

**State of Delaware  
Department of Education**

**DELAWARE SCIENCE COALITION  
SCIENCE MATERIALS TRANSPORTATION CONTRACT**

**Invitation to Bid  
Contract No. ITB DOE 2011-15**

**JANUARY 26, 2011**

***- Deadline to Respond -  
March 16, 2011  
3:00 P.M.***

**DEPARTMENT OF EDUCATION, LIBRARY CONFERENCE ROOM**

**CONTRACT NO. ITB DOE 2011-15**

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID" for the Delaware Science Coalition Science Materials Transportation Contract. The invitation consists of the following documents:

**INVITATION TO BID - CONTRACT NO. ITB DEPARTMENT OF EDUCATION**

- 1 DEFINITIONS and GENERAL PROVISIONS
- 2 SPECIAL PROVISIONS and SPECIFICATIONS
- 3 BID QUOTATION REPLY SECTION
  - A - NO BID REPLY FORM
  - B - BID BOND
  - C - NON-COLLUSION STATEMENT AND ACCEPTANCE
  - D - QUOTATION SUMMARY

In order for your bid to be considered, the bid quotation reply section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number ITB DEPARTMENT OF EDUCATION , by **3:00 p.m. local time, Wednesday March 16, 2011.**

**Bids shall be submitted to:**

Emily M. Falcon  
Director, Financial Reform Resources  
Department of Education  
401 Federal Street, Suite #2  
Dover, DE 19901-3639

Please review and follow the information and instructions contained in the general and special provisions section of the invitation. Should you need additional information, please call (302) 735-4040.

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**STATE OF DELAWARE  
Delaware Department of Education  
DOE BID # 2011-15**

**Department of Education  
Science Coalition Science Materials Transportation**

**DEFINITIONS  
AND  
GENERAL PROVISIONS**

The attached Definitions and General Provisions apply to all contracts and are part of each invitation to bid. The requirement to furnish a bid bond and performance bond is applicable unless waived in the Special Provisions. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Bidders or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

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**DEFINITIONS**

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

**STATE:** The State of Delaware

**AGENCY:** State Agency as noted on cover sheet.

**DESIGNATED OFFICIAL:** The agent authorized to act for the Agency.

**BID INVITATION:** The "bid invitation" or "invitation to bid" is a packet of materials sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

**GENERAL PROVISIONS:** General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

**SPECIAL PROVISIONS:** Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

**BIDDER OR VENDOR:** Any individual, firm, or corporation formally submitting a proposal for the materials or work contemplated, acting directly or through a duly authorized representative.

**PROPOSAL:** The offer of the bidder submitted on the approved form and setting forth the bidder's prices for performing the work or supplying the materials or equipment described in the specifications.

**SURETY:** The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the contractor's payments of all debts pertaining to and for its acceptable performance of the work for which it has contracted.

**CONTRACT:** The written agreement covering the furnishing and delivery of materials or work to be performed.

**CONTRACTOR:** Any individual, firm, or corporation with whom a contract is made by the Agency.

**CONTRACT BOND:** The approved form of security furnished by the contractors and its surety as a guaranty of good faith on the part of the contractor to execute the work in accordance with the terms of the contract.

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**SECTION A - GENERAL PROVISIONS**

**GENERAL PROVISIONS**

1. **GENERAL INFORMATION:**

The Delaware Department of Education invites your organization to bid on Transportation services for pick-up and delivery of science materials from the John W. Collette Education Resource Center, 35 Commerce Way, Dover, Delaware 19904 to public school districts and charter schools. In addition to the technical specifications described herein, bidders must comply with all Delaware statutes, rules, and regulations of the Department of Education.

**Deliverables**

Provide science materials transportation services for the following school districts and charter schools

Districts of Appoquinimink, Brandywine, Cape Henlopen, Capital, Christina, Colonial, Delmar, Indian River, Lake Forest, Laurel, Milford, Red Clay, Seaford, Smyrna, NCC Votech, Polytech, Sussex Technical and Woodbridge and other districts that may join the Coalition.

Charter Schools: Academy of Dover, Delaware Military Academy, Charter School of Wilmington, College Prep., East Side Charter, Thomas A. Edison, Family Foundations, Kuumba Academy, Odyssey Charter, MOT Charter School, Pencader Bus. & Finance Charter, Positive Outcomes Charter School, Providence Creek, Sussex Academy of Arts & Sciences, and other charter schools that may join the Coalition.

