



REQUEST FOR PROPOSALS FOR STUDENT BACKPACKS

RFP 22-011

Request for Proposals Issued:	Jan. 14, 2022
Deadline for Questions:	Jan. 24, 2022 – 2:00 p.m.
Deadline for Submittal of Proposals:	Jan. 31, 2022 – 2:00 p.m.

REQUEST FOR PROPOSALS FOR STUDENT BACKPACKS

I. NOTICE OF REQUEST FOR PROPOSALS ("RFP")

Notice is hereby provided that the Twin Rivers Unified School District, located in McClellan, California ("District") has issued this Request for Proposals from qualified firms to provide laptop computer backpacks for student use in the upcoming school year, as described and specified herein. A total of **25,770** backpacks, in varying sizes with custom logos, are needed, and must be received by the District by **June 15, 2022**. It is the desire of the District to select a Vendor that can meet or exceed the District's requirements to provide a solution that is in the best interest of District students. This RFP is issued in compliance with CA Public Contract Code Sec. 20111 and Gov. Code Sec. 4333, which promote fair and competitive public bidding.

Qualified respondents are invited to submit their proposals in a sealed envelope no later than **2:00 p.m. on January 31, 2022**, to the following address:

Twin Rivers Unified School District
Attn: Debbie Gordon, Manager of Contract & E-Rate Services
3222 Winona Way, Suite 200
North Highlands, CA 95660

Respondents must also email one pdf copy of your printed proposal to:
debbie.gordon@twinriversusd.org

Please do not submit proposals in 3-ring binders or notebooks.

II. OVERVIEW OF THE DISTRICT

The Twin Rivers Unified School District ("District") is a K-12 public school district located in northeastern Sacramento County with a 2021-22 enrollment of approx. 24,500 students. In 2008, four area school districts, Grant Joint Union High School District and the Rio Linda, North Sacramento and Del Paso Heights Elementary School Districts, unified to create the Twin Rivers Unified School District.

The districts serve the communities of North Sacramento, Del Paso Heights, Rio Linda, North Highlands and Foothill Farms. The district has four comprehensive high schools, two junior high schools, three charter junior high schools, one creative arts junior high school, one technology academy (middle school grades), 30 elementary schools, two alternative schools, two adult schools and one special education preschool.

The District is in an economically diverse region characterized by a mix of residential development and light industry. Although there is a potential for growth, a moratorium has been placed on construction in the Natomas area. In terms of family income, 90% of District students are currently eligible for Federal Free and Reduced price meals.

The district is governed by a seven member Board of Trustees and is under the day-to-day leadership of Steven Martinez, Ed.D. who was appointed District Superintendent effective July 1, 2013.

III. GENERAL INSTRUCTIONS and REQUIRED INFORMATION

Proposals must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and ability to follow instructions. Proposals may not be altered after submission to the District and should be reviewed for accuracy beforehand. The District will not be responsible for errors or omissions in any Proposals. The District reserves the right to reject any and all Proposals, or to waive any irregularities, or informalities in the Proposals. The submission of company literature and brochures is not a substitute response to this RFP, however samples or photos of prior work may be included. Responses should be submitted in print, and must be limited to the maximum number of pages indicated.

Q&A/Addendum - Questions regarding this RFP may be submitted by email no later than **Jan. 24, 2022 at 2:00 p.m.** to the following email address: debbie.gordon@twinriversusd.org. If applicable, an Addendum with summary Q&A will be posted to the District website by Jan. 28, 2022.

Thank you for your interest in Twin Rivers USD. The District welcomes your firm's proposal.

IV. SCOPE OF SERVICES/SPECIFICATIONS

Twin Rivers USD is requesting Proposals from qualified and experienced vendors to provide customized laptop computer backpacks for student use during the 2022-23 school year, made to the specifications herein.

A total of **25,770** backpacks are needed to equip the District's students. **19,770** backpacks are for elementary and jr. high students. Three sizes are required – 15", 16.5" and 18.5" - in Navy Blue fabric, customized with the Twin Rivers USD logo. Quantities needed in each size are listed in Appendix 2.

6,000 backpacks are for students at the District's four comprehensive high schools – **Grant High School, Foothill High School, Highlands High School, and Rio Linda High School**. Backpacks for the high schools are to be in Black fabric, customized with *both* the Twin Rivers USD logo, and the particular high school's logo. Quantities needed for each high school are listed in Appendix 2.

