

CONTRACT SIGNATURE PAGE

MONTEREY COUNTY OFFICE OF EDUCATION Invitation to Bid # 526841

Assorted Commodity Catalogs

Catalog Categories Bid: YAMAHA MUSICAL INSTRUMENTS

1. Pursuant to and in compliance with Invitation for Bid #526841, its Terms and Conditions, and the other documents relating thereto, the undersigned Bidder, having familiarized himself with the terms of the bid and the conditions affecting the performance of the bid, hereby proposes and agrees to perform, within the time stipulated, everything required by this agreement at the service levels offered and at the prices herein set forth.
2. Awarded Vendor agrees to comply with the Monterey County Office of Education Terms and Conditions as written in the Invitation to Bid #526841.
3. Awarded Vendor must comply with all applicable state and federal laws, including any applicable import laws.
4. Bidder certifies, by affixing his/her signature below, that all of the products and brands being offered or to be offered under this bid solicitation are legal and are products free of any copyright, patent or trademark violations and that all items offered are in full compliance with specifications and Terms and Conditions of the Invitation to Bid and applicable California law.
5. It is understood that the Monterey County Office of Education reserves the right to reject this bid as specified in the Invitation to Bid and that the bid shall remain open and not be withdrawn for a period of ninety (90) days.
6. If awarded the bid by Monterey County Office of Education and by signing below, Bidder will be entering into an agreement with Monterey County Office of Education and obligating his/her company to this Contract and all Terms and Conditions of Invitation to Bid #526841

Bidder

Nick Rail Music
2801 De la Vina Street
Santa Barbara, CA 93105

By: David Harms

Name: DAVID HARMS

Title: NATYONAL SCHOOL SALES MGR.

Date: 3-27-14

MCOE

Monterey County Office of Education

901 Blanco Circle

Salinas, California 93912-0851

By: _____

Name: _____

Title: _____

Date: _____

For Nancy Kotowski.
County Superintendent of Schools



MONTEREY COUNTY OFFICE OF EDUCATION
Invitation to Bid #526841
Assorted Commodity Catalogs
Deadline, 10:30 a.m., Thursday, March 27, 2014

I. Bid Overview & Authorities

I.1 BID TITLE

Assorted Commodity Catalogs

I.2 BID NUMBER

Invitation to Bid Number 526841

I.3 ORGANIZATION OF BID TERMS AND CONDITIONS

Section and paragraph headings are provided for description and ease of reference only. They are not intended to be binding or to be used in the interpretation of the Contract. Any hyperlinks shown will carry the reader to related material. This bid is organized under the following topical areas:

- I. [Bid overview & Authorities](#)
- II. [Definitions](#)
- III. [Bidder Status & Qualifications](#)
- IV. [Bid Procedures and Instructions](#)
- V. [Specifications](#)
- VI. [Pricing](#)
- VII. [Ordering, Shipping and Delivery](#)
- VIII. [Evaluation and Awards](#)
- IX. [Fees](#)
- X. [Post-Award Requirements](#)
- XI. [Contract Length & Termination Rights](#)
- XII. [Other Terms and Conditions](#)
- XIII. [Code Citations](#)

I.4 BID SCOPE AND GOAL

The Monterey County Office of Education is seeking qualified and responsible vendors to provide products, by way of comprehensive catalogs within eight categories of commodities, to school districts and other eligible agencies. The term of the Contract will be for 36 months. The right to purchase from the Contract will be made available to all public school districts, K-12 non-public schools, charter schools, cities, counties and other specified public agencies, such as libraries and museums, throughout the state of California, and other agencies through the United States as may be allowed by law.

I.5 AGENCY ISSUING INVITATION FOR BID AND THE RESULTING CONTRACT

Monterey County Office of Education
Superintendent of Schools
901 Blanco Circle
P.O. Box 8081
Salinas, California 93912-0851

I.6 CALSAVE PROGRAM

The Monterey County Office of Education is issuing this bid in cooperation with the CalSAVE program, the purchasing cooperative founded by the Monterey County Office of Education and administered under contract by the Epylon Corporation. CalSAVE serves all education agencies in California.

I.7 BID DUE DATE

The bid response is due no later than 10:30 a.m., Thursday, March 27, 2014.

I.8 METHOD OF SUBMISSION

As authorized by [Public Contract Code Section 20112](#), bids will be submitted electronically, and all responses **must be** completed through the electronic sealed bidding system described within these bid documents.

I.9 CONTRACT TERM OF DURATION

The length of term of the awarded Contract will be from April 25, 2014 through April; 24 2017.

I.10 ELIGIBLE BUYING AGENCIES

This bid is being solicited for authorized buyers by the Monterey County Office of Education, lead agency under the authority of the California Public Contracts Code and Education Code, for school districts in California, as well as other eligible California purchasers, to be known collectively as LEAs.

Eligible agencies will include, not only all California County Offices of Education and California public school districts, but also California joint powers authorities related to education, charter schools, non-public schools, private schools, and any new schools, school districts, or charter schools established during the term of the Contract, along with other agencies in other states as allowed by Government Code Section 6500 and 6502.

To be absolutely clear and for further clarification, the electronic bid form contains an attachment partially listing as eligible buyers the specific and individual names of approximately:

- 1,165 public school districts and education agencies
- 513 charter schools
- 58 county offices of education

I.11 PIGGYBACKABLE CLAUSE

All public agencies are authorized by law to purchase off a contract awarded by an agency that has itself gone to bid, including all K-12 schools districts, special districts and JPAs serving education, pursuant to Public Contract Code Sections [20118](#) and [20652](#). Using these statutes, the Monterey County Office of Education (Agency) hereby declares its intent and authorization to make all contracts awarded under this Invitation to Bid "piggybackable" by other education agencies in the state. The Agency waives any right to receive payment from other California agencies making purchases off the awarded Contract, and those agencies will make payment directly to the Awarded Vendor. A partial, but not exclusive, list of eligible education agencies is listed as an attachment to the bid and is titled "Partial List of Eligible Agencies.doc."

In any jurisdiction, where a County Office of Education, board, or other authority prohibits payments directly to a vendor, an LEA may petition the Monterey County Office of Education for special ordering and payment arrangements through the Monterey County Office of Education or its agents. The Monterey County Office of Education reserves the right to charge an administrative fee to the LEAs to offset banking and administrative costs for this service.

