

**REQUEST FOR PROPOSAL**

**SIGN AND RETURN THIS PAGE**

**OAKLAND UNIFIED SCHOOL DISTRICT**

PROCUREMENT DEPARTMENT

Attention: Operations Officer

900 HIGH STREET

OAKLAND, CA 94601

Proposal Number: 15-16/05

Date: January 18, 2016

Title: DISTRICT-WIDE E-COMMERCE OFFICE PRODUCTS, PAPERS, FURNITURE AND COMPUTER SUPPLIES PROCUREMENT

**PROPOSALS MUST BE RECEIVED BY:**

February 19, 2016 **by 2:00 P.M.** at the above address

DO NOT INCLUDE SALES OR EXCISE TAXES in proposal pricing.

Sign the proposal, place in envelope and write RFP Number and Title of Procurement on outside. Sign and return this page. Retain duplicate copy for file.

**ALL OFFERORS COMPLETE THIS SECTION:**

**2016**

Upon execution of a Contract, the undersigned agrees to furnish, subject to provisions on the next page, all articles or services within the dates specified, in the manner and at the prices stated, in accordance with the advertisement, specifications, proposal, special conditions and general conditions, all of which are made part of the proposal, when authorized by Purchase Order or Letter of Agreement issued by the Governing Board of the Oakland Unified School District.

Name under which Business is conducted: \_\_\_\_\_

Business street address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ City State Zip Code

**IF SOLE OWNER, sign here:**

I sign as sole owner of the business named above:

Signed \_\_\_\_\_ Typed Name \_\_\_\_\_

**IF PARTNERSHIP OR JOINT VENTURE, sign here:**

The undersigned certify that they are partners in the business (joint venture) named above and that they sign this proposal with full authority to do so (one or more partners sign):

Signed \_\_\_\_\_ Typed Name \_\_\_\_\_

Signed \_\_\_\_\_ Typed Name \_\_\_\_\_

**IF CORPORATION, sign here:**

The undersigned certify that they sign this proposal with full authority to do so:

Corporate Name: \_\_\_\_\_

Signed \_\_\_\_\_ Typed Name \_\_\_\_\_ Title \_\_\_\_\_

Signed \_\_\_\_\_ Typed Name \_\_\_\_\_ Title \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

## GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR OFFERORS

### RENDITION OF SERVICES

The Contractor hereby agrees to undertake, carry out and complete all work established herein in a professional and efficient manner satisfactory to The Oakland Unified School District (hereinafter District) standards.

The professional service or the performance of work or services required by the District cannot satisfactorily be performed by the regular employees of the District.

### 2. CONTRACTOR'S STATUS

Neither the Contractor nor any party contracting with the Contractor shall be deemed to be an agent or employee of the District. The Contractor is and shall be an independent contractor, and the legal relationship of any person performing services for the Contractor shall be one solely between said parties.

Contractor shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the District. Contractor shall be solely responsible for reimbursing any subcontractors and the District shall have no obligation to them.

### 3. OWNERSHIP OF WORK

All reports, designs, plans, specifications, schedules, and other materials prepared, or in the process of being prepared, for the services to be performed by Contractor shall be and are the property of the District and the District shall be entitled to access thereto, and copies thereof, during the progress of the work.

In the event that the work, which is the subject of this Agreement, is not completed, for any reason whatsoever, all materials generated under this Agreement shall be delivered as the District may direct.

### 4. RECORDS

The Contractor shall permit the authorized representatives of the District to inspect and audit all data and records relating to performance under this Agreement. Contractor shall maintain all such records for a period of three (3) years after the District makes final payment under this Agreement.

### 5. TERMINATION FOR DEFAULT

In the event the Contractor breaches the terms or violates the conditions of this Agreement, and does not within ten (10) days of written notice from the District cure such breach or violation, the District may immediately terminate this agreement, and shall pay the Contractor only its allowable costs to the date of termination.

### 6. TERMINATION FOR CONVENIENCE

The District may terminate this Agreement, in whole or in part, at any time for the District's convenience and without cause at any time by giving the Contractor written notice of termination. The Contractor will be paid for those services performed pursuant to this Agreement to the satisfaction of the District up to the date of notice of termination. The Contractor shall promptly submit its termination claim. If the Contractor has any property in its possession belonging to the District, the Contractor will account for the same and dispose of it in the manner the District directs.

### 7. NON-DISCRIMINATION

In connection with the execution of any Agreement hereunder, the Contractor shall not discriminate against any applicant or employee on the grounds of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or age as defined in Section 12926 of the California Government Code.

### 8. INDEMNIFICATION

The Contractor shall indemnify, keep and save harmless the District, its Board of Directors, officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, expense, costs (including, without limitation, costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the District.

### 9. CHANGES

If any changes to the scope of services are sought by either party that would require a modification of the amount of compensation, the changes must be reviewed in advance of any action to implement the change by the Project Manager and the Procurement Department.

The District may at any time by written order make changes within the Scope of Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, the Contractor shall notify the District in writing of the amount of time and compensation adjustments that are required.

In the event the Contractor encounters any unanticipated conditions or contingencies that may affect the scope of services and would result in an adjustment to the amount of compensation specified herein, Contractor shall so advise the District immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation resulting therefrom.

Any and all agreed upon pertinent changes shall be expressed as a written modification to this Agreement prior to implementation of such changes.

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## 10. DISPUTE RESOLUTION

In case any disagreement, difference or controversy shall arise between the parties, with respect to any matter in relation to or arising out of or under this Agreement or the respective rights and liabilities of the parties, and the parties to the controversy cannot mutually agree thereon, then such disagreement, difference, or controversy shall be determined by binding arbitration, according to the rules of the American Arbitration Association.

