

**CITY OF PORTSMOUTH SCHOOL DEPARTMENT**

1 JUNKINS AVENUE, SUITE 402  
PORTSMOUTH, NEW HAMPSHIRE 03801

OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS

603 431-5080  
FAX 603 431-6753

---

**ANNUAL PRINT BID**  
**INVITATION TO BID**

Sealed bid proposals, plainly marked Annual City of Portsmouth School Department Printing Needs for the 2018/2019 School Year on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Portsmouth School Department, 1 Junkins Avenue, Suite 402, Portsmouth, New Hampshire, 03801, will be accepted until 2:00 p.m. Tuesday, August 21 at which time all bids will be publicly opened and read aloud.

Scope of Work: To establish agreements to supply and deliver printed forms per attached specifications for a one year period for the Portsmouth School Department.

Specifications and bid proposal forms may be obtained from the School Department on the fourth floor at the above address, during normal business hours and will not be mailed.

Any related addenda to this bid, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the appropriate project heading. Addenda and updates will NOT be sent directly to vendors. It is recommended that any vendor submitting a bid, check the web site daily for addenda and updates after the release date. Vendors should print out, sign and return addenda with their bid proposal. Failure to do so may subject a bidder to disqualification.

The City of Portsmouth School Department reserves the right to reject any or all bids, to waive technical or legal deficiencies, to re-bid, and to accept any bid that it may deem to be in the best interest of the City of Portsmouth School Department.

If you have any questions please contact the City of Portsmouth School Department at the following number: 603-812-4399.

CITY OF PORTSMOUTH SCHOOL DEPARTMENT  
**ANNUAL PRINT BID**

INSTRUCTIONS TO BIDDERS

**Intention:**

It is the intent of this proposal to establish a one year agreement to supply and deliver printed materials used in the operation of the City of Portsmouth School Department.

**Special Instructions:**

Any quantity specified is an estimate only. The City of Portsmouth School Department will purchase just the quantities necessary, at various times, to perform the intended operation. The purchased quantities may be equal to, less than, or greater than, the estimate.

Bid prices shall be firm until June 30, 2019. Successful bidders (known as “suppliers”) shall be expected to perform (i.e. make deliveries) through June 30, 2019, at the bid price. Bid prices shall be inclusive of all taxes, charges, or other fees.

All bid prices shall be FOB delivered to the specific municipal destination.

**General Instructions:**

1. Preparation of Bid Proposal

- a) The bidder shall submit her/his proposal upon the form furnished by the City of Portsmouth School Department (attached). All figures shall be in ink or typed. Corrections shall be in ink or typed, and initialed.
- b) The bidder's proposal must be signed with ink by the individual, authorized by the vendor and acceptable to the Portsmouth School Department.

2. Disqualification

Bid proposals may be disqualified and rejected for any of the following reasons:

- a) If the proposal is on a form other than that furnished by the City of Portsmouth School Department or if the form is altered;
- b) If the proposal contains unauthorized additions, conditions, or altered bids;
- c) Evidence of collusion among bidders;
- d) Failure to submit all required information as requested in the specifications;
- e) Disqualification is in the best interest of the City of Portsmouth School Department.

3. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the Owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable. Bid Proposals should be mailed to City of Portsmouth School Department, Attention: Melissa Murphy, One Junkins Avenue, Suite 402, Portsmouth, New Hampshire 03801. Hand Delivered Bid Proposals should be delivered to the City of Portsmouth School Department Business Administrator office at One Junkins Avenue, 4<sup>th</sup> Floor, Portsmouth, New Hampshire.

4. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw the proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

**Award:**

After the bids are opened and read, the lowest, responsible and qualified bidders for each item will be identified. Responsible and qualified bidders are those that have: the ability, capacity, and skill to perform within the specified time limits; the quality, availability and adaptability of the supplies; the financial resources to fulfill the award. Bid results will be available to the public.

Within 30 calendar days after the opening of bids, awards will be made separately for each item to the lowest responsible and qualified bidder whose bid complies with all the requirements prescribed. Bidders will be notified by mail that the bid has been accepted and that an award has been made.

The award shall not be considered official until such time that a Purchase Order, fully executed award, or an award letter has been issued by the Business Administrator. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the City of Portsmouth School Department will not be held liable for any expense incurred by a bidder that has not received an official award.

**Reservation of Rights:**

The City of Portsmouth School Department reserves the right to reject any or all proposals, to waive technicalities and to advertise for new proposals, if in the judgment of the City of Portsmouth School Department, the best interest of the City of Portsmouth School Department will be promoted thereby.

Item quantities set forth in this bid proposal are estimates only. The City of Portsmouth School Department shall purchase only those quantities of items actually needed for the facility. All purchases are subject to the appropriation of funds for that facility/program.

**Terms of Award:**

Bid prices shall be firm until June 30, 2019. Successful bidders (known as “suppliers”) shall be expected to perform (i.e. make deliveries) through June 30, 2019, at the bid price.

**Cancellation of Award:**

The City of Portsmouth School Department reserves the right to cancel the award should the supplier fail to perform in accordance with the terms of this award. If the City of Portsmouth School Department cancels the award, the City of Portsmouth School Department reserves the right to solicit the item from the next lowest bidder or other available sources as may be necessary to meet needs. Any expense incurred from this action may be the responsibility of the supplier who did not meet the requirements.

**PORTSMOUTH SCHOOL DEPARTMENT**  
**1 JUNKINS AVENUE, SUITE 402**  
**PORTSMOUTH, NEW HAMPSHIRE 03801**

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS      (603) 431-5080**

**INVITATION TO BID**

The Portsmouth School Department is accepting quotes for printing needs for the 2018/2019 school year. Quote sheets and printing samples may be obtained (**picked up only - will not be mailed**) from the Business Administrator's office, Portsmouth School Department, 1 Junkins Avenue, Suite 402, Portsmouth, New Hampshire between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday, and from 8:00 a.m. until 12:30 p.m. on Friday. Deadline for quotes is 2:00 p.m. August 21, 2018.

The School Department reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the School Department. It also reserves the right to consider other factors considered necessary along with the bid price in making the bid award.

DESCRIPTION	APPROXIMATE ANNUAL PRINTING QUANTITY	PRICE	PRICE PER QUANTITY
<b>Absence Forms</b> 2-Part NCR, 5" x 8 1/2"	3,000	\$	
<b>CUM Folders</b> Card Stock, 17 1/2" x 11 3/4"	500	\$	
<b>Envelopes - #10</b> White/Maroon Ink (#202)	10,000	\$	per 1,000
<b>Envelopes - #10 Window</b> White/Maroon Ink (#202)	10,000	\$	Per 1,000
<b>Envelopes for Progress Reports</b> Manilla, 10" x 13"	500	\$	
<b>High School Discipline Report</b> 4-part NCR, 8 1/2" x 11"	5,000	\$	per 1,000
<b>Stationery Order</b> System-Wide, Full-Size Letterhead	15,000	\$	per 1,000
<b>Business Cards</b> One sided	5000	\$	

Please return this quote sheet to Melissa Murphy, Executive Assistant to the Business Administrator, Portsmouth School Department, 1 Junkins Avenue, Suite 402, Portsmouth, NH 03801 by 2:00 p.m. August 21, 2018.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number