I.12 STANDARD SCHOOL SUPPLY & EQUIPMENT LIST AND COOPERATIVES

Monterey County Office of Education declares that items and licenses under Contract as a result of this Invitation to Bid will qualify as items to be included within its Standard School Supply and Equipment List. Because many County Offices of Education have banded together to create both the EdBuy and the

CalSAVE programs for the purpose of collectively creating both a Standard School Supply & Equipment List and cooperative contracts, the items solicited and awarded through this bid may also constitute a portion of an official Standard School Supply and Equipment List for other participating County Offices of Education and County Superintendents of Schools. Purchases by other County Offices of Education and LEAs may be made, not only in accordance with Public Contracts Code [20118](#) and [20652](#), but also in accordance with Education Code [38110](#) and [38112](#) dealing with cooperatives and Standard School Supplies & Equipment.

II. Definitions

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II.1 MONTEREY COUNTY OFFICE OF EDUCATION

The terms "*Monterey County Office of Education*" and "*MCOE*" as used in this bid document shall be construed to include the Monterey County Office of Education, its employees, officers, and agents. The Monterey County Office of Education, located at 901 Blanco Circle, Salinas California, 93912, is administered by the elected county Superintendent of Schools and is a *bona fide* government agency, established by Article IX of the California Constitution and serving as an educational intermediate unit that operates its own schools and programs and that offers services to school districts.

II.2 AGENCY

The term "*Agency*" shall be construed to include the Monterey County Office of Education, its employees, officers, and agents.

II.3 CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION

The California County Superintendents Educational Services Association, also known as "CCSESA," located at 1121 L Street, Suite 510, Sacramento, CA 95814, is the association made up of California's 58 county superintendents of schools who come together to provide collective and cooperative services serving multiple County Offices of Education and California schools as a whole. CCSESA owns and coordinates the EdBuy cooperative and the CalSAVE cooperative.

II.4 CALSAVE

CalSAVE is the cooperative purchasing program founded by the Monterey County Office of Education and administered by the Epylon Corporation under contract with MCOE, in cooperation with the California County Superintendents Educational Services Association (CCSESA).

II.5 EDBUY

EdBuy is the cooperative purchasing program founded by California county superintendents of schools through the California County Superintendents Educational Services Association. EdBuy is administered under contract by the Epylon Corporation with the California County Superintendents Educational Services Association (CCSESA), located at 1121 L Street, Suite 510, Sacramento, CA 95814. The EdBuy program may help publicize this Contract.

II.6 LEA

The term "*LEAs*" shall be construed to mean Local Education Agencies – all those agencies authorized by law to buy from this bid and resulting Contract and allowed to submit purchase orders to the Awarded Vendor in conformance with bid terms and conditions.

II.7 EPYLON CORPORATION®

Epylon Corporation, also referred to as "*Epylon*," is the private corporation located at 3675 Mt. Diablo Blvd., #110, Lafayette, CA 94549, that has been hired by the Monterey County Office of Education to administer the CalSAVE cooperative, to provide technology and services necessary to issue bids and run the daily operations of the CalSAVE cooperative. Epylon also has a separate contract with CCSESA to administer its cooperative purchasing efforts. The name *Epylon* is a registered trademark of the Epylon Corporation in the United States.

II.8 VENDOR

The term "*Vendor*" or "*Awarded Vendor*" is that firm, company, individual, business, partnership, joint venture corporation or other bidding entity which has completed the response to the Invitation to Bid and/or been awarded a Contract by the Agency. The contractor/Bidder is named as such in the Contract/bid

documents and is referred to in generic terms as if the contractor/Bidder were of singular number and masculine or feminine gender.

II.9 BIDDER

The term “*Bidder*” refers to that firm, company, individual, business, partnership, joint venture, corporation, or other bidding entity, which has registered on the Epylon® system to receive bids and has worked on or completed the response to the Invitation to Bid.

II.10 CONTRACT

References to the term “*Contract*,” where not precisely referencing another specific third-party agreement, refers to the binding agreement entered into between MCOE and the Awarded Vendor as a result of a bid award by MCOE. The full “Contract” document consists of the Contract Signature Page, this Invitation to Bid with its terms and conditions, a Vendor’s electronic bid responses, any published bid amendments, all electronic bid attachments, all applicable California law, and subsequent any memoranda of understanding interpreting or clarifying the Contract.

III. BIDDER STATUS AND QUALIFICATIONS

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III.1 ANSWERING QUESTIONS ON THE BID FORM

By answering questions in the Questions Section of the electronic bid form, Bidders help establish their qualifications as a vendor. In answering the questions, they must give satisfactory evidence that they:

- Maintain permanent places of business
- Have the capability to furnish the items offered satisfactorily and expeditiously
- Will provide satisfactory school customer sales support and service to all LEAs
- Have a satisfactory delivery network
- Have current relationships with LEAs for verification of customer satisfaction
- Can demonstrate an active network or other acceptable method of service and support that will serve all LEAs in California.

If a question within the bid form indicates that a response is mandatory, an answer must be provided, or else a Bidder cannot continue to save or submit the electronic bid form.

III.2 COMPANY EXPERIENCE

To qualify as a Vendor, a Bidding company must have direct K-12 public school experience in California selling merchandise from a paper or website catalog. In addition, a bidder must list, in the Question Section, at least two public agencies in California with whom it has had previous experience.

III.3 STAFF EXPERIENCE

Bidder must identify at least one full-time person on staff who will be the dedicated leader in administering this bid and Contract.

III.4 STATEWIDE CPABILITY

To qualify as a Vendor, a successful Bidder must certify that he or she can serve all school districts within the state of California

III.5 RESTRICTIONS ON MULTIPLE BIDS

No person, firm, or corporation shall be allowed to submit more than one response or bid to a single category of catalogs to this Invitation for Bids, but a bidder can bid on multiple catalog categories. A person, firm, or corporation may submit a sub-proposal to another Bidder and/or Bidders and also submit a bid in the name of his firm.

Companies who have multiple users on the Epylon system may receive multiple invitations to bid and have access to the same bid form. Only one representative from the bidding company may submit a bid. Any Epylon user that archives the Monterey County Office of Education bid form, declines the bid, or submits a bid, thereby prevents any other user from that same company from taking further action on this bid for his or her company.

III.6 DECLARATION OF NON-COLLUSION

Assuring that prices are arrived at independently and without collusion is so important that this bid requires the Bidder to attest under the penalty of perjury that no collusion has taken place.