Any award made by the Arbitrator(s) shall be final, binding and conclusive upon all parties and those claiming under them. The costs and expenses of any Arbitration shall be borne and paid as the Arbitrator(s) shall, by their award, direct.

The submission to Arbitration is hereby made a condition precedent to the institution of any action at law or in equity with respect to the controversy involved; and such action at law or in equity shall be restricted solely to the subject matter of the challenge of such award on the grounds and only in the manner permitted by law.

## 11. NO ASSIGNMENT

This Agreement is personal to each of the parties hereto, and neither party may assign or delegate any of its rights or obligations hereunder without first obtaining the written consent of the other.

## 12. PROHIBITED INTERESTS

No member, director, officer, or employee of the District during his/her tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.

Contractor covenants that it presently has no interest, direct or indirect, which would conflict in any manner or degree with the performance of the services called for under this Agreement. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed by Contractor.

The District may require Contractor to file an annual Statement of Economic Interest form pursuant to the Political Reform Act of 1974 (California Government Code Section 81000 et seq.)

## 13. WAIVER

Failure of any party to exercise any right or option arising out of a breach of this Agreement shall not be deemed a waiver of any right or option with respect to any subsequent or different breach, or the continuance of any existing breach.

## 14. GOVERNING LAW

This Agreement, its interpretation and all work performed thereunder, shall be governed by the laws of the State of California.

## 15. INSURANCE

Depending on the nature of the services being solicited, the District may have certain minimum insurance requirements.

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

## DISTRICT-WIDE E-COMMERCE OFFICE PRODUCTS, PAPERS, FURNITURE AND COMPUTER SUPPLIES PROCUREMENT

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### RFP # -15-16/05

Oakland Unified School District (the "District") invites you to submit a proposal to provide a District-wide E-Commerce procurement process for office products, papers, furniture and computer supplies known as eMarketplace. The District eMarketplace procurement system is a central online ordering site in which District users can shop the websites of multiple vendors. Once shopping is completed, the requisition is created and sent through the eMarketplace approval process. Upon completion of the approval the Purchase Order is sent digitally to the appropriate vendor for processing and delivery of the purchased items. Purchase Order information is then loaded into the District's accounting and financial system, which is known as IFAS for financial tracking and online receiving.

E-Commerce Participation Agreement - The vendor must be willing to execute an \*E-Procurement Module\* Marketplace Supplier Agreement with OUSD or its eProcurement platform provider and agree to pay a 2% commission fee to OUSD or its eProcurement platform provider on purchase orders sent via the eMarketplace.

The successful vendor must have an on-line e-commerce site, accessible from the eMarketplace via cXML punch-out, where the catalog content is hosted and where shopping carts can be created and transferred to \*E-Procurement Module\*.

The successful vendor must have the ability to accept purchase orders via cXML that can be integrated directly into the vendor's order processing system. The vendor must also be able to transmit invoices via cXML to OUSD to be integrated directly into the eMarketplace.

The successful vendor must be willing to allow the final agreement to be "Piggybackable" as codified in the Public Contracts Code Sections 20118 and 20652.

This request for proposal shall not be construed in any manner to be an obligation by Oakland Unified School District to enter into an agreement or purchase order with your company.

The District reserves the right to cancel or revise in part or in its entirety this RFP. If the District cancels or revises this RFP, all respondents will be notified by addenda. The District also reserves the right to extend the date responses are due.

All requests for information concerning this RFP must be directed to Michael Moore, Operations Officer, and may only be submitted by email to: [michaelmoore@ousd.org](mailto:michaelmoore@ousd.org).

Vendors are not to contact District staff (except Mr. Moore) or members of the Board of Education in regard to this RFP or the selection process. Any Vendors who violate this request will be disqualified from further consideration.

Replies involving any substantive issues will be issued by addenda and emailed to all parties recorded by the District as having received this RFP. Substantive questions must be received by Mr. Moore as indicated in the "Key Dates" schedule on or before 5:00 p.m. on January 18, 2016. Answers to substantive questions will be provided by 5:00 p.m. on January 25, 2016. Only questions answered by formal written addenda will be binding.

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Submission by facsimile or e-mail is not acceptable. Submissions received after the deadline will be returned unopened.

Proposers may withdraw their response to this RFP by submitting a written, facsimile, or email request signed by the firm's authorized representative. The withdrawal must be received by Mr. Moore prior to the date and time set forth herein as the due date for receipt of a response. Responses may be withdrawn and resubmitted in the same manner, if done so before the submission deadline. Withdrawal or modification of a submitted response in any other manner will not be permitted.

Proposals become the property of the District, and may be returned only at the District's option and at the firm's expense. To the extent permitted under applicable law, the District will keep all proposals confidential, although most documents provided to the District pursuant to an RFP are subject to the California Public Records Act.

## **KEY DATES**

Time is of the essence for the RFP submittal and contract completion. Respondents are advised of the key dates and times shown below and are expected to adhere to them.

### 1. DISTRICT'S EVALUATION PROCESS

#### 1.1 SCHEDULE

- 1.1.1 RFP formally advertised / solicitation period commences: January 18, 2016
- 1.1.2 Pre-proposal Questions, Requests for Information due: February 1, 2016 by 5:00 p.m.
- 1.1.3 Answers from OUSD: February 8, 2016 by 5:00 p.m.
- 1.1.4 **Proposals due and proposal opening to identify submitting Respondents: February 19, 2016 at 2:00 P.M. at 900 High Street, Procurement Office 2<sup>nd</sup> Floor Oakland California.**
- 1.1.5 Finalists notified: February 26, 2016
- 1.1.6 Interviews: March 3,4, 2016 at 900 High Street, Procurement Office 2nd Floor Oakland California.
- 1.1.7 Final determination/award: March 23, 2016

## **RFP RESPONSE REQUIREMENTS**

Responses must contain all requested information and data and conform to the format described in this section. It is the Respondent's responsibility to provide all necessary information for the District to evaluate the response, verify requested information and determine the Respondent's ability to perform the tasks and activities defined in this

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

document.