Approximately 10,000 science modules (kits) are delivered and picked up each year. Each kit requires multiple storage containers for shipping that totals approximately 25,000 per year.

**Services:**

Science materials are to be transported from the Science Resource Center warehouse located in the John W. Collette Education Resource Center 35 Commerce Way Dover, Delaware 19904. Materials shall be moved within the warehouse (near the loading docks) and loaded on trucks by the contractor.

Science materials are to be transported to designated schools within the districts and charter schools. Contractor will work closely with Science Materials Manager and school principals concerning all deliveries and pick-ups and provide documentation for all services.

Science materials are to be picked-up and transported back to the Science Resource Center warehouse located in the John W. Collette Education Resource Center, 35 Commerce Way, Dover, Delaware 19904.

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Materials shall be unloaded from trucks by the contractor and placed on pallets within the warehouse near the loading docks. Pick-up and delivery schedules may be altered throughout the school year. Pick-up and delivery points at schools may need to be discussed with the principal's office and the Warehouse Manager. Contractor will contact school principals or designees each time they arrive at a public school facility. All problems or unusual occurrences concerning these services are to be reported to the Science Materials Manager.

Below are delivery and pickup dates for school districts and charter schools for school years 2012-2015. Additional schools, pickups and deliveries may be added or rearranged by the Science Materials Manager to meet the needs of the program.

**School District: Appoquinimink District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/23/2011 Elementary School 11/22/2011  
11/22/2011 Elementary School 02/29/2012  
02/29/2012 Elementary School 06/05/2012  
08/18/2011 Middle Schools 01/17/2012  
01/18/2012 Middle Schools 06/05/2012

**School District: Brandywine District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/25/2011 Elementary School 12/09/2011  
12/09/2011 Elementary School 03/09/2012  
03/09/2012 Elementary School 06/04/2012  
08/18/2011 Middle Schools 01/17/2012  
01/18/2012 Middle Schools 06/04/2012

**School District: Cape Henlopen District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/19/2011 Elementary School 12/05/2011  
12/05/2011 Elementary School 03/02/2012  
03/02/2012 Elementary School 06/07/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/07/2012

**School District: Capital District**

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**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/24/2011 Elementary School 12/14/2011  
12/14/2011 Elementary School 03/1/2012  
03/1/2012 Elementary School 06/06/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/06/2012

**School District: Christina District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/26/2011 Elementary School 12/08/2011  
12/09/2011 Elementary School 03/05/2012  
03/06/2012 Elementary School 06/11/2012  
08/18/2011 Middle Schools 01/17/2012  
01/18/2012 Middle Schools 06/11/2012

**School District: Colonial District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/16/2011 Elementary School 11/21/2011  
11/21/2011 Elementary School 02/27/2012  
02/28/2012 Elementary School 06/01/2012  
08/16/2011 Middle Schools 01/17/2012  
01/18/2012 Middle Schools 06/01/2012

**School District: Delmar District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

08/15/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/07/2012

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**School District: Indian River District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/29/2011 Elementary School 12/07/2011  
12/07/2011 Elementary School 03/12/2012  
03/12/2012 Elementary School 06/13/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/13/2012

**School District: Lake Forest District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/19/2011 Elementary School 12/05/2011  
12/05/2011 Elementary School 03/02/2012  
03/02/2012 Elementary School 06/07/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/07/2012

**School District: Laurel District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/19/2011 Elementary School 12/05/2011  
12/05/2011 Elementary School 03/02/2012  
03/02/2012 Elementary School 06/07/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/07/2012

**School District: Milford District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/19/2011 Elementary School 12/05/2011  
12/05/2011 Elementary School 03/02/2012  
03/02/2012 Elementary School 06/07/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/07/2012



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**School District: Red Clay District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/22/2011 Elementary School 12/12/2011  
12/13/2011 Elementary School 03/07/2012  
03/08/2012 Elementary School 06/12/2012  
08/18/2011 Middle Schools 01/17/2012  
01/18/2012 Middle Schools 06/12/2012

**School District: Seaford District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/15/2011 Elementary School 12/05/2011  
12/05/2011 Elementary School 03/02/2012  
03/02/2012 Elementary School 06/07/2012  
08/15/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/07/2012