The Bidder must affirmatively answer "Yes" to the non-collusion question in the Question Section or else the bid may not be submitted to Agency. By answering "Yes" to the non-collusion question in the Question Section, the Bidder affirms the following:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, Bidder or potential Bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a Bidder or potential Bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this Contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) Neither he/she, the company, nor any of the company's affiliates, subsidiaries, officers, directors and employees are currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

(6) All representations are material and important, and will be relied on by the Monterey County Office of Education in awarding the Contract(s) for which this bid is submitted.

(7) Any misstatement is and shall be treated as fraudulent concealment from Monterey County Office of Education of the true facts relating to the submission of bids for this Contract.

If a Bidder cannot answer yes to the non-collusion question, he/she will not be able to complete the bid form and will not be able to submit a bid.

III.7 SUSPENSION AND DEBARMENT

The Bidder certifies, for itself and all its designated partners, that neither the Bidder, nor any designated partners are under suspension or debarment by the LEA or any other governmental entity, instrumentality, or authority and, if the Bidder cannot so certify, then it agrees to submit a written explanation as an attachment to this bid form of why such certification cannot be made. A Bidder must verify its suspension or debarment status in the Question Section of the bid form.

III.8 ABILITY TO FOLLOW DIRECTIONS

The Bidder's ability to follow the bid preparation instructions set forth in this solicitation will also be considered to be an indicator of the Bidder's ability to follow instructions should they receive an award as a result of this solicitation. Any contract between the Agency and a vendor requires the delivery of information and data. The quality of organization and writing reflected in the proposal will be considered to be an indication of the quality of organization and writing which would be prevalent if a contract was awarded. As a result, a bid may be rejected if directions are not followed.

III.9 HISTORICALLY UNDER-UTILIZED BUSINESSES (HUBS)

Some eligible LEAs may have policies, programs, or goals related to contracts with businesses owned by minorities, women, or disabled veterans. Although the bid will not be evaluated on whether a Bidder is a historically under utilized business, Agency can make other LEAs aware of a Vendor's HUB status. Accordingly, the Agency requests any women-owned, minority-owned, or disabled-veteran-owned business to volunteer their status as such so that it can be made known to interested LEAs. A HUB may identify itself

in its answers in the Question Section. No preference is given in bid evaluation to HUBs, and no penalty is applied for not answering the question.

IV. Bid Procedures and Instructions

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IV.1. BID DUE DATE

The bid is due no later than 10:30 a.m. PST, Thursday, March 27, 2014. It is the Bidder's sole responsibility to ensure that its bid is received prior to the scheduled date and time for receipt of bids.

IV.2 PRUDENCE AND FORETHOUGHT IN SUBMISSION

Although the deadline for bids is 10:30 a.m. PST, Thursday, March 27, 2014, it is in the best interests of Bidders to submit their bids well enough in advance to avoid any hindrances out of the control of Monterey County Office of Education, CalSAVE, the Bidder, or Epylon. Such hindrances could include extremely heavy Internet traffic, disruptions in phone lines, busy circuits, unexpected computer outages, or weather-related obstacles. Agency assumes no responsibility for hindrances out of its control. It admonishes Bidders to submit early to identify problems and to avoid any possibility their bids may be late.

IV. 3 BID SUBMISSION ADDRESSES

Bids will be sent through each Bidder's electronic account accessed at www.epylon.com. Bidders must have registered and obtained accounts on the Epylon system to bid. There is no cost to register or to bid. After opening and completing the bid form, a Bidder who clicks on the "Submit" button officially sends its bid to the Monterey County Office of Education and delivers the bid to the MCOE in-box. MCOE will not be able to open or view the bid until the bid opening date and time.

IV.4 BID OPENING

At 10:30 a.m. PST, Thursday, March 27, 2014, the sealed bids will be opened electronically and displayed on a computer monitor at the Monterey County Office of Education.

IV.5 PRELIMINARY REGISTRATION PROCEDURES FOR ELECTRONIC BIDDING

- 1) If not already registered, companies that want to bid must register as an Epylon supplier by clicking on the Supplier Registration button at the top of the page at www.epylon.com.
- 2) All new registrants between bid release date and March 27, 2014 will automatically receive the Monterey County Office of Education bid form.
- 3) Once registered and logged in at www.epylon.com, click the e-Bid tab, view the in-box to see the Monterey County Office of Education bid form ready to be opened.

IV.6 ON-LINE BIDDING

The general procedures for completing the electronic bid form are as follows:

- 1) Review the catalog categories and description of products to be bid.
- 2) Enter your bid, the price at which you will sell the requested array of catalog items.
- 3) Answer all questions listed in the Question Section. Add attachments to answers as necessary and required.
- 4) Provide a handwritten signature to the Contract Signature page. Scan it, and attach it as a PDF file to the bid form as requested in the Question Section.
- 5) Click on "Save as Draft" at any time while working on the bid form.
- 6) When ready to submit, click Continue at bottom of first page.
- 7) Review your bid, making sure you are satisfied with your answers, attachments, and pricing.
- 8) Click on the "Submit" button to send the sealed electronic bid to Monterey County Office of Education.

IV.7 ELECTRONC SIGNATURE

In submitting this bid, the person named as the Bidder's representative on the electronic bid form declares the understanding that the use of his/her Username, e-mail address, and Password constitute his/her electronic signature and that he/she is solely liable for full control and access to the password. Neither Agency nor Epylon have access to the User's password. By submitting this form, he/she declares that he/she has the authority to submit this bid to the Agency and to bind his/her company to the Terms and Conditions, final pricing, statements, and all commitments submitted to Agency.

As permitted by the federal and state laws, Bidder will submit electronic sealed bids signed with his/her electronic signature, using the Epylon eCommerce system. Bidder's use of his/her User Name, e-mail address, and Password, linked to identifying registration information, constitute his/her electronic signature. By logging in, answering questions, completing the bid form and pushing the submit button, Bidder is signing a Contract.