## **INDEPENDENT CONTRACTOR AGREEMENT**

Respondents must comply with the requirements contained in the District's Independent Contractor Agreement to Provide E-Commerce Office products, papers, furniture and computer supplies, a draft of which is attached hereto as Attachment "A", including, but not limited to, all insurance, fingerprinting, bonding, non-discrimination, and local business participation requirements.

## **DIRECTIONS FOR DELIVERY OF THE RESPONSE**

The Respondent must submit three (3) paper copies and one (1) digital copy on USB MEMORY STICK AND PDF VIA EMAIL of its response to the District Representative contact name and address listed below:

**Mr. Michael L. Moore, Sr.**  
**Operations Officer**  
**Oakland Unified School District**  
**900 High Street**  
**Oakland, CA 94601**

*(Please note - responses which are only E-mailed will not be accepted)*

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**In addition to your responses to the requirements below, please be sure to complete the attached spreadsheets:**

- **Location Listing (Attachment "B")** is a current list of Oakland Unified School District locations. Please indicate your Distribution Center that will service each of our facilities, and the delivery timeframe to each.
  - **Core List Pricing ("Attachment "C")** is the bid list of Oakland Unified School District items. Please complete your proposed product and pricing information.
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## **A. General Requirements**

Vendor must be able to meet several minimum requirements.

1. Briefly describe how you will meet or exceed each of the following service requirements.
  - Next-Day Delivery
  - 98% Fill Rate & 98% On Time Delivery
  - Summary Billing with the ability to consolidate invoices by site on a monthly basis
  - Ordering Methods – toll-free phone & fax, internet, e-procurement
  - Order Confirmations
  - Reporting – usage, quality/performance, quarterly program meetings

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

## 2. References

Please provide two (2) references of similar size and scope to Oakland Unified School District (OUSD). Include company name, contact name, address, phone number, estimated volume with your company, and years serviced.

## 3. Pricing

Core: On the attached spreadsheet, please provide the following. The exact manufacturer must be quoted. No alternative items may be quoted. Leave blank if you cannot identify the exact same manufacturer. To qualify, you must match 95% of the core items. Further, you must quote exact same units of measure and you must note the quantity per package. Failure to comply will lead to disqualification. Core item pricing must be held for 12 months except for copy paper which will be adjustable each calendar quarter based on RISI index changes.

- Product Code
- Product Description
- Quantity per item packaging (IE: 100 envelopes per box)
- Unit of Measure
- List Price
- Sell Price

Non-Core: Provide your company pricing structure to price items purchased from your full line catalog NOT covered via the core pricing. The full line catalog must have over 12,000 items and must be turned in with your RFP response. Further, with your RFP response, you must provide an excel file showing the list price, product detail and net price per item using your formula. Items will then be selected to determine the suppliers' non-core pricing offer. The formula utilized must be adhered to throughout the agreement term

## 4. Local Business Program/Mandatory Compliance

In order to provide economic opportunity for Oakland residents and businesses and stimulate economic development in Oakland, the District has implemented a Local, Small Local and Small Local Resident Business Enterprise Program. The Program requires a 20% minimum participation of Certified Oakland Businesses for all contracts, over \$87,800. The 20% local business participation requirement must be met with a maximum participation of 10% for Local Business Enterprises (LBE) and a minimum participation of 10% for Small Local and Small Local Resident Business Enterprises (SLBE/SLRBE), Any percentage combination of SLBE's and SLRBE may be used to calculate the full 20% requirement. Respondents must include with their proposal evidence that they will comply with this requirement. More details about this Program are provided on the District's website @ [www.ousd.org](http://www.ousd.org) .

## **B. Company Information**

1. Briefly describe your company's history and experience in the office supply industry. How long have you been in the business-to-business contract segment? Attach a copy of your most recent Annual Report.
2. How do you differentiate yourself from your major competitors?
3. Provide details on the distribution facility (facilities) that will service the district operations.
4. Can you deliver to over 130 locations next day?

# OAKLAND UNIFIED SCHOOL DISTRICT

## REQUEST FOR PROPOSAL

5. Does your company own your trucks and employ your own delivery drivers, or do you contract out with UPS, FedEx, etc.?
6. What is your company's commitment to corporate responsibility?
7. Do you have a disaster recovery program?
8. Does your company have a "Green (Environmental)" initiative? If so, please describe your program and how it benefits your customers and the environment.
9. List any third party quality-related recognition or awards your company has received.
10. OUSD places strong emphasis on the need for a long-term strategy. Describe your strategic direction and the implications on OUSD.
11. Describe your strategy for moving your company toward innovation and/or future technologies and how this can benefit OUSD.

## Products and Programs

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### C. Scope of Offering

1. Please detail all products and services that would be of interest to us with regard to meeting procurement objectives.
2. Will all orders for office products, papers, furniture and computer supplies be processed through one account number, so we can track usage and ordering history? If not, how would you handle this need?
3. What type of catalogs do you offer end-users?
4. What is the strategy behind your company's catalog layout? What are the benefits to customers when utilizing the catalog?
5. What is the process to fulfill a requested item not supported by a particular distribution facility? What percentages of your orders are fulfilled with the use of a wholesaler? Are these orders delivered next-day? If a wholesaler is used, will we receive the same contracted price?
6. What percentage of your catalog items are private label?
7. Describe your recycled or "green" product offering.

