



KODIAK ISLAND BOROUGH SCHOOL DISTRICT  
722 Mill Bay Road, Kodiak, AK 99615  
Phone: 907-486-7592 - Fax: 907-481-6108  
E-mail: [purchasing@kibsd.org](mailto:purchasing@kibsd.org)

**Request for Quotation (RFQ)**  
**FY21-03-KIBSD Central Stores Supplies RFQ**  
**June 1, 2019**

The Kodiak Island Borough School District (KIBSD) is seeking quotations for the provision of Central Stores supplies as described below.

This Request for Quotation (RFQ) states the instructions for submitting quotations, the procedure and criteria by which a vendor may be selected, and the contractual terms by which KIBSD intends to govern the relationship between it and the selected vendor.

You are invited to submit quotations for any or all the Central Stores Supplies listed in Attachment # 3.

All quotations must be received at the Kodiak Island Borough School District (KIBSD) Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska 99615, **by 12 p.m. June 23, 2020** to be considered. Quotations will be opened at 1:10 p.m. June 23, 2020 in the KIBSD Finance Department located at 722 Mill Bay Road, Kodiak, Alaska 99615 RM F145.

Vendors should familiarize themselves with the entire packet. Upon receipt of the RFQ, all vendors who intend to submit a response to this RFQ should complete the attachment titled (Acknowledgement of RFQ and Intent to Respond) and return to [purchasing@kibsd.org](mailto:purchasing@kibsd.org).

If you have any questions regarding this RFQ please contact Ferlene C Fuentes. (Purchasing Supervisor).

Please mark your quotations envelope, fax or electronic (email) quotations as follows:

**FY21-03-KIBSD Central Stores Supplies RFQ**  
**Kodiak Island Borough School District**  
**722 Mill Bay Road**  
**Kodiak, AK 99615**  
**Attention: Purchasing Department**

**This is not an order.**

Sincerely,  
*Ferlenefuentes*  
Ferlene Fuentes  
Purchasing Supervisor

## FY21-03 KIBSD Central Stores Supplies RFQ

### A. QUOTATIONS

1. **Quotations must be received by 12 pm June 23, 2020** at the KIBSD Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska. They will be opened on June 23, 2020 at 1:10 p.m. in the KIBSD Finance Department RM F145.
2. Quotations, if mailed, faxed, or sent electronically (e-mail) must be clearly marked as follows:

**FY21-03-KIBSD Central Stores Supplies RFQ  
Kodiak Island Borough School District  
722 Mill Bay Road  
Kodiak, AK 99615  
Attention: Purchasing Department**

3. Vendors must submit quotations on the enclosed attachments. **All communications will be limited to via email only.**
4. The KIBSD Shipping and Receiving Office is open for business from 7 a.m. to 3:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday, or holidays. The ultimate responsibility for the delivery of the quotation document lies with the vendor. The School District shall make no concession regarding postal service or any other form of conveyance of the quotation document even when timely delivery of the quotation fails through no fault of the vendor. **Late quotations will not be considered and will be returned to the vendor unopened after the award.**

Vendors are encouraged to mail quotations at least five (5) working days prior to the quotation opening

### B. RECEIPT AND OPENING OF QUOTATIONS

1. Quotations received prior to the advertised hour of opening will be kept securely sealed until the date and time of the opening of quotations. All faxed or electronic quotations will be placed in a sealed envelope until the bid opening.
2. No responsibility will attach to the District or its representatives for the premature opening of, or the failure to open, a quotation not properly addressed and identified in accordance with the instructions contained herein.
3. On the date and at the time and place fixed for the opening of Quotations, the District's representative will open and recorded all responsive bids. Vendors and other persons properly interested may be present, in person or in representative.

## C. PRICES/DELIVERY

1. Please pick one of the following options:

**Option A:** Quotations shall be net, **F.O.B. to the KODIAK SCHOOL DISTRICT Warehouse, 722 Mill Bay Road, Kodiak, AK 99615.**  
District desires delivery of all items for this option on or before Aug 1, 2020.

**Option B:** Quotations shall be net, **F.O.B. to SPAN ALASKA 3815 W Valley Highway N Auburn WA 98001**  
All shipments must be clearly marked **ATTENTION KIBSD**

2. All quotations must be exclusive of federal, state, and local taxes. An Exemption Certificate will be furnished when required.
3. All quotations must be firm for ninety (90) days after the quotation opening date.

## D. QUANTITY

The District desires delivery of all items in quantity and unit of issue specified in Attachment # 2. Any change of quantities, due to manufacturer's unit pack etc., must be so stated. In the event quantities and/or issue pack are NOT specified, the District will assume that exact quantity as specified in the quotation is being quoted and we will require delivery of the exact quantity specified.