To the best of his/her knowledge, Bidder attests to the following by submitting a bid:

- 1) Upon supplying verifiable registration information and user name, he/she was provided with a *computer-generated* password, also linked to his/her e-mail.
- 2) Neither Agency, Epylon nor any other third party has any knowledge of or access to the computer-generated password.
- 3) The combination of user name, password, and e-mail address is unique to the Bidder.
- 4) The username-password-e-mail combination is under the sole control of the registered user.
- 5) The linked data – User Name, E-Mail and Password – cannot be changed except by the original registrant using his/her original electronic signature. Any attempt to change a combination of linked data locks out the user.
- 6) If necessary, the authenticity of any document and its accompanying signature can be verified by reviewing a successful log-in, then tracing the path from log-in and any action taken on any electronic form.

IV.8 HOW TO GET HELP

Technical questions on how to fill out the bid form, upload or download attachments or maintain your Epylon account can be directed to the Epylon customer service line at (888) 211-7438. Or questions can be e-mailed to service@epylon.com. Customer service will not answer bid policy questions or interpret bid terms.

IV.9 BID CONTENT QUESTIONS

Questions on bid content, policy, or interpretation must be submitted by e-mail to Suzanne Barchi no later than 4:00 p.m. Friday, March 14, 2014. The address is suzanne@calsave.org. Answers and responses will be posted on the electronic bid form for all bidders to see prior to the bid deadline.

IV.10 MODIFICATIONS

Changes in or additions to the bid form, recapitulations of the service bid upon, alternative proposals, or any other modification of the bid form from the electronic submission or other documents in this bid that are not specifically called for by Monterey County Office of Education may result in rejection of the bid as not being responsive. No oral or telephonic modification of any bid submitted will be considered. Bids or modification received by facsimile (fax) will not be accepted.

IV.11 EXAMINATION OF BID AND CONTRACT DOCUMENTS

Bidders shall thoroughly examine and be familiar with the bid documents and specifications. The failure or omission of any Bidder to receive or examine any bid document, form, instrument, addendum, electronic attachment or other documents, shall in no way relieve any Bidder from any obligation with respect to his bid or to the Contract. The submission of the bid shall be taken as *prima facie* evidence of compliance with this section. All addenda issued during the time of bidding shall be incorporated into the bid automatically. A Bidder should review the External Notes section of the bid form for any notice of bid amendments or bid changes.

IV.12 WITHDRAWAL OF BID

After reviewing a bid document and clicking on the "Submit" button, the electronic bid form is officially submitted to the Agency. If a Bidder wants to withdraw his or her bid, he or she may do so by clicking the "Retract" button within the Epylon software any time prior to the bid deadline.

V. Specifications

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V.1 QUANTITIES

This is an indefinite quantity bid for which there shall be no limit to the number of orders placed, in any quantity, by MCOE, or any participating public agency, for the term of the Contract, at the prices resulting from award of an Agreement.

V.2 CATALOG TYPES

This Invitation to Bid seeks pricing on all available products contained within a commercially available catalog related to the categories specified below. Products deemed ineligible by the manufacturer to be sold to education agencies in California may be excluded. The catalog must contain a minimum of 500 items, and at least 500 items must be priced on the vendor's pricing and bid template.

The following types of catalogs are being sought:

A) Light Bulbs & Lamps

A catalog of products related to lighting, lamps, and bulbs, such as The Bulb Man catalog or an equivalent. The catalog must be comprehensive enough to cover most all of a school district's needs relating to lighting and bulbs, whether florescent, incandescent, halogen, or LED, and also for district needs with regard to bulb replacement in projectors and audiovisual equipment.

B) Educational Software

A catalog of educational software with multiple license options related to curriculum and instruction, utilities, and administration covering grades K through 12, along with other titles suitable for adult education and colleges. Examples of publishers' titles to be included are: Scholastic, Houghton Mifflin Harcourt, Tom Snyder, Sherston Software, and Sunburst. Examples of administrative software include Microsoft open licenses, TechSmith and Symantic.

C) Cisco Networking products or the Equivalent

A catalog of computer networking parts, equipment, supplies manufactured by Cisco or an equivalent brand, such as HP, whose items would be used to fully equip and maintain a school district's external and internal networks of computers and telecommunications, both by way of wire or wireless technologies. A catalog may contain multiple manufacturer s besides Cisco and HP, and may include third-party parts necessary for a full network installation and ongoing operation.

D) Google Chrome Books and Android Devices

A catalog that provides an array internet-dependent laptops, by one or more manufacturers, that are lightweight, with fast boot times powered by powered by Google's Chrome operating system, accompanied by an array of tablet or mobile computing devices using the Google Android operating system. Both the laptops and the mobile devices must be accompanied in a catalog by an array of accessories. Examples include cases, chargers, cords, furniture, screen protectors, software, and printers. Laptops, mobile devices and their accessories must make up at least 100 items as part of a commercially available catalog of at least 500 items.

E) Yamaha Musical Instruments or the Equivalent

One or more catalogs from a single supplier with an array of musical instruments of good, better, best quality by Yamaha or an equivalent brand. The catalog or catalogs must include products in the categories of brass, woodwinds, strings, percussion, pianos, marching band equipment, drums, and guitars. The catalog(s) may include third-party products necessary for the full implementation of a music program, such as amplifiers music stands, staging, parts, microphones, etc.

F) MityLite Style Lightweight Furniture

A catalog of furniture items, such as the Mity Lite brand or an equivalent with light-weight chairs and tables capable of being easily moved or re-staged in high-turn areas for school assemblies, cafeterias, and meetings. The catalog should also include products for erecting mobile partitions and easily movable staging equipment.

G) Scholarcraft Student Furniture

A catalog for student furniture, such as the ScholarCraft catalog or an equivalent, with furniture appropriately sized for the range of grades from elementary to high school. Minimally the catalog must include soft plastic seating, solid plastic seating, student desks with metal open fronts and adjustable, steel legs. The catalog must also include activity tables in a variety of sizes featuring low-pressure laminate work surfaces, and one-piece sled style student desks with a flat table surface.

H) Lawn Care and Landscaping Equipment & Utility Vehicles

A catalog of turf-care and landscaping equipment that includes lawnmowers, both rotary and reel types of varying sizes, aerators, groomers, irrigation equipment, blowers, trimmers and utility vehicles with attachments. Example catalogs would be from commercial catalogs of Toro or John Deere brands or an equivalent.