### D. Office Paper Supply

1. Please describe your company's paper supply capabilities.



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2. Provide details on the relationship with your paper manufacturer. Do you have any control over the formulation (i.e. brightness, surface coating, etc.) and packaging of the paper products you offer?
3. Will we be guaranteed an uninterrupted supply of paper in a tight market? Are you dedicated to one paper mill or do you provide multiple brands?
4. Describe any tools or processes you have at your disposal designed to address an evaluation of our paper needs and requirements, as well as to help us identify opportunities to reduce our overall paper consumption.
5. OUSD is interested in recycled content paper. Please describe the recycled paper products you carry, including the percentage of post-consumer recycled content and any environmental certifications.

## Background, Capabilities and Ongoing Development

### *E. Technological Capabilities*

1. Please discuss your overall digital ordering capabilities. Include features & benefits, number of users, and annual revenue.
2. What online security measures does your company have?
3. Describe your experience in working with third-party e-procurement systems. What are your punch-out capabilities and advantages?
4. Do you have the ability to track interaction by end user? If not, can you access an individual's ordering history without asking for account and ship to information?
5. Can you integrate with this system within 30 days?

### *F. Account Set Up, Customization and Management Tools*

1. Please discuss your e-commerce implementation and the resources that will be dedicated to this effort.
2. What Payment Terms can you offer?
3. Do you offer discounted terms? If so what are they?
4. Do you have an order minimum charge? If so what amount?
5. Explain your company's capabilities to customize catalogs including blocking items, adding proprietary items, etc. Please include an example on how your company would drive our employees to use the core catalog.
6. Please discuss the order restriction and approval process.

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## Account Management

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### G. Sales Representation

1. What level of support do your Sales Reps provide? How does this benefit OUSD?
2. Do you have any specialists that can work with our company for different commodities?

### H. Customer Service

1. How many Customer Service Representatives does your company employ in the U.S.? Where are they located and what is their availability?
2. What training do you provide for your Customer Service Reps?
3. What kind of assistance can your Customer Service associates provide for us? Please describe their level of empowerment.
4. How do you measure the effectiveness of your Customer Service team?

### I. Time & Money Saving Opportunities

1. How can your company minimize the time our requisitioners spend ordering, following up on orders or trying to determine the status of specific product inventory?
2. How can you analyze our purchasing processes and quantify the time and money savings we can expect if we change our practices? Can you provide specific industry benchmarking?

### J. Program Participation/Compliance

1. How would your company implement our agreement and help us drive participation? Please describe how you demonstrate program roll-out/ramp-up is complete and successful.
2. What types of reports can you provide on our purchasing activity at the individual requisitioners level, i.e. ordering method, interactions with your company? Will these reports include retail store purchases? Please provide us with samples.

### K. Value Added Offerings

1. Describe any offerings your company can provide that will generate additional benefits for the district.

The Oakland Unified School District thanks you for your interest!

Sincerely,

**Michael L. Moore, Sr.**  
Operations Officer

# Addendums Section

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

## Addendum #1

### Oakland Unified School District Core List for Supply Request for Proposal 2016-2019

Product Code #	Product Description	Quantity per Package	UOM	List Price	Sell Price
	10-REAM CASE X-9 11"		CT		
	8.5X11 10 REAM CASE		CT		
	4X3 MAGNETIC TOTAL ERASE GRPHT		EA		
	COPY 10 RM CASE		CT		
	SCHOOLIO BLACKMARBLE COMPBK CR		EA		
	BROTHER TN450 HY BLK TNR CTG		EA		
	COPY PAPER 8.5X11" RM WE		RM		
	TI-30XIISOLAR SCIENTIFIC CALC		EA		
	HP 90A BLACK TONER CARTRIDGE		EA		
	SCHOOLIO BLACKMARBLE COMPBK WR		EA		
	RECYC 8.5X11 SPLOX		CT		
	EXPO II 4CT CHISEL ASST		ST		
	CLASSIC MARKERS BROADLINE 10CT		PK		
	PRIMARY RULE COMPBOOK		EA		
	YELW PRESHARPENED PENCILS 18CT		PK		
	TICONDEROGA #2 PENCIL		PK		
	COLORED PENCILS 12 COUNT		ST		
	RECYCLED COPY 10-R CASE		CT		
	WOOD RULER W/METAL EDGE 12"		EA		
	HP TONER 507A CE400A BLK		EA		
	REFILL PURELL 20OZ CLR		CT		
	FILE FLDR LTR 1/3CUT MAN 100CT		BX		
	HP 80A BLACK TONER CARTRIDGE		EA		
	BTTLE RCKET BLUE 11" 20#		RM		
	CRAYONS 16CT		BX		
	FILLER PAPER 300 CT WR		PK		
	HP TONER CE410A 305A BLK		EA		
	TICOND YELLOW #2 PENCIL 24PK		PK		
	GALAXY TAB 4 7.0 (BLACK) 8315		EA		
	LARGE SIZE CRAYONS 8CT		BX		
	DRY ERASE MARKER FINE POINT BK		DZ		
	POWDER PINK 11" 20#		RM		
	POST-IT EASEL PAD 6PK		PK		
	PENCIL SHARPENER-BLACK		EA		
	HP TONER CE505A 05A BLK		EA		
	SCHOOL PRO ELECTRIC SHARPENER		EA		
	PAPER XEROX WE 8.5X14 20#		CT		
	TAPE CELO .75X1296 16 PACK		PK		
	HP TONER CE413A 305A MAG		EA		
	WIPES CLOROX 12 CANS/75EA 0558		CT		
	HP TONER CE410A 305A BLK		EA		
	FILLER PPR 300CT CR 10.5X8		PK		
	SCHOOLIO ASSRTMARBLE COMPBK WR		EA		
	HP TONER C4127X 27X BLK		EA		
	HP TONER CE413A 305A MAG		EA		
	KLEENEX FACIAL TISSUE		CT		
	HP TONER CE411A 305A CYN		EA		
	HP TONER CE412A 305A YLW		EA		
	CRACKLING CANARY 11" 20#		RM		
	GLUE STICK WASHABLE 24PK		PK		
	CYG547 WATER .5L CR GEYSR		CT		
	HP TONER CE412A 305A YLW		EA		