## E. BRAND

Brand names and numbers as specified. Substitutions to brand names and numbers may be submitted on those items not marked "No subs". Substitutions will only be considered if your bid includes complete descriptive literature and/or samples of the alternate brand or part number and the substitution is determined to be an approved equal. **Failure to included complete descriptive literature of alternate brands offered may be cause for rejection of the quotation.**

## F. MODIFICATION, CORRECTION, OR WITHDRAWAL OF QUOTATIONS

Quotations may be modified, corrected, or withdrawn prior to the closing time and date by written or FAX request. Quotations may not be modified or corrected verbally. The vendor bears the same responsibility for delivery of quotation modifications, corrections, or withdrawals as for the original document. All modifications, corrections, or requests for withdrawal must be clearly marked as such. Any attempt to make additions, deletions, corrections, or withdrawals of the quotation not in compliance with these provisions, may be construed as a lack of "Good faith" hereby making cause for the rejection of the quotation.

## **G. EVALUATION OF QUOTATIONS**

All quotations will be evaluated based on the following factors:

1. Price
2. Quality of Proposal
3. Proposed delivery date
4. Past performance of vendor
5. Appropriate Sampling Products
6. Vendor Support

A Local vendor preference of up to 10% may be given to vendors maintaining offices in Kodiak if all other factors are equal.

We reserve the right to select and purchase any or all of the quoted items. If prices are based on total quantity only, please indicate.

## **H. CONTRACT DOCUMENTS**

The final agreement shall include:

1. This RFQ, including attachments # 2 and #3.  

Attachment # 2 Vendor Information  
Attachment # 3 Vendor Quotations (Please use the provided sheet)
2. The Purchase Order awarded to the successful Vendor.

## **I. AWARD OF CONTRACT (Purchase Order)**

1. The resulting contract will be awarded to the responsible vendor submitting the most attractive quotation as determined by the evaluation factors and complying with the requirements of this solicitation, provided the quotation is reasonable and it is in the best interest of the District to accept it. The District, however, reserves the right to consider all features of the quotation, reject any and all quotations, consider alternates, and waive any informality or irregularity in quotations received whenever such rejection or waiver is in the District's best interest.
2. The District reserves the right to reject the offer of any vendor who has previously failed to perform properly or complete on time, contracts of a similar nature; to reject the offer of a vendor who is not, in the opinion of the District, in a position or qualified to perform the Contract; and any or all offers when such rejection is in the interest of the District.
3. The KIBSD School Board during a regular scheduled meeting will review the contract documents and make award of the contracts if approved.

**J. COMPLIANCE WITH LAWS**

The vendor shall comply with all applicable Federal and State laws and local ordinances, including but not limited to, the Federal Occupational Safety and Health Act of 1970 and Health Act of 1973 and amendments thereto and all regulations issued thereunder by the Federal and State governments.

**K. CONFLICTING TERMS**

Whenever there is an apparent conflict between the General Terms and Conditions and the Specifications, the Specifications shall prevail.

**L. PAYMENT**

Payment of invoices will be made within thirty to forty-five (30 to 45) days after delivery and inspection of merchandise.

**M. TERMINATION**

If the vendor refuses or fails to deliver supplies within 30 days of their proposed delivery date stated on Attachment # 1 the District may, by written notice to the vendor, terminate the contract and award those items that have not been delivered to the next lowest responsive vendor.

**N. SALES**

The items listed in Attachment # 3 are for the use of the Kodiak Island Borough School District, the Kodiak Island Borough, and various “non-profit” organizations in Kodiak, Alaska.



## FY21-03-KIBSD Central Stores Supplies-RFQ

### Acknowledgement of RFQ and Intent to Respond

All vendors who intend to submit a response to this RFQ must complete this form and fax/email it to:

Ferlene C Fuentes, Purchasing Supervisor  
Kodiak Island Borough School District  
[ffuentes01@kibsd.org](mailto:ffuentes01@kibsd.org)  
(907)486-7592 phone  
(907)481-6108 fax

Any vendor, who fails to notify the District of their intent to respond via this form, assumes complete responsibility in the event that such vendor does not receive all related communication prior to submission of their response.

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Contact Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

- I have reviewed the requirements of this RFQ and intend to respond.
- I have reviewed the requirements of this RFQ and do not intend to respond but desire to remain on the District's vendor list.
- I have reviewed the requirements of the RFQ and do not intend to respond, please remove my company's name from your vendor list.

