor must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. No amount shall be allowed for anticipated profit on unperformed services.

10.25 STANDARDS OF PERFORMANCE: Offeror shall devote, and shall cause all of its staff and any subcontractors to devote, such of their time, attention, best skill and judgment, knowledge and professional ability as is necessary to perform all Services effectively, efficiently and consistent with the best interests of the District and to the satisfaction of the District. Offeror shall retain and utilize sufficient staff to assure the most effective and efficient performance of services. Offeror shall use efficient business administration methods and perform the Services in the best way and in the most expeditious and economical manner consistent with the best interests of the District, so as to assure, among other things, that the Services are performed at a reasonable cost to the District and that Services performed by other entities or persons in connection with the Contract are efficiently and cost-effectively delivered. Offeror acknowledges and accepts a relationship of trust and confidence with the District and agrees to cooperate with the District, and all other persons or entities which may be retained by the District, in performing Services to further the best interests of the District.

10.26 FAVORED NATION: Offeror shall furnish Services to the District at the lowest price that Offeror charges to other similarly situated parties. If Offeror overcharges, in addition to all other remedies, the District is entitled to a refund in the amount of the overcharge, plus interest at the rate of 1% per month from the date the overcharge was paid by the District until the date refund is made. The District has the right to offset any overcharge against any amounts due to Offeror under this or any other agreement between Offeror and the District, and, at the District's sole option, the right to declare Offeror in default under the Contract.

10.27 CONFIDENTIAL INFORMATION. In performance of Services to the District, Offeror may have access to or receive certain information that is not generally known to others ("Confidential Information"). Offeror agrees not to use or disclose any Confidential Information or any records, reports, or documents prepared or generated as a result of the Contract without the prior written consent of the District.

10.28 DISSEMINATION OF INFORMATION. Offeror agrees not to use or disclose any Confidential Information or any records, reports or documents prepared or generated as a result of this Agreement ("Work Product") without the prior written consent of the District. Offeror shall not issue publicity news releases or grant press interviews, except as may be required by law, during or after the performance of the Services, nor shall Offeror disseminate any information regarding Services without the prior written consent of the District. In the event that Offeror is presented with a request for documents by any administrative agency or with a subpoena duces tecum regarding any records, data, or Work Product which may be in Offeror's possession as a result of Services under this Contract, Offeror shall immediately give notice to the District and its General Counsel with the understanding that the District shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Offeror will not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Offeror agrees to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by Offeror under this Contract.

10.29 OWNERSHIP. All intellectual property, Work Product, and any and all other records, reports, documents, and materials prepared or generated as a result of this Contract, shall at all times be and remain the property of the District. All of the foregoing items shall be delivered to the District upon demand at any time and in any event, shall be promptly delivered to the District upon expiration or termination of the Contract. In the event any of the above items are lost or damaged while in Offeror's possession, such items shall be restored or replaced at Offeror's expense. Offeror shall minimize the use of proprietary materials and resources, third party or otherwise, except as agreed to by the District, so that the District may continue using such property beyond any license or subscription terms relevant to the RFP.

10.30 RESERVATION OF RIGHTS: Contract Administrator or designee may require the removal from contract work of any employee of the contractor who is incompetent, careless or insubordinate; who appears to be alcohol or drug impaired or otherwise objectionable; whose continued employment is contrary to a consistent good relationship between the parties to this contract; or who poses a safety risk.

10.31 INSURANCE REQUIREMENTS: By signing and submitting a proposal under this solicitation, Offeror agrees to carry workers' compensation insurance with limits for the employers' liability part of the **workers' compensation policy not less than \$500,000 per category**, at its own expense. Offeror agrees to carry **Commercial General Liability insurance with limits not less than \$1,000,000 combined single limits** for bodily injury and property damage, COMMERCIAL AUTOMOBILE LIABILITY INSURANCE WITH LIMITS NOT LESS THAN \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE, AS WELL AS A COMMERCIAL EXCESS UMBRELLA POLICY WITH A LIMIT NOT LESS THAN \$4,000,000.00 DESIGNED TO ATTACH TO THE EMPLOYER' LIABILITY LIMITS ATTACHED TO THE WORKERS' COMPENSATION POLICY, THE COMMERCIAL GENERAL LIABILITY POLICY LIMIT AND THE COMMERCIAL AUTOMOBILE LIABILITY POLICY LIMIT. Offeror agrees to provide District with a certificate of insurance as evidence of the above lines of insurance carried by Offeror which shall include a thirty (30) day notice, in writing, to the District in the event of cancellation of such insurance for any reason. This certificate of insurance should also name District as "additional insured" EXCEPT FOR THE WORKERS' COMPENSATION / EMPLOYERS' LIABILITY POLICY, AND ALSO PROVIDE THE DISTRICT WITH A "WAIVER OF SUBROGATION ON ALL OF THE ABOVE INSURANCE POLICIES with respect to work performed by Offeror on behalf of District. In addition to such insurance, and not in lieu thereof, Offeror agrees to indemnify and hold District and its agents, employees and officers harmless (including defense costs) against any claim, demand or action arising from or growing out of Offeror's performance of its services hereunder. All insurance coverage will be provided by insurance companies authorized to sell insurance in Oklahoma.