All backpacks are to be made of ballistic nylon fabric (or better) for superior wear, with shoulder and bag padding for both student comfort and protection of laptops and tablets.

A listing of the backpack specifications and required quantities of each type is provided in Appendix 2.

Samples of the Twin Rivers USD and high school logos are provided in Appendix 3.

Your summary price proposal must be submitted on the form provided in Appendix 1. You are welcome to provide additional information concerning your firm's offering/value proposition, but please do not simply submit marketing materials or brochures. The purpose of this RFP is to solicit proposals under a fair and open competitive model, per CA Public Contract Code, and to evaluate the submissions "apples to apples" using the scoring criteria in Sec. VI. Proposals aligned to the requirements of this RFP will enable the District to evaluate all proposals fairly, and to determine the vendor proposal which best meets the District's needs.

A. LEAD TIMES AND DELIVERY

The total of **25,770** Backpacks must be received by June 15, 2022.

Time is of the essence in the fabrication and delivery of product to the District, and will be a key factor in vendor selection. The June 15, 2022 delivery date is critical to ensure that all backpacks have been received, that they meet the required District specifications/order, and can be counted, filled with student supplies for the 2022-23 school year and distributed internally to over 1,000 classrooms. As such, the contract will include an option for the District to assess liquidated damages, in the event the awarded vendor is unable to meet its delivery commitment.

Labeling/Palletizing

Twin Rivers requires that all boxes labeled with the following specifications:

1. Item Name/Title
2. Item Number
3. Quantity per box

The District requires that the 15", 16.5" and 18.5" Navy Blue backpacks **which will bear only the Twin Rivers USD logo** be palletized by size of item, and that **pallets be clearly labeled with the corresponding size.**

Backpacks for **Rio Linda High School, Highlands High school, Grant High School and Foothill High School** must be separated on pallets **by school site, and each pallet must be labeled with the designated school site.**

Twin Rivers USD **deadline to receive all backpacks is June 15, 2022,** to ensure counting and delivery to the school sites, for ultimate delivery to the classrooms.

Prior to shipping the vendor will need to communicate to Joshua Crofts (**Joshua.crofts@twinriversusd.org**), all delivery dates, tracking numbers and total amount of pallets to expect.

All backpacks are to be shipped to the Twin Rivers USD Warehouse located at 3222 Winona Way, North Highlands CA 95660, attention Joshua Crofts.

B. SAMPLES

At their option, vendors may submit one or two evaluation samples with their proposals to show comparable work. Samples will not be returned.

V. PROPOSAL CONTENTS

Please include the following in your proposal, in tabbed sections:

A. Company Profile and Personnel Bios – please provide information on your company, history, product line, and short bios of the key personnel who will be working with our District.
1 page maximum

B. Experience and References– please list and describe a few projects of similar size and scope that you have completed for other school districts. Please provide contact names and email addresses for these clients. Marketing brochures/collateral material alone is not considered a proposal.
1 page maximum

C. Lead Times/Delivery. Please provide a schedule in your proposal that shows planned delivery of product, if shipped in phases. All product must be received at the District Warehouse, 3222 Winona Way, North Highlands, CA 95660, no later than June 15, 2022. *1 page*

D. Vendor Sourcing/Subcontractors

Your proposal should include **the name(s) of any subcontractors or third parties who are involved in the fulfillment and delivery of the product you propose to furnish**, including offshore manufacturers and shipping/freight companies. Please indicate how long you have been doing business with them.
1-2 pages

E. Price Proposal. Please provide your summary price proposal **on the form provided in Appendix 1**. You are welcome to provide additional information concerning your firm’s offering/value proposition, but please do not simply submit marketing material, brochures or standard price sheets. If needed, the District will request additional price detail from you.

F. Warranties and Support. Please describe how you will handle warranty issues, such as incorrect quantities, incorrectly made product or designs; deficient product; or shipping delays or errors. *1 page*

G. District Required Forms – Your response must include the District Required Forms in Appendix 1, signed by an officer or other legally authorized representative of your company: *Offer to Enter Into Contract; General Terms and Conditions; Qualification Certification and NonCollusion Declaration.*

H. Legal Issues

- Is there any pending or past litigation against your firm regarding your provision or delivery of services?
- Does your firm have any contractual relationship that could be construed as a potential conflict of interest? If so, please explain.