V.3 STAFFING

The awarded Vendor will execute and promote the contract within California. Minimally, a company must employ personnel that will carry out many of the administrative tasks for the Contract, including jobs to:

- Devote time to California sales
- Supervise sales, set sales goals, and be accountable for sales growth or under performance
- Deliver customer service phone support and have intimate familiarity with the Contract
- Deal with day-to-day Contract management issues including processing of reports and payment of fees
- Handle marketing, collateral materials, and web-site responsibilities
- Executive leadership and oversight of the Contract and project

V.4 PHONE SUPPORT

A successful Bidder shall provide a customer support phone number for LEAs using this Contract. The support number and customer service shall be provided for order placement, pricing reference, sales support, and general assistance

V.5 NEWLY PUBLISHED OR NEWLY MANUFACTURED ITEMS

Newly published software titles or newly manufactured items introduced by manufacturers during the course of this Contract may be added to the Contract at the same discount pricing structure -- or more favorable structure -- to MCOE as those discounts or prices for similar categories of products.

VI. Pricing

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VI.1 FORMULA PRICING

By bidding, Bidder commits to formula pricing by the formal bid of a fixed percentage discount off a specified catalog price within identified product categories. A bidding company may define different pricing discount structures for a variety of categories of products within its catalog.

When applied to the identified price list or cost basis, the respective discount shall create an effective price, which is the price to be paid by Agency and all participating LEAs. Effective prices will be used in the determination who is the low Bidder for price in the evaluation process. Vendors will be bound to the fixed discount(s) or cost mark-up for the term of the Contract and all extensions, but the published prices contained within the specified catalog may change as catalog prices or cost bases change.

Depending on the method of a Bidder's bid, Contract prices will always be list price minus the discount, rounded to the nearest whole cent.

Bidder must ensure that the specified catalog for each quoted discount exists and continues to be published for the term of the contract and all extensions, so that effective pricing can be calculated and audited by MCOE at any time. However, MCOE will allow for new versions of a commercially available catalog to be published. Accordingly prices based on the bid formula would change to match the Vendor's new catalog, provided that the new catalog is commercially available to all schools districts throughout the United States.

VI.2 PREPARATION OF THE QUOTE SHEET

Bidder must formally bid the discount(s) offered by specifying the discounts on the Quote Sheet of the Excel bidding SKU Template, which is attached to the bid form.

Bidder must download the spreadsheet template, and on the Quote Sheet, identify the discounts or to be offered, either by entire product line or by subcategory. The Quote Sheet limits Bidders to thirty (30) categories of variable discounts. If thirty (30) lines are insufficient, subcategories with the same discount percentage may be grouped together or another attachment can be provided.

VI.3 PREPARATION OF THE BID RESPONSE WORKSHEET

On the Bid Response Worksheet, Bidder must price the products listed by providing the price before discount, and the percentage discount bid or mark-up being bid. A set of 500 representative product SKUs must be listed.

The purpose of seeing individual products SKUs and effective pricing is to evaluate a Bidder's bid discount. Only the effective price can reveal the sufficiency or comparative value of the discount(s) or mark-ups being quoted.

The list of individual SKUs is for evaluation use only. MCOE's listing or omitting any SKU does not authorize or prevent that respective SKU from being offered under the Contract, because this bid seeks all products listed in a Vendor's commercially available catalog.

Once completed, the spreadsheet file must be electronically attached alongside the name of the corresponding catalog category being bid upon using Epylon hosted software.

VI.4 VOLUNTARY DISCOUNTS

Agency reserves the right for itself, CALSAVE and all eligible LEAs to request voluntary price reductions or additional volume price reductions from the awarded Vendor. Granting an additional discount is at the sole discretion of the awarded Vendor. The LEA shall obtain a written quotation from the Awarded Vendor indicating the volume or voluntary discount pricing and stating that it is a CALSAVE Discount Price Quote. In no case, shall any line-item price charged be higher than the effective bid price.

VII. Ordering, Shipping and Delivery

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VII.1 ORDERING

Another LEA electing to use this Contract will enter into a separate contract ("Separate Contract") with the Awarded Vendor. This Separate Contract may be by means of a purchase order. By default, this Separate Contract includes and/or incorporates all applicable terms of this Contract and a specific requirement that the contractor/Vendor comply with the provisions set forth regarding payment of the two percent (2%) participation fee. MCOE will not be a party to any Separate Contract, but will be considered a third party beneficiary of such Separate Contract as to payment of that participation fee.

To obtain bid pricing, districts shall reference the applicable MCOE Agreement and list relevant product SKUs and product descriptions on an LEA purchase order. An LEA's submittal of a purchase order shall be deemed a commitment to purchase from the awarded Vendor.

VII.2 ACCEPTANCE OF PURCHASE ORDERS

If an award is made, the Awarded Vendor may receive a Purchase Order to furnish the awarded item(s) in accordance with these Standard Purchase Order Terms and Conditions:

- 1) Any LEA may issue purchase orders against this agreement. These constitute the vendor's authority to

make delivery. All purchase orders received by the Awarded Vendor up to and including the expiration date of the agreement are acceptable and must be shipped in accordance with the delivery time specified in the agreement.

2) As stated in Section IX.4, Awarded Vendors shall be required to pay the Transaction Fee for all purchases by entities made through the awarded Contract. This applies to all orders, regardless of the method used to submit the order, or the quantity or dollar amount of the order.

3) LEAs may order directly from the Awarded Vendor by submitting a purchase order either by mail, by fax or by the Epylon eCommerce system.

4) Purchase Orders may be issued by LEAs to Awarded Vendors through Epylon accounts at www.epylon.com. Any purchase orders submitted by Epylon eCommerce will arrive in the Vendor's Order inbox, accessed at www.epylon.com through a previously established login with a user name and password. Receipt of the electronic or facsimile transmission of the purchase order shall constitute receipt of an order.

VII.3 PAYMENT

LEAs will order the items, receive the items from the Vendor and directly pay the Vendor upon receipt of invoices.

VII.4 INVOICING

All invoices are to be sent directly to the purchasing LEA. LEAs will normally pay invoices within thirty (30) days of receipt of order, or in compliance with their board policy on bill payment. The Agency will encourage LEAs to arrange for prompt payment where possible and for payments of partial shipments.

The LEA shall put forth reasonable efforts to make payment by the required payment date. The required payment date is: (a) the date on which payment is due under the terms of the Purchase Order; or (b) thirty (30) days after a proper invoice actually is received at the "Bill To" address, and the Purchase Order items invoiced are received and accepted by the LEA. Payment may be delayed if the payment amount on an invoice is not based upon the price(s) as stated in the purchase order and the items actually received.