**School District: Smyrna District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/24/2011 Elementary School 12/14/2011  
12/14/2011 Elementary School 03/1/2012  
03/1/2012 Elementary School 06/06/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/06/2012

**School District: Woodbridge District**  
**School Year: 2012**  
**District Delivery Dates**

**Delivery Date and Pick Up Date**

8/19/2011 Elementary School 12/05/2011  
12/05/2011 Elementary School 03/02/2012  
03/02/2012 Elementary School 06/07/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/07/2012

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**Charter School: Academy of Dover Charter**  
**School Year: 2012**  
**Charter School Delivery Dates**

**Delivery Date and Pick Up Date**

8/24/2011 Elementary School 12/14/2011  
12/14/2011 Elementary School 03/1/2012  
03/1/2012 Elementary School 06/06/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/06/2012

**Charter School: MOT Charter**  
**School Year: 2012**  
**Charter School Delivery Dates**

**Delivery Date and Pick Up Date**

8/23/2011 Elementary School 11/22/2011  
11/22/2011 Elementary School 02/29/2012  
02/29/2012 Elementary School 06/05/2012  
08/18/2011 Middle Schools 01/17/2012  
01/18/2012 Middle Schools 06/05/2012

**Charter School: Providence Creek Charter**  
**School Year: 2012**  
**Charter School Delivery Dates**

**Delivery Date and Pick Up Date**

8/24/2011 Elementary School 12/14/2011  
12/14/2011 Elementary School 03/1/2012  
03/1/2012 Elementary School 06/06/2012  
08/17/2011 Middle Schools 01/19/2012  
01/19/2012 Middle Schools 06/06/2012

**Charter Schools: Delaware Military Academy, Charter School of Wilmington,  
Delaware College Prep., East Side Charter, Thomas Edison, Family Foundations,  
Kuumba Charter, Odyssey Charter, Pencader Business & Finance Charter,  
Positive Outcomes, and Reach Academy.**  
**School Year: 2012**  
**Charter School Delivery Dates**

**Delivery Date and Pick Up Date**

8/30/2011 Elementary School 12/06/2011  
12/06/2011 Elementary School 03/13/2012  
03/13/2012 Elementary School 06/08/2012  
08/16/2011 Middle Schools 01/17/2012  
01/18/2012 Middle Schools 06/08/2012

**2. BID PROPOSAL:**

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All bid proposals must be submitted in 5 (#) copies to the Department of Education, Room 252, Townsend Building in a sealed package on or before 3:00 P.M. local time. (March 16, 2011). At this time the sealed bids will be opened and recorded. No bids received after this time will be accepted for consideration.

This package must be clearly labeled "BID NUMBER DEPARTMENT OF EDUCATION ON THE OUTSIDE OF THE SEALED ENVELOPE. The offerer is responsible for ensuring that the sealed bid proposal be delivered on time. It is recommended that the proposal be delivered through a special carrier service such as UPS or FedEx. Be advised that if a proposal is sent via the U.S. Postal Service, allow at least one additional day for an item to be delivered to the Department of Education Business Office.

The proposal must be sent to the attention of:

**Emily M. Falcon**  
**Director, Financial Reform Resources**  
**Department of Education**  
**401 Federal Street, Suite #2**  
**Dover, DE 19901**  
**Phone: 302 735-4040**

**SPECIAL PROVISIONS AND SPECIFICATIONS**

1. **CONTRACT AWARD:** The Department of Education reserves the right to accept or reject any and all bids for cause or if it is considered to be in the best interest of the State and to waive technicalities on the bids. Recommendations for contract award will be made by the Associate Secretary, Finance Reform & Resource Management to the Secretary of Education. It is expected that the contract will be awarded no later than (March 31, 2011). The Department of Education may extend the time and place for opening the bids from that described above on not less than two (2) calendar days notice, by certified delivery, facsimile machine, or other electronic means to those vendors who obtained copies of the bid specifications or description.
  
2. **CONTRACT PERIOD:** The contract will be for one (1) year beginning from the date of the execution of the contract with two (2) possible extensions for a period of one (1) year for each extension. Agreement on an additional year must be in writing from both the vendor and the DEPARTMENT OF EDUCATION and must be initiated no later than ninety (90) days prior to the termination of the contract. Either party may reject optional years without prejudice.
  
3. **PRICES:** Prices will remain firm for the term of the contract.