VI. PROPOSAL DEADLINE – JANUARY 31, 2022 – 2:00 P.M.

Proposals must be received by the District no later than **2:00 p.m. January 31, 2022**. Once submitted, responses become the property of the District. No corrected or resubmitted proposals will be accepted after the deadline. **Late proposals will not be accepted and will be returned unopened.**

Proposals must be received, **in a sealed envelope**, by regular or express delivery to the address below:

**Twin Rivers Unified School District
Attn: Debbie Gordon
Manager of Contract & E-Rate Services
3222 Winona Way, Suite 200
North Highlands, CA 95660**

Please also email a pdf version to: debbie.gordon@twinriversusd.org

PLEASE DO NOT SUBMIT PROPOSALS IN 3-RING BINDERS OR NOTEBOOKS.

VII. REVIEW AND EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

To be deemed “Responsive”, proposals must be received by the deadline, include the District-required forms, and address all requirements of this RFP. Responsive proposals will be scored by a District panel using the following criteria:

- Ability to meet and/or exceed the needs and specifications of the District as identified in **Sec. IV** of this RFP, including product specifications, customization, and product quality. **30 points**
- Qualifications and experience of the firm and subcontractors/sources. References. **15 points**
- Cost Proposal. **25 points**
- Proven/Demonstrated capability of meeting the June 15, 2022 delivery deadline. **20 points**
- Warranty, support, additional benefits of firm **10 points**

Award of contract(s) will be based upon the proposal scores. Contract awards are conditional on final approval by the Twin Rivers USD Board of Trustees, Feb. 15, 2022. The District reserves the right to:

- Request an interview with and/or additional information from any firm prior to its selection.
- Select the firm that, in the District’s judgment, will best meet the District’s needs. As indicated above, price is an important factor, but is not the sole factor in making a selection.
- Reject any and all proposals or to waive any non-statutory informality. The Board’s decision to accept or reject the contract shall be final.
- Award a contract, multiple contracts, or portions of the whole, to more than one firm;
- Not to award a contract, either as a result of proposals received, or any other reason.

The decision of the District panel and Board will be final. Feb. 15, 2022 is the target date for completion of the selection process, and award of contract by the TRUSD Board of Trustees.

All costs incurred in the preparation and submission of proposals in response to this RFP are at the bidder’s full expense. Samples will not be returned.

Thank you for your interest in serving the needs of Twin Rivers Unified School District. The District invites you to respond and looks forward to receiving your firm's proposal.



APPENDIX 1

DISTRICT REQUIRED FORMS

***Please complete, sign and return all forms
with your proposal documents***

PRICE PROPOSAL FORM

Offer to Enter Into Contract

General Terms and Conditions

Qualification Certification

Non-Collusion Declaration

**PRICE PROPOSAL FORM
REQUEST FOR PROPOSALS FOR STUDENT BACKPACKS
(RFP 22-011)**

**BOARD OF TRUSTEES
TWIN RIVERS UNIFIED SCHOOL DISTRICT**

Dear Members of the Board of Trustees:

The undersigned, doing business under the firm name of

having carefully examined the Request for Proposals, the General Terms and Conditions, the Specifications and all other requirements for the District's Request for Proposals for Student Backpacks, proposes to furnish all products and services requested herein, to be delivered/received by the District no later than June 15, 2022, as follows:

<u>19,770 NAVY BACKPACKS, SINGLE LOGO</u>	\$ _____
<u>6,000 BLACK BACKPACKS, TWO LOGOS</u>	\$ _____
<u>SHIPPING/FREIGHT COSTS</u>	\$ _____
<u>EST. TAX</u>	\$ _____
<u>TOTAL PRICE PROPOSAL</u>	\$ _____

Prices will remain firm for _____ calendar days after contract award.

Receipt of Addendum to RFP is acknowledged (if applicable): _____
Initials

SUBMITTED BY:

Company Name: _____

Authorized Signature

Printed Name: _____ **Date:** _____

Title: _____

Address: _____

Tele: _____ **Email:** _____



OFFER TO ENTER INTO CONTRACT

The undersigned hereby proposes to enter into an agreement with the Twin Rivers Unified School District and to furnish services as described in this Request for Proposal.