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EXPO LOW ODOR CHISEL BLACK DZ	DZ
GLUE STICK ALL-PURPOSE 30PK	PK
HP INK 951 CMY/950XL BLK CMB PCK	EA
POPPERMINT GREEN 11" 20#	RM
733601 NO. 2 PENCIL,72PK	PK
ELECTRIC TEACHER PRO SHARPENER	EA
HP TONER CE411A 305A CYN	EA
PENCIL TIC SHARPENED YW	DZ
100' PER ROLL REFILLS	EA
PSBD FLDR ET LGL GRN 2" 25BX	BX
BRAND TONER DELL 1130 HY	EA
QUICKFIT RR VIEW BNDR 1.5" WE	EA
EXPO DRY ERASER	EA
TONER HP Q5949A BLK	EA
COMPOSITION BK 10X7.875	EA
PAINTER TP BL 24MM X 54.8M 6PK	PK
PAPER,XERO,WE,11X17,20#	CT
BAG,ZIPLOC STORAGE GALLON	BX
CLNR DSNFCT WIPES FRSH	CT
LBL 1X2-5/8 WHT LSR 3000PK	BX
CRAYONS 24 CT	BX
545 STANDARD STAPLER BLACK	EA
ENVISION FACIAL TISSUE FLAT BX	CT
HP INK 950XL BLACK CARTRIDGE	EA
LTXGLOVE-PDRFREE,100/BXLRG	EA
LTXGLVE-POWDRD-FREE100/BXXL	EA
HOT/COLD PACK	EA
HP TONER Q7553A 53A BLK	EA
POST-IT 3X3 90PD YW 24PK	PK
OD BRAND WOOD PENCILS#2 PACK OF 36	PK
STAPLER FULL STRIP BLACK	EA
XEROX TONER CTG	EA
TISSUE FACIAL125SHTS 48CN	CA
WIPES CLOROX 5 SETS 3 X 0558	CT
BANDAIDS 100 FLEXIBLE 1	BX
HI-LITER DS 4PINK 20 YLW	PK
FOLGERS CAN	EA
ALOE SANITIZER PUMP 8OZ	EA
EASEL PAD, PLAIN, 5CT	CT
NOTEBOOK 1SUB WIDE RL WH	EA
KIDS BLUNT SCISSORS	EA
LBL 1-1/3X4 WHT LSR 1400PK	BX
SANITIZER PURELL 2 LITER CR	EA
BROTHER TN420 STD YLD BLK TNR	EA
HP TONER CB436A 36A BLK	EA
ERASER PINK PEARL MEDIUM 24PK	BX
PMOP 60CT BLK	BX
FOLDER 2 POCKET ASSORTED 24PK	PK
PMOP 60CT BLU	BX
WHITE ROUND LASER LABELS 0992	PK
FOLDER 2PKT 3P ASST 24PK	PK
CRAYOLA CRAYONS TUCK BX 16 CNT	BX
16" OSCILLATING STAND FAN	EA
STANDARD STAPLER BLACK	EA
LBL 1X2-5/8 WHT LSR 7500PK	BX
MY FIRST TIC SHARPENED PENCIL	DZ
HP INK 932XL BLACK CARTRIDGE	EA
COLOR DOT 3/4" GREEN 1008CT	PK
LOW ODOR CHISEL MRKR 16CT ASST	ST

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

CLASSIC MARKERS FINE 10CT		PK	
BOX PENCIL CR		EA	
HP INK 933 CMY CRTDGE		PK	
HP 901XL BLK INK CTG		EA	
SCHOOLIO BLACKMARBLE COMPBK CR		EA	
BOOK COMP GRADE 2 50 SHEET BE		EA	
HP TONER CE278A 78A BLK		EA	
ROUND STIC BLUE 60CT		BX	
NOTE 3X3 14PK BRIGHTS		PK	
COLOR 8X11,20#,PUMPKN		RM	
SPEAKERS Z130 BK		EA	
EXPO LOW ODOR CHISEL BLUE DZ		DZ	
COMP BOOK GRAPH 4Q 80SH		EA	
POST-IT 3X5 YW 24PK		PK	
COLOR 8X11,20#,SALMON		RM	
ENVELOPE,#10,PLN,24#,500CT,WHT		EA	
PEN PROFILE PAPERMATE BLUE		DZ	
ASST. CHISEL TIP MARKERS 12PK		ST	
GLUE-ALL 4OZ		EA	
DISINFECTING WIPES LEMON 75CT		EA	
MAGIC TAPE 3/4 X1000 24PK		PK	
EXPO DRY ERASE MARKR FN PT BK		DZ	
SCISSORS FOR KIDS BLNT CLSPK		PK	
1" ECONOMY VIEW WHITE 12PK		CT	
2TONE 2PKT POLY FOLDER YLW		EA	
HP INK 932 BLK		EA	
INDEX CARD BOX BLK 3X5"		EA	
ECOLUTIONS RS 50-PACK BLACK		PK	
1SUB SPIRALNTBK WR 100CT		EA	
BOOK COMP GRADE 3 50 SHEET RED		EA	
ROUND STIC PEN MED BLACK 12PK		DZ	
LIQUID ACCENT ASST 10CT		ST	
ALPINE SPRING WATER 28/8OZ		CT	
PAPER 8.5X11 INDEX 250 WH		PK	
8" BENT SHEAR SOFT BLUEGREY		EA	
747 CLASSIC DESK STAPLERS BLK		EA	
COLOR 8X11,20#,LVNDR		RM	
SCISSORS FOR KIDS PNTD CLSPK		PK	
3/4"X1296" INVISIBLE 12PK		PK	
EXPO ORGANIZER SET		KT	
EXPO LOW ODOR CHISEL BLACK DZ		BX	
ASPEN 30 20# 8.5X11 CS		CT	
FOLDERS FILE LTR-SIZE ASSTD		BX	
EXPO LOW ODOR CHISEL RED DZ		DZ	
FILLER PAPER 100CT CR		PK	
FAN POWER 16IN BK		EA	
DRY ERASE MARKER CLEANER 8 OZ		EA	
WASHABLE MARKERS CONICAL TIP		CT	
JACKET LTR MANILA 2IN 50PK		BX	
POST-IT 3"X3" RECYCLED NOTES		PK	
NOTE 3X3 18PK PASTELS		PK	
DRY ERASE MARKERS ASST. 8/ST		ST	
FLAIR ULTRA FINE PT .8/CD		PK	
CANON INK PGI-250 BLACK		EA	
NTR VLLY OAT'S&HNY BARS,16CT		BX	
DISAPPEAR PURPLE GLUE STIK 6PK		PK	
SCISSORS BULKPK BLUNT TEACHR		EA	
SCHOOL GLUE 4OZ.		EA	
MK TROP WASHABLE 8PK		PK	