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The pricing policy that you choose to submit must address the following concerns:

- a. The structure must be clear, accountable and auditable.
  - b. It must cover the full spectrum of services required.
  - c. Costs must be consistent with the rates established or negotiated as a result of this RFP or Purchase Order issued based on this contract.
4. **PRICE ADJUSTMENT:** If agreement is reached to extend the contract for an additional optional year, the DEPARTMENT OF EDUCATION shall have option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of the renegotiation.
  5. **QUANTITIES:** The attention of offerers is called to the fact that, unless stated otherwise, the quantities given in the proposal are best estimates and are given as a basis for the comparison of the proposals. Quantities ordered may be increased as deemed necessary during the period of the contract.
  6. **PROPOSAL BOND REQUIREMENT:**
  7. **PERFORMANCE BOND REQUIREMENT:**
  8. **TERMINATION FOR CAUSE:** The DEPARTMENT OF EDUCATION may terminate the contract at any time during the contract period for just cause, provided that five (5) days written notice shall be given to the vendor before such termination shall take effect. The term: "just cause" as used in this section shall be deemed to include, but not be limited to, failure of the vendor to comply with the provisions of the contract.  
  
Should the vendor anticipate not being able to meet a delivery date for some substantial reason, an extension may be requested from the DEPARTMENT OF EDUCATION. Such extension may or may not be granted at the discretion of the DEPARTMENT OF EDUCATION. If approval of the extension is granted, liquidated damage charges will not be assessed for the period of the extension.
  9. **FUNDING OUT:** The continuation of this contract is contingent upon funding appropriated by the legislature.
  10. **MANDATORY INSURANCE REQUIREMENTS:** Certificate of Insurance and/or copies of insurance policies are waived.
  11. **BASIS OF AWARD:** The Department of Education shall award this contract to the lowest responsible and responsive bidder(s) who best meets the terms and conditions of the bid. The award will be made on basis of price, product evaluation, and prior history of service and capability.

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Delaware Department of Education reserves the right to reject any or all bids in whole or part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

12. **STATE OF DELAWARE BUSINESS LICENSE:** Prior to receiving an award, the successful vendor shall either furnish the Delaware Department of Education with proof of a State of Delaware Business License or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French St., Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8201 – Public Service, (302) 577-8205 – Licensing Department.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

13. **HOLD HARMLESS:**  
The successful bidder agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of property caused or alleged to be caused, by acts or omissions of the successful bidder, its employees, and invitees on or about the premises and which arise out of the successful bidder's performance, or failure to perform in the specified Agreement.
14. **FORCE MAJEURE:**  
Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.
15. **EXCEPTIONS:**  
Bidders may elect to take minor exceptions to the terms and conditions of this ITB . The Delaware Department of Education shall evaluate each exception according to the intent of the terms and conditions contained herein, but the Department of Education must reject exceptions that do not conform to State bid law and/or create inequality in the treatment of bidders. Exceptions shall be considered only if they are submitted with the bid or before the date and time of bid opening.
16. **BUSINESS REFERENCES:**  
In order to have your bid considered, please supply three (3) business references consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contact person.
17. **SCHEDULE FOR PERFORMANCE OF WORK:**

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All work described in these specifications must be completed with reasonable promptness. As used in this Section, the State of Delaware shall be the sole judge of the term "reasonable". If the contractor does not begin the work in a reasonable amount of time, they will be notified that if they fail to initiate the work promptly, the contract may be terminated and the State will forth with proceed to collect for nonperformance of work.

**18. TIME OF PERFORMANCE:**

The services of the Contractor are to commence after receipt of the purchase order, and shall be undertaken and completed in such a sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event all of the services required hereunder shall be completed no later than the time periods set out in any schedule contained in the project Scope of Work. Any such schedule shall be maintained by the Contractor unless amended, in writing, by both sides.

**19. CONTRACTOR RESPONSIBILITY:**

The State shall enter into a contract with the successful contractor. The successful contractor shall be responsible for all products and services as required by this ITB.

**20. BILLING:**

**The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number.**

**21. PAYMENT:**

The Department of Education will authorize and process for payment each invoice within thirty (30) days after the date of receipt of correct invoice.

**22. CHANGES:**

Both parties may, from time to time, require changes in the services to be provided by the Contractor under the scope of work. Such changes which are mutually agreed upon by and between the Agency and the Contractor shall be incorporated in written amendments to the Contract.