\_\_\_\_\_  
Signature/Title/Date



**FY21-03-KIBSD Central Stores Supplies RFQ-Attachment #2**

**Vendor Information**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact FAX Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location (Street address): \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Proposed delivery Date:** \_\_\_\_\_ **Option A:** \_\_\_\_\_

**Option B:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**KIBSD-FY21-03-Central Stores Supplies Attachment #3**

<b>Quantity</b>	<b>Unit</b>	<b>Item #</b>	<b>Description</b>	<b>Case Description</b>	<b>Comments</b>
2880	pcs	1000	Battery, AAA Cell		
2880	pcs	1010	Battery, AA Cell		
1000	pcs	1020	Battery, C Cell		
500	pcs	1030	Battery, D Cell		
300	pcs	1120	Binder, White 1" Vinyl Hard Cover View		
48	pcs	1140	Binder, White 3" Vinyl Hard Cover View	12 pcs/case	
200	pkg	12150	Paper, Notebook Filler		
120	pack	12340	Post It Notes, 3 x 3 Neon 5/pkg	24 pack /case	
108	pack	12350	Post It Notes, 1.5 x 2 Yellow 12/pkg	36 pack/case	
108	pack	12360	Post It Notes, 3 x 3 Yellow 12/pkg	18 pack/case	
100	pack	12365	Post It Notes, 4 x 4 Lined		
240	box	13040	Paper Clip, Binder -Medium (5/8 cap)	12 box/case	
20	box	13213	Folder, with Pockets - Blue 25/box	10 box/case	
20	box	13218	Folder, with Pockets - Green 25/box	10 box/case	
20	box	13223	Folder, with Pockets - Red 25/box	10 box/case	
20	box	13228	Folder, with Pockets - Yellow 25/box	10 box/case	
20	box	13238	Folder, with Pockets/Fasteners - Green 25/box	10 box/case	
20	box	13243	Folder, with Pockets/Fasteners - Red 25/box	10 box/case	
15	box	13260	Folder, Classification - Blue - SMEAD # 14030	5 box/case	
15	box	13262	Folder, Classification - Red - SMEAD # 14031	5 box/case	
15	box	13264	Folder, Classification - Brown - SMEAD # 14075	5 box/case	
30	pcs	13400	Pencil, Sharpener w/ Adj. Pencil Guide		
250	set	13560	Pencil, Colored - Hex Shaped - Wood		
400	pack	13565	Pencil, #2 Pre-Sharpened 12/pkg		
48	pack	13600	Pen, Ballpoint Black -Fineline 12/pkg		
48	pack	13601	Pen, Ballpoint Blue -Fineline 12/pkg		
96	pack	13620	Pen, Ballpoint Black - Med - Stick 12/pack		
288	box	13670	Pen, Dry Erase -Black Chisel 12/box	48 box/case	
288	box	13680	Pen, Dry Erase -4 Color Chisel	144 box/case	
576	box	13685	Pen, Dry Erase -Blue Chisel 12/box	48 box/case	
72	box	13700	Pen, Highlighter - Green Chisel 12/box		
72	box	13710	Pen, Highlighter - Pink Chisel 12/box		



**KIBSD-FY21-03-Central Stores Supplies Attachment #3**

144	box	13721	Pen, Highlighter - Purple Chisel 12/box		
50	box	13730	Pen, Permanent - Black - Fine 12/box		
200	box	13740	Pen, Permanent 4 Color		
100	set	13750	Pen, Permanent - 4 Color - Ultra Fine		
50	box	13760	Pen, Permanent Black- Chisel		
50	box	13770	Pen, Permanent Red- Chisel		
100	pcs	14950	Scissors, 8" Office Shears		
200	pack	15010	Sheet Protector - Economy pack/100		
150	pack	15500	Staples, Standard Size		
100	rolls	17000	Tape, Adding Machine White 2.25 wide		
100	pcs	17300	Tape, Desk Dispenser Black w/Core		
2004	pcs	17500	Tape, Transparent .75 wide 12/pack	12 pack/case	
500	pcs	17510	Tape, Box - Clear 1.89 wide	36 pcs/case	
50	box	3005	Envelope, No Clasp - 6.5x9.5 500/box		
50	box	3010	Envelope, 9 x 12 Clasp 100/box	5 box/case	
50	box	3015	Envelope, No Clasp - 9x12 100/box		
25	box	3020	Envelope, 10 x 13 Clasp 100/box	5 box/case	
200	pcs	3115	Eraser, Whiteboard Magnetic Duster #2 2x5		
120	pcs	3116	Cleaner, Whiteboard 8 oz	12 pcs/box	
40	box	3140	Eraser, Rubber - Fits #2 Pencil 144/box	40 box/case	
250	pack	3300	Filecard, 3 x 5 Ruled - One Side 100/pkg		
200	pack	3310	Filecard, 5 x 8 Ruled - One Side 100/pkg		
100	box	3600	Folder, Manila -Letter 1/3 Cut 100/box	5 box/case	
50	box	3602	Folder, Green Letter 1/3 Cut		
25	box	3603	Folder, Blue Letter 1/3 Cut		
50	box	3605	Folder, Lavendar Letter 1/3 Cut		
25	box	3607	Folder, Orange Letter 1/3 Cut		
25	box	3610	Folder, Manila -Legal 1/3 Cut 100/box	5 box/case	
20	box	3636	Classification Folder, Dark Blue		
20	box	3637	Classification Folder, Brick		
10	pcs	40420	Flag, Outdoor - 4' x 6' - USA		
240	each	4400	Glue, Elmers Glue All 4 oz		
360	pack	4430	Glue, Solid Stick .75 oz 12/pack	36 pack/case	
192	each	4500	Binder, Index 5 Assorted Color Tabs		