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

1" VIEWTAB 8 INDEX BINDER WHT		EA	
FOLDER 2 POCKET BURGUNDY 25PK		PK	
FOLDER 2 POCKET YELLOW 25PK		PK	
3X5 RULED WHT INDEX CRDS 500PK		PK	
FOLDER 2 POCKET GREEN 25PK		PK	
EPSON INK T200XLBCS BLK/CLRCMB		EA	
1SUB SPIRALNTBK CR 100CT		EA	
BEGINNER'S PENCIL NO 2 W/ERSR 12PK		DZ	
ROUND RING VIEW BINDER WHT 3"		EA	
EXPO ORIGINAL CHISEL 4CD		ST	
PEN GEL RT VELOCITY BLACK		DZ	
EASY OPEN D VW BNDR 2 WHT		EA	
SCISSORS BULKPK POINTED TEACHR		BX	
ELECTRIC PENCIL SHARPENER		EA	
HIGHLTR DESK YLW 12PK		PK	
COL-ERASE PENCILS ASST 12 PK		DZ	
HOLE PUNCH 11 SHEET ADJUST		EA	
X-9 8.5X11 JR CTN		CT	
UNIVERSAL MULTIMEDIA HEA 2274		EA	
EASEL PAD 1"RULED		CT	
FOLDER 2 POCKET LT BLUE 25PK		PK	
SELF STICK EASEL PD GRIDRL2PK		PK	
BOOK COMP 7X8.5 40 PAGES		EA	
PENCILWOODNO.2		DZ	
MIXED FRUIT FRUIT SNACKS		BX	
EXPO CHSL TIP DRY ERASE MARKR		DZ	
PAP CONST 18X24 BK		PK	
BINDER WHITE 2" RR		EA	
PREFERENCE PERFORATED ROLL		CT	
8 PAN WASHABLE WATER COLORS		ST	
NATURAL HARDWOUND TOWELS		CT	
ECHO ORCHID 11" 20#		RM	
BINDER BLACK 3"RR		EA	
WITE-OUT CORR TAPE 10PK		PK	
STEREO HEADSET H390		EA	
BAND-AID VARIETY PACK 280'S		BX	
WATER 2GO SPRGWTR 20 OZ		CT	
BROADLINE WASHABLE MARKERS 8CT		PK	
DRY ERASE MRKRS CHISEL BLK 4CT		ST	
LBL 3-1/3X4 WTHPRF LSR 300PK		BX	
FOLDER 2 PKT 3PRG GREEN 25PK		PK	
PERMANENT GLUE STICK 6PK		PK	
BOOK COMP GRADE 1 50 SHEET GN		EA	
MP COLOR 8X11,24#,RED		RM	
TAPE 3 4 X1000 12 PK CR		PK	
MP COLOR 8X11,24#,EMRLD		RM	
STD WGHT SP CLR 200BX		BX	
ENVELOPE 9X12 CL CLSP KFT		BX	
MR SKETCH 12PK		ST	
GOLDEN GLIMMER 11" 20#		RM	
QUANTUM AA 20/PK		PK	
COLORED PENCILS 24 COUNT		ST	
CHISEL DRY ERASE MRKR BLK 12PK		DZ	
EPSON INK T200XL120-S BLACK		EA	
FINE CARDED 4CT ASST.		PK	
AWARD PLAQUE MAHOGANY 8.5X11		EA	
CLASSPACK PENCILS 240PK		CT	
PROFILE RT BP BLK 12CT		DZ	
SPRTB FLDR LT 1/3 MANILLA		BX	

## OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

	8" VALUE SHEARS BENT 3PACK RED		PK		
	16GB STORE N GO V3 USB 3.0		EA		
	TISSUE FACIAL FLFF 100BX		CT		
	MAGIC RUB VINYL ERASER 12PK		DZ		
	GLUE STICK DISAPPEARING 30PK		PK		
	ROUND STIC 60-COUNT BLACK		BX		
	YELLOW PENCILS #2 -12CT		DZ		
	POST-IT 1.5X2 YW 24PK		PK		
	HP INK 951 XL YELLOW CARTRIDGE		EA		
	SANFORD SUPER SHARPIE BK		DZ		
	CLSS FLDR ET LGL 2DV GRN 10BX		BX		
	POPPERMINT GREEN 11" 20#		PK		