10.32 NON-DISCRIMINATION: Contractors or suppliers are obligated not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status, or age. This obligation 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 for training, including

apprenticeship. Contractors or suppliers are obligated to comply with all requirements of the Americans with Disabilities Act.

10.33 CLEAN AIR ACT: Offeror must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42.U.S.C. 7401-7671q) and the Federal Water pollution Control Act as amended (33 U.S.C.1251-1387). Violations must be reported to the Federal awarding agency and the Regional office of the Environmental Protection Agency (EPA).

10.34 BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C.1352): Offeror must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C.1352.

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities.

Request for Proposal 20036

Bath Tissue and Paper Towels

Exhibit I

INSTRUCTIONS FOR PROVIDING SAMPLES

Samples Must Be Sent to: Proposal Sample
Tulsa Public Schools
Purchasing Dept. – Jeanna Wright
1555 North 77th East Avenue
Tulsa, Oklahoma 74115

Samples must be delivered during normal hours (8:00 a.m.-2:30 p.m. Monday through Friday). Samples must arrive at this address by the proposal opening date and time.

Samples must be only for the products specified in this proposal. Do not mix samples from other bids. Samples are required even if your product is specified, or has been used in prior years.

(1) Full case in original packaging must be submitted for consideration.

An itemized packing list must be attached to the outside of the shipping container. Shipping container must have a typewritten, or computer generated (not magic marker) label on the outside, with the following information:

1. Broker/vendor name
2. Proposal number and due date

In addition, each individual product sample must have a typewritten or computer generated (not magic marker) label on the outside, with the following information:

1. Broker/vendor name
2. Proposal number and due date
3. Tulsa Public Schools' stock number and item name as listed on the pricing sheet, Attachment A .
4. Manufacturer's standard printed packaging label

Each shipment of samples should be sufficiently secured to insure against shipping damage.

Personnel will not be responsible for opening boxes to identify the contents. All samples become the property of Tulsa Public Schools. Vendors will not have access to samples once submitted. Additional packages may be accepted until proposal deadline.

Request for Proposal 20036

ATTACHMENT A

Proposal Pricing - Bath Tissue and Paper Towels

TPS STOCK # Description
CU002074 Bath Tissue

Kimberly Clark (Scott Surpass) #07223 JRT Jr. Jumbo Bath Tissue, 1 ply

Equal: _____

Manufacturer _____ Product Number _____

Price:
Cost per roll _____ Cost per case _____

Pack:
Feet per roll _____ Rolls per case _____

Cases per truckload _____ State minimum cases per shipment, if any: _____

Standard lead time ARO _____

TPS STOCK # Description
CU002076 Roll Towels

Vondrehle 8815-N, SCA Natural Tork Universal RK800E, 12 rolls per case, with 1 5/8" core

Equal: _____

Manufacturer _____ Product Number _____

Price:
Cost per roll _____ Cost per case _____

Pack:
Feet per roll _____ Rolls per case _____

Cases per truckload _____ State minimum cases per shipment, if any: _____

Standard lead time ARO _____

Offeror: _____

Attachment B

References

Provide a listing of at least three (3) references, preferably school districts but certainly companies of similar size/volume, for whom you have provided these products/ services within the last three (3) years. List only those clients where your solution has been implemented and is currently in use.

(1) Customer Name: _____ Telephone: _____

Contact Name: _____ Title: _____

Address: _____

Email Address _____

(2) Customer Name: _____ Telephone: _____

Contact Name: _____ Title: _____

Address: _____

Email Address _____

(3) Customer Name: _____ Telephone: _____

Contact Name: _____ Title: _____

Address: _____

Email Address _____

Attachment D

VALIDATION

Note: Bids must be manually signed on this form in the space provided below.

Has the offeror, any officer of the offeror, or any employee of the offeror who has a proprietary interest in the bid, ever been disqualified, removed, disbarred, or otherwise prevented from participating, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes _____

No _____

If the answer is Yes, please explain the circumstances in the following space:

Offeror, in compliance with this RFP, has examined the specifications, and is familiar with all of the conditions and requirements. Vendor meets all of the standards and requirements necessary to perform the services/provide the products, and is able to furnish the services/products in the time frame specified and at the rates set forth in this bid. The undersigned, on behalf of the offeror, certifies that this offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a bid on the same project and is in all respects fair and without collusion or fraud.

I have read the terms and conditions of this RFP, truthfully answered the above question, and submit for consideration the enclosed offer and accessory data which will become part of any agreement. The undersigned has the authority to bind vendor, and certifies that all statements contained in the bid are true and correct. If accepted by the District, this bid is guaranteed as written and amended and will be implemented as stated.

Please indicate if this business is: _____ Minority-owned or _____ Female-owned.

Company Name

Signature of Representative

Company Address

Typed Name of Representative

City, State, Zip

Title

Fax Number

Telephone Number

Date

Email