



**SCRIPPS COLLEGE
INVITATION TO BID
(Single Transaction for Purchased Services)**

Date: _____

Requisition No.: _____

To: _____
(Company Name)

_____ (Attention)

(Address)

(City, State, Zip)

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

1.0 Statement of Work

1.1 _____

2.0 Independent Contractor Status

2.1 The successful bidder (if incorporated, a professional firm, or partnership) shall be deemed an independent contractor. Any subsequent agreement formed shall not be construed to form any relationship of agency, master-servant, employer/employee, partnership, joint venture, or association. The contractor's company shall be solely responsible and liable for all salary, workers compensation payments/benefits, income tax withholding, unemployment insurance (FICA), and all other aspects of employment of its employees. Scripps College shall have no responsibility or liability with respect thereto.

3.0 Insurance Requirements

3.1 For work done on Scripps College premises, the successful contractor will procure and at all times maintain in force and effect insurance to cover general liability, property damage (including bodily injury), broad form (including vehicular damage), workers compensation, and employee dishonesty. The minimum coverage of \$1,000,000 for each occurrence shall be confirmed prior to the start of work in a "Certificate of Insurance" naming Scripps College as an additional insured. Language stating that the insuring entity shall not cancel or reduce insurance coverage without first sending a written notice by certified or registered mail to Scripps at least thirty (30) days before such cancellation or reduction shall be included on all certificates of insurance.

4.0

Professional Services Agreement

4.1 Certain “purchased services” will require the execution of a “Professional Services Agreement” document. For those select services, a copy of the PSA Agreement document will be provided with this invitation to bid. For agreements valued at \$50,001 or more, the PSA will be reviewed by the Scripps General Council prior to approval by the College

5.0

Evidence of Qualifications

5.1 Bidder is to provide a resume of their experience in providing the specified services to clients during the three (3) year period preceding the bid date, including a complete client list for such services together with written authority for the Owner to contact such clients concerning the bidder’s performance.

5.2 Copies of the curriculum for training programs completed by staff designated to deliver/ provide the specified services.

5.3 Evidence of all federal, state, and local licenses, permits, and consents necessary for the bidder to undertake the work described in this solicitation

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

Proposed Rates, Limitations, and Payment Terms

6.1 \$ _____ / hour (inclusive of all labor, supplies/equipment, supervision/inspection, insurance, and licensure)

6.2 Is there an educational or academic discount Available? Yes No
If yes, please list the nature of the discount available. Attach all necessary documentation.

6.3 \$ _____ (miscellaneous costs not included above)

6.4 \$ _____ - proposed aggregate bid for specified services

6.5 Note: Standard terms of payment are Net 30 days

6.6 Terms offered for prompt payment: _____

7.0

Change Orders

7.1 All modifications to the service specifications, including terms/conditions of agreement, require the mutual consent of the parties and will formally be processed via change order.

8.0

Assignment

8.1 The award to a contractor will be based in part on the particular contractor’s demonstrated expertise. Therefore, the successful contractor shall have no right to assign the contract in whole or in part (including change in previously disclosed subcontractors) without the express written approval of Scripps College.

9.0 Submission Instructions/Award Considerations

9.1 One (1) original and nine (9) copies (10 total) of the bid must be submitted, signed by an authorized corporate official, and received no 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, conditions, and price offering.

For the College:

(Signature)

(Print Name) Procurement Specialist

(Department)

(Date)

Submitted by:

(Signature)

(Title)

(Department)

(Date)

For the College:

(Signature)

(Print Name) Budget Manager¹

(Department)

(Date)

¹The Assistant Vice President for Business Affairs/Assistant Treasurer and Vice President for Business Affairs and Treasurer are alternate signatories when the Budget Manager 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