**OAKLAND UNIFIED SCHOOL DISTRICT  
REQUEST FOR PROPOSAL**

**Addendum #2  
All Oakland Unified School District Schools and Offices  
(All area codes are 510)**

ACORN WOODLAND ELEMENTARY  
SCHOOL  
School Type: Elementary School  
1025 81st Avenue, 94621

ALLENDALE ELEMENTARY SCHOOL  
School Type: Elementary School  
3670 Penniman Avenue, 94619

ALLIANCE ACADEMY  
School Type: Middle School  
1800 98th Avenue, 94603

BARACK OBAMA ACADEMY  
School Type: Middle School  
9736 Lawlor Street, 94605

BELLA VISTA ELEMENTARY SCHOOL  
School Type: Elementary School  
1025 East 28th Street, 94606

BRET HARTE MIDDLE SCHOOL  
School Type: Middle School  
3700 Coolidge Avenue, 94602

BRIDGES ACADEMY  
School Type: Elementary School  
1325 53rd Avenue, 94601

BROOKFIELD ELEMENTARY SCHOOL  
School Type: Elementary School  
401 Jones Avenue, 94603

BURCKHALTER ELEMENTARY SCHOOL  
School Type: Elementary School  
3994 Burckhalter Avenue, 94605

CARL B. MUNCK ELEMENTARY SCHOOL  
School Type: Elementary School  
11900 Campus Drive, 94619

CASTLEMONT HIGH SCHOOL  
School Type: High School  
8601 MacArthur Boulevard, 94605

CHABOT ELEMENTARY SCHOOL  
School Type: Elementary School  
6686 Chabot Road, 94618

CLAREMONT MIDDLE SCHOOL  
School Type: Middle School  
5750 College Avenue, 94618

CLEVELAND ELEMENTARY SCHOOL  
School Type: Elementary School  
745 Cleveland Street, 94606

COLISEUM COLLEGE PREP ACADEMY  
School Type: Grades 6-12  
1390 66th Avenue, 94621

COMMUNITY DAY SCHOOL  
School Type: Alternative Education  
4917 Mountain Boulevard, 94619

COMMUNITY UNITED ELEMENTARY  
SCHOOL  
School Type: Elementary School  
6701 International Boulevard, 94621

CROCKER HIGHLANDS ELEMENTARY  
SCHOOL  
School Type: Elementary School  
525 Midcrest Road, 94610

DEWEY ACADEMY  
School Type: High School  
1111 Second Avenue, 94606

EAST OAKLAND PRIDE ELEMENTARY  
SCHOOL  
School Type: Elementary School  
8000 Birch Street, 94621

EDNA BREWER MIDDLE SCHOOL  
School Type: Middle School  
3748 13th Avenue, 94610

# OAKLAND UNIFIED SCHOOL DISTRICT

## REQUEST FOR PROPOSAL

ELMHURST COMMUNITY PREP SCHOOL  
School Type: Middle School  
1800 98th Avenue, 94603

EMERSON ELEMENTARY SCHOOL  
School Type: Elementary School  
4803 Lawton Avenue, 94609

ENCOMPASS ACADEMY  
School Type: Elementary School  
1025 81st Avenue, 94621

ESPERANZA  
School Type: Elementary School  
10315 E. Street, 94603

FRANKLIN ELEMENTARY SCHOOL  
School Type: Elementary School  
915 Foothill Boulevard, 94606

FRED T. KOREMATSU DISCOVERY  
ACADEMY  
School Type: Elementary School  
10315 E. Street, 94603

FREMONT HIGH SCHOOL  
School Type: High School  
4610 Foothill Boulevard, 94601

FRICK MIDDLE SCHOOL  
School Type: Middle School  
2845 64th Avenue, 94605

FRUITVALE ELEMENTARY SCHOOL  
School Type: Elementary School  
3200 Boston Avenue, 94602

FUTURES ELEMENTARY SCHOOL  
School Type: Elementary School  
6701 International Boulevard, 94621

GARFIELD ELEMENTARY SCHOOL  
School Type: Elementary School  
1640 22nd Avenue, 94606

GATEWAY TO COLLEGE AT LANEY  
COLLEGE  
School Type: Alternative Education  
900 Fallon Street, 94607

GLENVIEW ELEMENTARY SCHOOL  
School Type: Elementary School  
4215 La Cresta Avenue, 94602

GLOBAL FAMILY SCHOOL  
School Type: Elementary School  
2035 40th Avenue, 94601

GRASS VALLEY ELEMENTARY SCHOOL  
School Type: Elementary School  
4720 Dunkirk Avenue, 94605

GREENLEAF ELEMENTARY SCHOOL  
School Type: Elementary School  
6328 East 17th Street, 94621

HILLCREST ELEMENTARY SCHOOL  
School Type: Elementary School  
30 Marguerite Drive, 94618

HOOVER ELEMENTARY SCHOOL  
School Type: Elementary School  
890 Brockhurst Street, 94608

HORACE MANN ELEMENTARY SCHOOL  
School Type: Elementary School  
5222 Ygnacio Avenue, 94601

HOWARD ELEMENTARY SCHOOL  
School Type: Elementary School  
8755 Fontaine Street, 94605

INTERNATIONAL COMMUNITY  
ELEMENTARY SCHOOL  
School Type: Elementary School  
2825 International Blvd, 94601

JOAQUIN MILLER ELEMENTARY  
SCHOOL  
School Type: Elementary School  
5525 Ascot Drive, 94611

KAISER ELEMENTARY SCHOOL  
School Type: Elementary School  
25 South Hill Court, 94618

LA ESCUELITA ELEMENTARY SCHOOL  
School Type: Elementary School  
1050 Second Avenue, 94606