Payment should not be construed by the Vendor as acceptance of the items furnished by the Vendor. The LEA reserves the right to conduct further testing and inspection after payment, but within a reasonable time after delivery, and to reject the item(s) if such post payment testing or inspection discloses a defect or a failure to meet specifications.

VII.5 PURCHASE CARDS AT DISCRETION OF VENDOR

At the discretion of the Vendor, LEAs may use a purchasing card or credit card to pay for the items purchased under the Purchase Order. In no case will the LEA(s) allow increases in prices to offset credit card fees paid by the Vendor or any other charges incurred by the Vendor, unless specifically stated in the terms of the Purchase Order.

VII.6 DELIVERY REQUIREMENTS

Deliveries shall be delivered to the destination as specified on an individual purchase order.

VII.7 SHIPPING

Orders must be shipped F.O.B. Destination, Freight Prepaid.

VII.8 DELIVERY TIMES

Deliveries must be made within five working days of receipt of order, unless alternative arrangements have been made with an LEA.

VII.9 INSPECTION AND ACCEPTANCE

All items provided under the Agreement shall meet or exceed the bid specifications and shall comply with all Federal and California State laws governing their production, handling, processing and labeling. Inspection and acceptance of all items shall be at destination. Items found to be defective or not in accordance with the bid specifications shall be replaced by the Bidder at no cost to MCOE or any participating public agency. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of the Agreement.

VIII. Evaluation and Awards

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VIII.1 AWARD OF BID/CONTRACT

MCOE reserves the right to reject non-responsive bids, all bids, or to waive any minor irregularities or informalities in any bids or the bidding, and to make its selection of awards based upon its best judgment as to which items and services substantially comply with the specifications and which are the lowest-priced, most economical products, provided they are best suited for the purpose for which they are intended.

VIII.2 AWARD BY COMPLETE CATALOG ONLY

MCOE intends to make an award to one low-cost bidder in each category. However, MCOE reserves the right to make a multiple awards to the lowest priced, responsive, responsible bidders in the case where bidders' catalogs, compared to each other, have a 50 percent difference in the number of product lines and manufacturers offered and each is the low-cost bidder for their respective set of products. A notice of award will serve as evidence of an executed, binding agreement between MCOE and the Awarded Vendor to begin effective on the Award Date. A copy of the Contract Signature Page will be returned to the awarded Vendor and will be signed by MCOE.

VIII.3 RESPONSIVE TEST

Bids will be judged first on whether they are responsive. A bid will be considered responsive if:

- The electronic bid has been received on time
- All required questions have been answered completely
- All required attachments are present
- Discount percentages have been identified on the Quote Sheet
- At least 500 items have been priced on the quote sheet.
- The Bid Response Worksheet contains pricing of line-item SKUs
- Bidders meets required experience
- Terms and Conditions are accepted

VIII.4 RESPONSIBLE TEST

A Bidder will be considered responsible if he or she, in answering questions, meets requirements in Section III and shows the ability to execute the service component of the Contract, including proper and efficient execution of:

- A Marketing plan
- Staffing
- Customer Service

VIII.5 EFFECTIVE PRICE EVALUATION

Where two or more Bidders have bid, the determination of the lowest price and, thus, the bid winner, shall be based on a comparison of each Bidder's effective discounted prices for a market basket of equivalent products found in each bidder's pricing template and present in the bidder's catalog. Notwithstanding this evaluation, MCOE reserves the right to make awards for data processing equipment, when applicable, in accordance with [Education Code 1276](#).

VIII.6 BIDS VALID FOR 90 DAYS

All bids shall remain open and valid and subject to acceptance for ninety (90) days after the bid opening date.

IX. Fees & Costs

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IX.1 BID FEES

There are no fees to submit a bid.

IX.2 NO FEE FOR ELECTRONIC BIDDING

There is no cost to register for or use the Epylon bidding system. Any legitimate company or Bidder may have access to the system for the purpose of bidding. The bidding process involves answering questions, adding necessary explanatory attachments in electronic form, and filling out a bid form with pricing.

IX.3 BID COSTS

Monterey County Office of Education will not pay the Bidder or agents for any costs incurred by the Bidder in the preparation, presentation, or demonstration of this bid.

IX.4 TRANSACTION FEES

Transaction Fees are the funding source for the operation of the CalSAVE cooperative purchasing program. Awarded Vendors shall be required to pay a Transaction Fee ("Transaction Fee") for all purchases by entities made through the awarded Contract. For the purpose of this bid through Monterey County Office of Education and all Contracts awarded using this document, the Transaction Fee shall be 2 (two) percent of "Net Sales," which means gross sales less returns and cancelled orders within thirty (30) days, shipping and sales and other taxes (excluding taxes based on net income).

Transaction Fees will not be charged to or paid by the buyers themselves. Awarded Vendor or its designated authorized reseller(s) shall not include any additional amount corresponding to the Transaction Fees in the bid responses or awarded Contract prices. This applies to all orders, regardless of the method used to submit the order, or the quantity or dollar amount of the order. Epylon will collect the Transaction Fee on behalf of MCOE and the CalSAVE program. By submitting a bid, an awarded Vendor:

- Verifies that it already has an Epylon Merchant agreement in force for California, or
- If not, it agrees to Epylon's Terms and Conditions for vendors in the Epylon Merchant Agreement, which is attached to the electronic bid and will be bound to the Epylon Merchant Agreement as a part of the Terms and Conditions of the Bid and Contract between the Awarded Vendor and Agency.

For clarification purposes, the Transaction Fee stated of 2 percent here in Section IX.4 is the agreed-upon Epylon Marketing Fee contemplated by Section 7 of the Epylon Merchant Agreement.

IX.5 PAYMENT DATES AND PAYEE

Based on required Vendor reports, the Awarded Vendor will make all Transaction Fee payments by the 15th of the succeeding month after Vendor has received payment. All checks are to be made payable to the CalSAVE program administrator, that is, Epylon Corporation, 3675 Mt. Diablo Blvd. #110, Lafayette, CA 94549. CalSAVE will notify Awarded Vendor if there is any change of payee or payee address during the course of the Contract.

