



**Scripps College—Invitation to Bid:
Single Transaction for Consumable Supplies**

Date: _____ Requisition No.: _____

To: _____ (Company Name) _____ (Attention)

_____ (Address)

_____ (City, State, Zip)

You are hereby invited to submit a competitive bid for the materials as specified, in accordance with the terms and conditions incorporated herein.

INTRODUCTION

Scripps College seeks bids to furnish _____. Please refer to Section 1 for product specifications and a detailed description of what is required.

All questions regarding the goals and objectives of the services and technical questions should be directed to:

Josh Reeder, Director of Facilities
1030 Columbia Avenue, Claremont, CA 91711
Email: jreeder@scrippscollege.edu
Phone: 909-621-8281

All general questions regarding submittal of this ITB should be directed to:

Cheryl Pump, Procurement Specialist
1030 Columbia Avenue, Claremont, CA 91711
Email: cpump@scrippscollege.edu
Phone: 909-607-2088

Or

Andre Ibanez, Budget Manager
1030 Columbia Avenue, Claremont, CA 91711
Email: aibanez@scrippscollege.edu
Phone: 909-607-3251

NOTE: ALL QUESTIONS SHALL BE SUBMITTED IN WRITING (EMAIL IS ACCEPTABLE). ANSWERS PROVIDED BY THE COLLEGE WILL SUPPLIED BE IN WRITING.

DISCLAIMERS

Scripps College issues this solicitation with the understanding that it may or may not lead to the eventual procurement of products or services.

The College reserves the right to reject any or all bids received. Non-acceptance of a bid will mean that one or more other bids were deemed more advantageous to the College or that all bids were rejected. Firms whose bids are not accepted will be notified after a binding contractual agreement between Scripps College and the selected firm exists or when Scripps College rejects all bids.

Scripps College will not be responsible for any costs incurred by any contractor in the generation or submission of bids, visits to the College, presentations given to college personnel or its designers, documentation provided to college personnel or its designers, production of marketing literature, or any other costs incurred while participating in this ITB process.

The College will exercise reasonable efforts to limit circulation of any contractor’s proprietary materials to College personnel or their designers. Contractors must mark any submitted material, which they regard as proprietary, with a “CONFIDENTIAL” designation.

Companies participating in the bidding process agree to submit all criteria set forth by the ITB and Scripps College for selecting a provider, and waive any and all rights to challenge or bring suit against Scripps College based upon their selection. Failure to provide required information may be grounds for rejection of bid.

1.0 Product Specification

1.1 _____

2.0 Quantity Requirement

2.1 No. required: _____ Unit/Measure: _____

3.0 Pricing

3.1 Bid price per unit: \$ _____ Aggregate bid: \$ _____

Is there an educational or academic discount available? Yes No

If yes, please list the nature of the discount available. Attach all necessary documentation.

4.0 Shipping Terms

- 4.1 All shipments shall be F.O.B. Scripps College, Claremont, CA.
- 4.2 Title to and risk of loss in transit shall remain with the seller until delivered to purchaser in acceptable condition.

5.0 Warranties

- 5.1 Seller hereby warrants that they are licensed to sell the specified goods and that good title is conveyed free of any liens and encumbrances.
- 5.2 Seller hereby warrants that the goods will conform to all aspects of the design and performance specifications incorporated herein.
- 5.3 Seller further warrants that the goods are free of defect in material and workmanship, are of merchantable quality, and fit for the general purpose designed.
- 5.4 Seller warrants that it has not been declared as a firm on the United States of America federal listing of disallowed parties.

6.0 Return Goods Policy

- 6.1 Goods found to be defective or not in conformance with specifications shall be returned for replacement at no charge.

7.0 Supplier Screening

- 7.1 The successful bidder has reviewed the Supplier Code of Conduct, and completed and signed the Supplier Screening Questionnaire (see Appendix A).

8.0 Payment Terms

- 8.1 Standard terms are Net 30 days.
- 8.2 Prompt payment terms offered: _____.
- 8.3 Scripps College is exempt from federal taxes under PL 85-589, Register # 0571 1256F, and from CA State Sales and Use Tax under section 31-E, permit No. 41.

9.0 Submission Instructions/Award Considerations

- 9.1 All bids must be submitted (in duplicate), signed by an authorized corporate official, and received not later than 5:00 pm on _____ (date) at the _____ office located at _____ .
(Department) (Street address)
- 9.2 The College reserves the right to reject any and all bids.
- 9.3 The award will be made to the bidder presenting the best overall value as measured by level of compliance with specifications, terms and conditions, and price offering.

For the College:

Submitted by:

(Signature)

(Procurement Manager)

(Department)

(Date)

(Signature)

(Title)

(Department)

(Date)

For the College:

(Signature)

(Senior Accountant¹)

(Department)

(Date)

¹The Assistant Vice President for Business Affairs/Assistant Treasurer and Vice President for Business Affairs and Treasurer are alternate signatories when the Senior Accountant is off campus.

APPENDIX A

Supplier Code of Conduct

Scripps College is committed to conducting its business affairs in a socially responsible, sustainable and ethical manner consistent with the College's mission and strategic plan. Therefore, the College has adopted the following Supplier Code of Conduct to ensure that goods and services provided to the College are produced in a manner consistent with these principles.

This Supplier Code of Conduct is a statement of the College's expectations and requirements with respect to suppliers. The Code is guidance for socially responsible business practices and describes the College's expectations for Supplier policies and actions regarding labor standards, human rights, sustainability, ethics, health, safety, and diversity.

A. LABOR AND HUMAN RIGHTS

1. The Supplier shall not discriminate unjustly in its employment practices, including hiring, work assignment, wages, benefits, promotion, discipline, termination or retirement, in accordance with applicable federal, state, and local law. In particular, the Supplier shall not discriminate on the basis of gender, race, religion, age, disability, sexual orientation, nationality, or social or ethnic origin.
2. The Supplier shall not use coerced or forced labor, nor subject employees to inhumane or abusive treatment.
3. The Supplier shall not use labor provided by individuals younger than the age of compulsory education or 15 (fifteen) years of age, whichever is higher.
4. The Supplier shall pay at least the legal minimum wage in all locations in which the Supplier operates.
5. All overtime hours will be worked in accordance with all applicable laws, regulations, labor agreements and administrative actions.
6. The Supplier shall make reasonable accommodations for employees with family responsibilities to ensure that they are not excluded from the workforce or otherwise discriminated against.
7. The Supplier shall recognize and respect employees' rights of Freedom of Association and Collective Bargaining consistent with applicable federal, state, and local law.

APPENDIX A (cont.)
Supplier Screening Questionnaire
(Attach additional pages, if needed)

1. To the best of your knowledge, is prison labor used in any part of the production process?

2. What type of labor is typically used?

3. Describe the production process.

a. Which part of the supply chain presents the greatest risk of labor rights violations?

4. Please list all businesses that are involved in your supply chain.

Print Name

Signature

Date