# OAKLAND UNIFIED SCHOOL DISTRICT

## REQUEST FOR PROPOSAL

LAFAYETIE ELEMENTARY SCHOOL  
School Type: Elementary School  
1700 Market Street, 94607

LAUREL ELEMENTARY SCHOOL  
School Type: Elementary School  
3750 Brown Avenue, 94619

LIFE ACADEMY  
School Type: High School  
2101 35th Avenue, 94601

LINCOLN ELEMENTARY SCHOOL  
School Type: Elementary School  
225 11th Street, 94607

MADISON MIDDLE SCHOOL  
School Type: Middle School  
400 Capistrano Drive, 94603

MANZANITA COMMUNITY SCHOOL  
School Type: Elementary School  
2409 East 27th Street, 94601

MANZANITA SEED  
School Type: Elementary School  
2409 East 27th Street, 94601

MARKHAM ELEMENTARY SCHOOL  
School Type: Elementary School  
7220 Krause Avenue, 94605

MARTIN LUTHER KING, JR.  
ELEMENTARY SCHOOL  
School Type: Elementary School  
960 10th Street, 94607

MCCLYMONDS HIGH SCHOOL  
School Type: High School  
2608 Myrtle Street, 94607

MELROSE LEADERSHIP ACADEMY  
School Type: Elementary School  
4730 Fleming Avenue, 94619

METWEST  
School Type: High School  
1100 Third Avenue, 94606

MONTCLAIR ELEMENTARY  
School Type: Elementary School  
1757 Mountain Boulevard, 94611

MONTERA MIDDLE SCHOOL  
School Type: Middle School  
5555 Ascot Drive, 94611

NEW HIGHLAND ACADEMY  
School Type: Elementary School  
8521 A Street, 94621

OAKLAND HIGH SCHOOL  
School Type: High School  
1023 MacArthur Boulevard, 94610

OAKLAND INTERNATIONAL HIGH  
School Type: High School  
4521 Webster Street, 94609

OAKLAND TECHNICAL HIGH SCHOOL  
School Type: High School  
4351 Broadway, 94611

PARKER ELEMENTARY SCHOOL  
School Type: Elementary School  
7929 Ney Avenue, 94605

PERALTA ELEMENTARY SCHOOL  
School Type: Elementary School  
460 63rd Street, 94609

PIEDMONT AVENUE ELEMENTARY  
SCHOOL  
School Type: Elementary School  
4314 Piedmont Avenue, 94611

PLACE @ PRESCOTT  
School Type: Elementary School  
920 Campbell Street, 94607

RALPH J. BUNCHE HIGH SCHOOL  
School Type: Continuation School  
1240 18th Street, 94607

REACH ACADEMY  
School Type: Elementary School  
9860 Sunnyside Street, 94603

# OAKLAND UNIFIED SCHOOL DISTRICT

## REQUEST FOR PROPOSAL

REDWOOD HEIGHTS ELEMENTARY  
SCHOOL  
School Type: Elementary School  
4401 39th Avenue, 94619

RISE COMMUNITY SCHOOL  
School Type: Elementary School  
8521 A Street, 94621

ROOSEVELT MIDDLE SCHOOL  
School Type: Middle School  
1926 19th Avenue, 94606

ROOTS INTERNATIONAL ACADEMY  
School Type: Middle School  
1390 66th Avenue, 94621

RUDSDALE CONTINUATION  
School Type: High School  
8251 Fontaine Street, 94605

SANKOFA ACADEMY  
School Type: Elementary School  
581 61st Street, 94609

SEQUOIA ELEMENTARY SCHOOL  
School Type: Elementary School  
3730 Lincoln Avenue, 94602

SKYLINE HIGH SCHOOL  
School Type: High School  
12250 Skyline Boulevard, 94619

SOBRANTE PARK ELEMENTARY  
SCHOOL  
School Type: Elementary School  
470 El Paseo Drive, 94603

SOJOURNER TRUTH INDEPENDENT  
STUDY  
School Type: Alternative Education  
8251 Fontaine Street, 94605

STREET ACADEMY  
School Type: High School  
417 29th Street, 94609

THINK COLLEGE NOW ELEMENTARY  
SCHOOL

School Type: Elementary School  
2825 International Boulevard, 94601

THORNHILL ELEMENTARY SCHOOL  
School Type: Elementary School  
5880 Thornhill Drive, 94611

UNITED FOR SUCCESS  
School Type: Middle School  
2101 35th Avenue, 94601

URBAN PROMISE ACADEMY  
School Type: Middle School  
3031 East 18th Street, 94601

WEST OAKLAND MIDDLE SCHOOL  
School Type: Middle School  
99114th Street, 94607  
6790

WESTLAKE MIDDLE SCHOOL  
School Type: Middle School  
2629 Harrison Street, 94612

100 BLACK MEN OF THE BAY AREA  
COMMUNITY SCHOOL  
School Type: Partnership Charter School  
3400 Malcolm Avenue, 94605

ASCEND ELEMENTARY SCHOOL  
School Type: Partnership Charter School  
3709 East 12th Street, 94601

LEARNING WITHOUT LIMITS  
School Type: Partnership Charter School  
2035 40th Avenue, 94601

CENTRAL OFFICES  
1000 Broadway  
OAKLAND, CA

LAKEVIEW SCHOOL - 746 GRAND  
AVENUE, OAKLAND, CA

TILDEN - 4551 STEELE STREET,  
OAKLAND, CA

WAREHOUSE - 900 HIGH STREET,  
OAKLAND, CA



**Addendum #3 – Final contract forms will be provided to the selected respondent.**

**THE WINNING RESPONDENT WILL COMPLETE A PROFESSIONAL SERVICES CONTRACT**