Name and Address of Firm:

Name: _____

Address: _____

City and State: _____

Telephone Number: _____

Email Address: _____

Signature of Authorized Officer/Representative of Firm:

Authorized Signature: _____

Printed or typed name: _____

Title: _____

Date: _____



GENERAL TERMS AND CONDITIONS

1. **INSTRUCTIONS AND USE OF FORMS.** In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete and return the enclosed District-required forms with their proposals.
2. **ACCEPTANCE OR REJECTION OF RESPONSES.** The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified vendors. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs.
3. **PROPOSAL PROTESTS.** The following instructions must be followed by a Respondent who wishes to challenge the District's selection and award of any contract pursuant to this RFP:
 - a) Any protest must be submitted in writing to the Manager, Contract & E-Rate Services, Twin Rivers Unified School District, 3222 Winona Way, Suite 200, North Highlands, CA 95660, before 3:00 p.m. on the fifth (5th) business day following the District's notification of its intention to award a contract pursuant to this RFP.
 - b) Only vendors who submitted a proposal in response to this RFP may file a protest.
 - c) Protests must contain the following specific information:
 - Protestor's name, address, tele. no. and email address;
 - Date on which protestor's Response was submitted to the District;
 - Protestor's specific, detailed basis for the protest, which must be supported by facts and/or documentation. Protests based on hearsay, feelings or opinions not supported by facts, will be deemed invalid.
 - d) The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
 - e) The District will review and evaluate the protest for validity, including, if required, review by outside counsel. The District and/or counsel will provide a response within ten (10) days of review of the protest letter.
 - f) If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future District RFPs or contracts.
4. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Trustees.
5. **NO CONTACT WITH BOARD OF TRUSTEES.** Respondents may not contact any member of the Twin Rivers USD Board of Trustees regarding this RFP unless specifically invited to an interview conducted by the Board.

6. **NON-DISCRIMINATION.** The Twin Rivers Unified School District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law. The District likewise prohibits discrimination by contractors and subcontractors, and may require the successful vendor(s) to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement, in compliance with Government Code 12990.

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS:

The undersigned hereby acknowledges receipt and acceptance of the above Terms and Conditions.

Name of Firm: _____

Authorized Signature and Date

Printed Name: _____

Title: _____



Qualification Certification

I, the undersigned, certify and declare, with specific reference to the California False Claims Act, Government Code sections 12650, *et seq.*, that I have reviewed all of the information presented in this submittal and know its contents. The matters stated in the submittal are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true.

I declare under penalty of perjury that the foregoing is true and correct.

Name: _____

Signature: _____

Title: _____

Name of Firm: _____

Date: _____



**NONCOLLUSION DECLARATION TO BE EXECUTED
AND RETURNED WITH PROPOSAL**
(Public Contract Code Section 7106)

_____deposes and says that
(Name of Authorized Representative)

he/she is _____ of _____
(Title) (Firm Name)

the party providing the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the respondent has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

(Signature)

(Typed or Printed Name)



APPENDIX 2
BACKPACK SPECIFICATIONS AND QUANTITIES

BACKPACK SPECIFICATIONS, DESIGNS, QUANTITIES

HIGH SCHOOLS

All High School backpacks are to be made to the following specifications:

- Height: 18.5”
- Ballistic nylon (or better)
- Laptop Sleeve
- Adjustable Shoulder Straps
- Two Zippered Compartments
- Padded shoulder straps and compartments for comfort and protection of laptops and devices
- Netted Side Pockets
- Black (Gray accent trim)
- Twin Rivers USD logo *plus* High School logo

Sample designs and required quantities for each high school are provided below:

FOOTHILL HIGH SCHOOL

QUANTITY

**18.5 inch Black Backpack
with *both* Twin Rivers logo and Foothill Mustang logo**

1300



GRANT UNION HIGH SCHOOL

QUANTITY

**18.5 inch Black Backpack
With both Twin Rivers logo and Grant High Pacers logo**

2100



HIGHLANDS HIGH SCHOOL

QUANTITY

**18.5-inch Black backpack
With both Twin Rivers logo and Highlands (SCOTS) logo**

800



RIO LINDA HIGH SCHOOL

**18.5-inch Black backpack
with Twin Rivers logo and Rio Linda (Knights) logo**

QUANTITY

1800



TOTAL HIGH SCHOOL QUANTITIES – 6,000

ELEMENTARY/JR. HIGH (ALL NAVY BACKPACKS WITH TWIN RIVERS USD LOGO ONLY)

Following are the required specifications for the Navy Blue backpacks, shown below:

- Height: (as shown)
- Ballistic nylon (or better)
- Laptop Sleeve
- Adjustable Shoulder Straps
- Two Zippered Compartments
- Padded shoulder straps and compartments for comfort and protection of devices
- Netted Side Pockets
- Navy (with Gray accent trim)
- Twin Rivers USD logo *only*

	<u>QUANTITY</u>
18.5 inch Navy Backpack, with Twin Rivers Logo only	6800
16.5 inch Navy Backpack, with Twin Rivers Logo only	7800
15 inch Navy Backpack, with Twin Rivers Logo only	5170



TOTAL ELEMENTARY/JR. HIGH NAVY BLUE BACKPACKS – 19,770



APPENDIX 3

TWIN RIVERS USD LOGO ART

HIGH SCHOOL LOGO ART



Above Twin Rivers Unified School District blue/gray logo is be embroidered and included on all backpacks, all sizes (Navy Blue and Black)

High School Backpacks will have the school's own logo, in addition to the above Twin Rivers logo. Quantities for each of the four high schools, and the high school logo appear on the following pages.

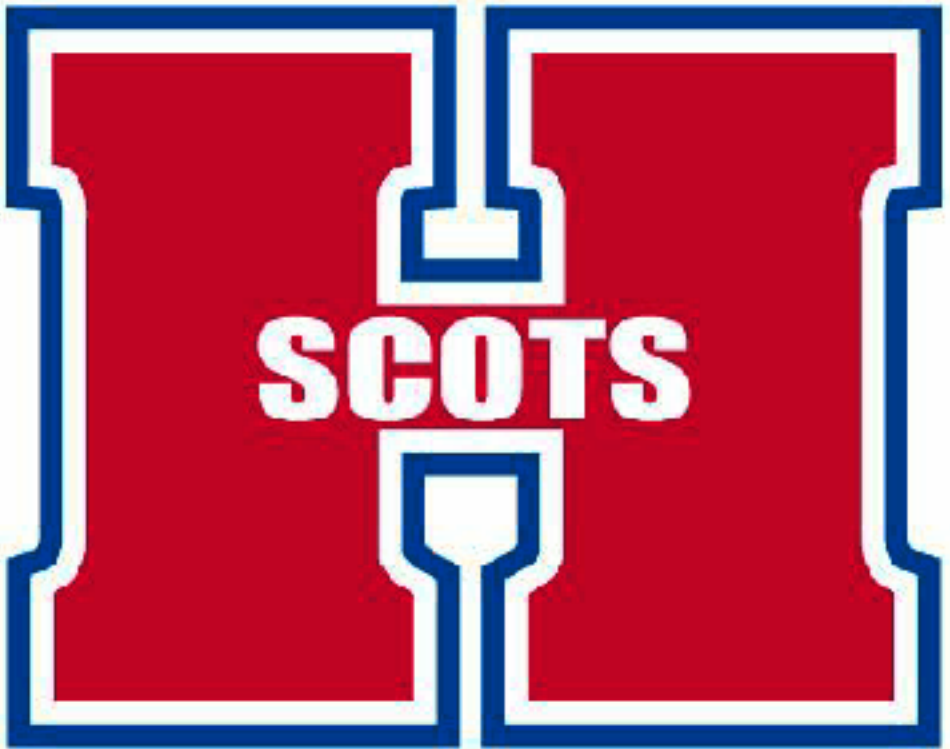
**FOOTHILL HIGH SCHOOL
LOGO - TO BE EMBROIDERED
ON 1300 BLACK BACKPACKS
(18.5 INCH SIZE)**



Grant High Logo
2100 units



Highlands High School logo - embroider onto 800 black 18.5" size backpacks.



*(Rio Linda High logo -
1800 backpacks)*