IX.6. NON-CONFORMING COUNTIES

In any county jurisdiction where county counsel or a governing body finds an objection to fees imposed by Section IX.4 and terms related to that section, an LEA may still use this contract to buy the specified licenses, but no transaction fee is authorized by MCOE to be charged to vendors for sales within that non-conforming jurisdiction. The cost of products, services, licenses, and goods sold under this contract in those jurisdictions shall be the same as all for school districts in all other counties of California. However, any agency using this contract in those non-conforming jurisdictions shall be required to pay an additional 1.75 percent fee for use of the contract, imposed by MCOE on the authority of Public Contract Code 20118, which allows MCOE to charge reasonable costs to the public corporation or agency for furnishing the services incidental to the purchase of items under contract.

X. Post Award Requirements

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X.1 WEB SITE CONFIGURATION

Each Bidder agrees that if they are awarded an Agreement under this bid, they will cooperate in the development of or access to a web site, linked to CalSAVE and its affiliate web sites, wherein Contract items will be visible to eligible LEAs, and whereby LEAs will be able to have sufficient information to create a purchase order to be submitted in accordance with ordering instructions contained in this bid document.

X.2 PUNCHOUT

It is Monterey County Office of Education's preference, but not a requirement, that the Awarded Vendor have a punchout and e-order relationship with Epylon for the electronic transmission of orders.

X.3 SUBMISSION OF CATALOG ITEMS

In order to satisfy local County Office of Education rules regarding a Standard School Supply and Equipment List, an awarded Vendor may be required to provide a full electronic spreadsheet listing, with prices, of all items under Contract and to update the list regularly.

X.4 REPORTING

Awarded Vendor will compile monthly reports listing each purchase made by MCOE and other participating agencies or LEAs under this Contract. Reports must be sent by the 15th of the succeeding month as e-mail attachments to the CalSAVE program administrator. Addresses for the delivery of reports will be: rlandolf@epylon.com. Cal SAVE will notify Awarded Vendor if there is any change of e-mail addresses during the course of the Contract. Reports shall be provided in Excel format or earlier versions of this software, shall have file names that identify the contractor/Vendor and the month being reported, shall include the fields listed below, and shall allow for sorting on any of these fields:

- Date of Order
- Name of Participating Agency
- Description of Item Purchased
- Quantity
- Unit Price
- Extended Price

X.5 MARKETING

Awarded Vendor will be responsible for carrying out a marketing plan as mutually agreed to by CalSAVE and Awarded Vendor. Any marketing plan submitted for consideration as part of this bid must minimally include a combination of mailings, phone solicitations, print advertising, and web site advertising. In Vendor will:

- Include the approved CalSAVE logo, web address, and toll free number in all print, electronic mail, and other advertising and promotion intended for release to California K-12 schools
- Ensure that the CalSAVE logo and associated CalSAVE information shall be of a clearly readable size and in appropriate proportion to other elements in the print material
- Provide CalSAVE with a copy or proof sheet of any advertisement or promotional material
- Provide CalSAVE with date of release and name of publication, journal, etc, wherein promotional materials will be published
- Place a CalSAVE vendor sign on booths, tables, etc. of any or all exhibits for which the Vendor displays/participates at California tradeshow conventions and the like
- Notify CalSAVE in advance of any scheduled exhibits where the Vendor intends to participate
- Make available at any of its California exhibits CalSAVE supplied brochures or other promotion materials
- Insert the approved CalSAVE logo, web address, toll free number on the Awarded Vendor's web site, promoting and providing a link to the CalSAVE website

XI. Contract Length and Termination Rights

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XI.1 TERM OF AGREEMENT

The Agreement period is from April 25, 2014 to April 14, 2014. Awards are valid throughout the Agreement period.

XI.2 DEFAULT

In the event the Bidder to whom a Contract is awarded fails to perform in accordance with the terms and conditions of the bid or the Contract, MCOE may terminate this Contract and their orders, in whole or in part, in accordance with the TERMINATION FOR DEFAULT provision of this bid.

XI.3 TERMINATION FOR DEFAULT

MCOE may, by written Notice of Default to the successful Bidder, terminate the Contract issued in whole or in part if:

- A. The successful Bidder fails or neglects to perform any of the services listed herein in the manner and time specified, or if, in the opinion of the MCOE, the items(s) provided fail to perform satisfactorily;

OR

- B. The successful Bidder fails to perform any of the other provisions of the bid, Contract, or purchase order, and does not cure such failure within a period of ten (10) days (or such longer period as MCOE may authorize in writing) after receipt of notice from MCOE specifying such failure.

XI.4 LACK OF SALES ACTIVITY

MCOE may terminate the contract if the awarded vendor fails to achieve \$5,000 or more in sales per quarter.

XII. Other Terms and Conditions

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XII.1 EPYLON TERMS AND CONDITIONS

Vendor will be bound to an Epylon Merchant Agreement, -- either an existing one a Vendor has in force with Epylon in California or, alternatively, the standard Merchant Agreement, which is attached to the bid form.

XII.2 ACCEPTANCE OF TERMS AND CONDITIONS

Bidder must answer in response to questions in the Question Section whether he or she accepts MCOE's terms and conditions of this Invitation to Bid. A Bidder's failure to accept the terms and conditions or a Bidder notation of exceptions to any of MCOE's terms and conditions may result, in MCOE's sole discretion, a bid being deemed non-responsive.

XII.3 FORCE MAJEURE

Neither party will incur any liability to the other if its performance of any obligation pursuant to the Agreement or Purchase Order is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God or war, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, epidemics and quarantines, general strikes throughout the trade, and freight embargoes.

The Vendor shall notify the Agency (LEA) orally within five (5) business days and in writing within ten (10) business days of the date on which the Vendor becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effect on performance, (ii) state whether performance under the Agreement (Purchase Order) is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay, if the nature of the *force majeure* event does not prevent Vendor from reasonably making such estimation. The Vendor shall have the burden of proving that such cause(s) delayed or prevented its performance despite its diligent efforts to perform and shall produce within ten (10) business days of LEAs written request such supporting documentation as the Agency (LEA) may reasonably request. After receipt of such notification, the LEA may elect either to cancel the Purchase Order or to extend the time for performance as reasonably necessary to compensate for the Vendor's delay.

In the event of a declared emergency by competent governmental authorities, the LEA by notice to the Vendor, may suspend all or a portion of the Purchase Order.

XII.4 RIGHT TO WAIVE INFORMALITIES IN BIDDING

The right is reserved to waive any informality in bids, to reject any or all bids, and to accept or reject any item or combination of items, as determined to be in the best interest of MCOE.