**23. REMEDIES:**

Except as otherwise provided in the contract, all claims, counterclaims, disputes, and other matters in question between the State and the Contractor arising out of, or relating to, this contract, or a breach of it will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

**24. BID/CONTRACT EXECUTION:**

Both the non-collusion statement that is enclosed with this ITB and the contract form delivered to the successful bidder for signature **MUST** be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, DEPARTMENT OF EDUCATION.

**26. RFP DOCUMENTS:**

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The Request for Proposal, General Information, the Special Provisions and Specifications, Proposal Evaluations Procedures, No Bid Reply Form, Non-Collusion Statement, and Bid Quotations shall be a part of and constitute the entire agreement entered into by the State of Delaware and any bidder.

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**SPECIFICATIONS:**

The bid must include the answers to the following questions:

(List Specifications/Requirements)

**PROPOSAL EVALUATION PROCEDURES:**

**A. BASIS OF AWARD:** The Department of Education shall award this contract to the most responsible and responsive offerer who best meets the terms and conditions of the proposal. The award shall be made on the basis of product evaluation, prior history and capability, and price.

The Department of Education reserves the right to reject any or all proposal in whole or in part, to make multiple awards, partial awards, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware. The intent though is to award this contract to one (1) offerer.

**B. REVIEW COMMITTEE:** A group with expertise in the Delaware Science Coalition will comprise the review committee.

**C. CRITERIA AND SCORING:**

	<i>[Use, modify, add, or delete as necessary with respect to the RFP requirements]</i>	
		<b>POINTS</b>
1.	The qualifications and experience of contractor.	10
2.	The ability to perform the work in the time allotted for the project, as demonstrated by their proposed commitment of management, personnel and other resources. Project Management experience.	10
3.	The approach to performing the tasks set forth in the Scope of Work as expressed in the Management Summary and Work Plan. Thoroughness and completeness of the proposal relative to the requirements.	10
4.	The demonstrated experience in providing deliverables/services of comparable specifications/scope and value.	20
5.	The understanding of the program; details of the offering; how you plan to meet the requirements of this RFP.	20
6.	The background, resources, reputation, resources and years in business and references.	10
7.	The price proposal/pricing structure or Total Proposed Cost.	20
	<b>TOTAL MAXIMUM SCORE</b>	100 =====



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**NO BID REPLY FORM**

**ITB DEPARTMENT OF EDUCATION BID TITLE: Department of Education  
(DEPARTMENT OF EDUCATION) for Science Materials Transportation Services**

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but do not wish to bid, state their reason(s) below and return in the enclosed envelope. This information will not preclude receipt of future invitations unless you request removal from the Bidder's List by so indication below, or do not return this form or bona fide bid.

Unfortunately, we must offer a "No Bid" at this time because:

\_\_\_\_\_ 1. We do not wish to participate in the bid process.

\_\_\_\_\_ 2. We do not wish to bid under the terms and conditions of the Request for Bid document. Our objections are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 3. We do not feel we can be competitive.

\_\_\_\_\_ 4. We cannot submit a Bid because of the marketing or franchising policies of the  
the  
company.

\_\_\_\_\_ 5. We do not wish to provide services to the State. Our objections are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 6. We do not provide the services requested.

\_\_\_\_\_ 7. Other:

\_\_\_\_\_

\_\_\_\_\_

Firm

\_\_\_\_\_

Signature

\_\_\_\_\_ We wish to remain on the Bidder's List for this service.

\_\_\_\_\_ We wish to be deleted from the Bidder's List for this service.

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**Non-Collusion Statement**

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Department of Education.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

**Note:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Department of Education.

Name of Bidder \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_  
(Please type or print)

Signature \_\_\_\_\_

Title \_\_\_\_\_

Address of Bidder \_\_\_\_\_

Phone Number \_\_\_\_\_

If awarded the contract, Purchase Orders should be sent to:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

Federal E.I. Number \_\_\_\_\_

State of Delaware License Number \_\_\_\_\_

## BID QUOTATION

ITB DEPARTMENT OF EDUCATION # \_\_\_\_\_

Vendor's name \_\_\_\_\_

Signature of company official \_\_\_\_\_

Address \_\_\_\_\_

Telephone and fax number \_\_\_\_\_

<i>Item</i>	<i>Price Per Item</i>	<i>Estimated Price</i>
Total Estimated Program Pricing		