**KIBSD-FY21-03-Central Stores Supplies Attachment #3**

192	each	4510	Binder, Index 8 Assorted Color Tabs		
10	pack	4601	Prelaminated Dots, Bright Orange 5/8-207/pkg		
10	pack	4602	Prelaminated Dots, Red 5/8-207/pkg		
10	pack	4603	Prelaminated Dots, Blue 5/8-207/pkg		
50	pack	4775	Label, Laser 1 x 2 5/8 White 3000/box	5 pack/case	
20	pack	4790	Label,Laser 2 x 4 White	10 pack/case	
15	pack	4795	Business Card Stock, Avery 8376 Offwhite		
30	box	4801	Dividers, Cumm File Pendaflex EN205		
240	pads	4910	Legal Pad, Letter 8.5 x 11 canary		
50	pack	510	Lamination Film, 9 x 11.5 Pouch 100/box		
50	pack	515	Lamination Film, 12 x 15 Pouch 100/box		
36	each	5550	Paint, Washable - Brown Tempera 16 oz	12 each/case	
36	each	5555	Paint, Washable - Green Tempera 16 oz	12 each/case	
36	each	5570	Paint, Washable - White Tempera 16 oz	12 each/case	
36	each	5585	Paint, Washable - Violet Tempera 16 oz	12 each/case	
3	rolls	6000	Paper, Butcher - Black 36 x 1000'		
6	rolls	6010	Paper, Butcher - Dark Blue 36 x 1000'		
6	rolls	6020	Paper, Butcher - Light Blue 36 x 1000'		
6	rolls	6030	Paper, Butcher - Brown 36 x 1000'		
6	rolls	6040	Paper, Butcher - Light Green 36 x 1000'		
3	rolls	6050	Paper, Butcher - Dark Green 36 x 1000'		
3	rolls	6060	Paper, Butcher - Orange 36 x 1000'		
5	rolls	6080	Paper, Butcher - Red 36 x 1000'		
7	rolls	6090	Paper, Butcher - White 36 x 1000'		
6	rolls	6100	Paper, Butcher - Yellow 36 x 1000'		
100	pack	7010	Paper, Black 9 x 12 - Construction	50 pack/case	
100	pack	7040	Paper, Brown 9 x 12 - Construction	50 pack/case	
100	pack	7085	Paper, Festive Green 9 x 12 - Construction	50 pack/case	
100	pack	7100	Paper, Orange 9 x 12 - Construction	50 pack/case	
100	pack	7110	Paper, Pink 9 x 12 - Construction	50 pack/case	
100	pack	7120	Paper, Red 9 x 12 - Construction	50 pack/case	
200	pack	7150	Paper, Violet 9 x 12 - Construction	50 pack/case	
300	pack	7160	Paper, White 9 x 12 - Construction	50 pack/case	
100	pack	7170	Paper, Yellow 9 x 12 - Construction	50 pack/case	

**KIBSD-FY21-03-Central Stores Supplies Attachment #3**

100	pack	7220	Paper, Blue 12 x 18 - Construction	25 pack/case	
200	pack	7320	Paper, Red 12 x 18 - Construction	25 pack/case	
100	pack	7360	Paper, White 12 x 18 - Construction	25 pack/case	
100	pack	7370	Paper, Yellow 12 x 18 - Construction	25 pack/case	
720	case	9450	Paper, Copy 8.5 x 11 - White 20lb/case	40 case/pallet	
150	pcs	9470	Easel Pad, Post It - White	2 pcs/case	
150	reams	9500	Paper, Copy 8.5 x 14 - White	10 ream/case	
80	reams	9650	Paper, Card Stock 8 1/2 x 11 - White	8 ream/case	