XII.5 ASSIGNMENT OF THE CONTRACT

The Contract awarded under this bid shall not be assigned without the prior written approval of MCOE's chief business official.

XII.6 LIABILITY

Awarded Vendors and any LEAs using this Contract agree to defend, indemnify and hold MCOE, the Monterey County Superintendent of Schools, and the Monterey County Board of Education and its members, as well as all of their respective officers, employees and agents, free and harmless from any claims, liabilities, costs, improper imports, penalties, or interest arising out of any such use.

XII.7 PUBLIC RECORDS

All documents received by MCOE, as a public agency, in connection with this bid are subject to the requirements of the California Public Records Act, Government Code 6250-6270. Bidder shall identify information contained in the bid, which the Bidder deems to be confidential or proprietary and wishes to be withheld from disclosure to others under the state Public Records Act. Note: A blanket statement that all contents of the bid are confidential or proprietary will not be honored by MCOE.

XII.8 RIGHTS OF LEAS

The rights and remedies of the LEA provided above shall not be exclusive and are in addition to any other rights and remedies provided by law and under the Contract.

XII.9 GOVERNING LAW AND VENUE

The laws of the State of California govern the Contract. Each and every provision of law and clause required by law to be included in the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction. Venue for any litigation arising out of or related to the Contract shall be with either the Superior Court in and for the County of Monterey, State of California, or the Federal District Court for the Northern District of California, San Jose Division.

XII.10 TERMINATION FOR NON-PAYMENT

The Awarded Vendor understands and agrees that failure or refusal to comply with the provisions set forth in Section IX.4 and IX.5 regarding reports and the payment of the one percent (1.75%) Transaction Fee in conjunction with any use of this Contract by MCOE or any other LEA is grounds for cancellation of the Contract as described in Sections XI.2 and XI.3.

XII.11 SALES TAX

Award Vendors must be authorized to sell in California and must collect and remit all required sales taxes associated with sales to LEAs within California. Sales tax rates for LEAs are different for each agency, depending upon their location within a taxing jurisdiction. Proper collection must be made from each participating LEA. Some licenses, where no physical media are ordered and are provided via the Internet, may be exempt from sales tax.

XII.12 LOCAL LEA COUNSEL

Both the Awarded Vendor and any LEA using this Contract agree that the MCOE makes no representation that use of this Contract by any Other Agency is, in fact, authorized by law. In this regard, the MCOE suggests that, at a minimum, Awarded Vendor and LEAs consult with their own legal counsels before consummating a purchase under this Contract.

XII.13 COPYRIGHT

These bid documents and all attachments are copyrighted in 2014 by the Epylon Corporation and the Monterey County Office of Education (©2014, Epylon and Monterey County Office of Education).

XIII. Code Citations

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XIII.1 PUBLIC CONTRACT CODES

Public Contract Code 20112. For the purpose of securing bids the governing board of a school district shall publish at least once a week for two weeks in some newspaper of general circulation published in the district, or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the district's Web site or through an electronic portal, a notice calling for bids, stating the work to be done or materials or supplies to be furnished and the time when and the place and the Web site where bids will be opened. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after that time. The governing board of the district may accept a bid that was submitted either electronically or on paper.

Public Contract Code 20118. Notwithstanding Sections 20111 and 20112, the governing board of any school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by **contract**, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor. Upon receipt of the personal property, if the property complies with the specifications set forth in the **contract**, lease, requisition, or purchase order, the school district may draw a warrant in favor of the public corporation or agency for the amount of the approved invoice, including the reasonable costs to the public corporation or agency for furnishing the services incidental to the lease or purchase of the personal property, or the school district may make payment directly to the vendor. Alternatively, if there is an existing **contract** between a public corporation or agency and a vendor for the lease or purchase of the personal property, a school district may authorize the lease or purchase of personal property directly from the vendor by **contract**, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the **contract**.

Public Contract Code 20652. Notwithstanding any other provisions of Sections 81640 to 81654, inclusive, of the Education **Code**, or of Sections 20651 to 20659, inclusive, of this **code**, the governing board of any community college district without advertising for bids, and when that board has determined it to be in the best interests of the district, may authorize by **contract**, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases. Upon receipt of any such personal property, provided the property complies with the specifications set forth in the **contract**, lease, requisition, or purchase order, the community college district may draw a warrant in favor of the public corporation or agency for the amount of the approved invoice, including the reasonable costs to the public corporation or agency for furnishing the services incidental to the lease or purchase of the personal property.

XIII.2 EDUCATION CODES

Education Code 38110. The county board of **education** shall on or before the first day of February of each year establish rules and regulations under which any school district in the county shall, except as provided in Section 40002, purchase standard school supplies and equipment through the county superintendent of schools, or when so directed by him or her, through a county purchasing agent.

When the county superintendent of schools purchases standard school supplies without directing their purchase through the county purchasing agent or other county, city, or school district agent or agency, he or she shall make such purchase from the lowest responsible bidder who shall give such security as the county superintendent of schools requires, or else reject all bids. For the purpose of securing bids, the county superintendent of schools shall publish at least once a week for two weeks in a newspaper of general circulation published in the county, a notice calling for bids stating where the list and specifications of standard school supplies and equipment to be furnished may be obtained and the time when, and the place where bids will be opened.

The county board of education shall list as standard school supplies and equipment such supplies and equipment as can be advantageously purchased in quantity. The list of standard school supplies shall be accompanied by a table of specifications giving the minimum grade, quality, substance, or other standard required for the purchase of each item listed.

The cost of advertising for bids and the cost of preparation of a table of specifications shall be paid from the county general fund. The provisions of this section shall not apply to counties of the first or second class containing no more than three districts with an average daily attendance of less than 2,500.

Education Code 38112. (a) Except as provided in subdivision (b), the governing board of any school district may purchase any necessary school supplies and equipment, including standard school supplies and equipment listed by the county board of education, in the manner provided in this chapter, or the governing board of any school district may purchase such supplies and equipment directly from the vendor. Such direct purchase may be as a single district or two or more districts acting as a cooperative.

(b) An elementary school district having an average daily attendance of less than 2,500 during the preceding fiscal year may purchase standard school supplies and equipment directly from a vendor only by means of a purchasing cooperative representing a total average daily attendance in excess of 2,500 and then only if the county superintendent of schools has on file a document certifying the school district's membership in such a cooperative.