



KODIAK ISLAND BOROUGH SCHOOL DISTRICT
722 Mill Bay Road, Kodiak, AK 99615
Phone: 907-486-7592 - Fax: 907-481-6108
E-mail: ffuentes01@kibsd.org

Request for Quotation (RFQ)
FY20-04-Central Stores Supplies RFQ
April 01, 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 of 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. April 30th, 2019** to be considered. Quotations will be opened at 1:15 p.m. April 30th, 2018 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 ffuentes01@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:

FY20-04-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

FY18-03 Central Stores Supplies RFQ

A. QUOTATIONS

1. **Quotations must be received by 12 pm April 30th, 2018** at the KIBSD Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska. They will be opened on April 30th, 2018 at 1:15 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:

**FY20-04-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, 2018.

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.



FY20-03-Custodial 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
(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



FY20-03-Custodial Supplies-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:** _____

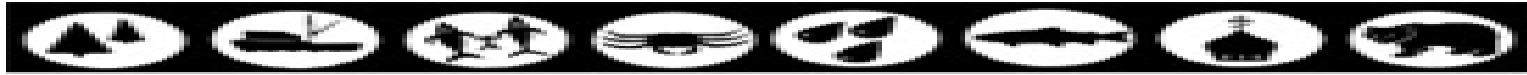
Option B: _____

Signature

Title

Date

Kodiak Island Borough School District *Attachment #3*



Quantity	Unit	Item #	Description	Case Description	Product #	Comments	Unit Price
2880	pcs	1000	Battery, AAA Cell				
2880	pcs	1010	Battery, AA Cell				
500	pcs	1020	Battery, C Cell				
500	pcs	1030	Battery, D Cell				
48	pcs	1140	Binder, White 3" Vinyl Hard Cover View	12 pcs/case			
48	pcs	12150	Paper, Notebook Filler				
150	sheets	12310	Poster Board, Red - 6 Ply	25 sheets/case			
150	sheets	12320	Poster Board, White - 6 Ply	26 sheets/case			
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				
18	pcs	12380	Post It Flags, Small-Assorted Color	6 pcs/box			
100	sheets	12700	Poster Board, Black - 4 Ply	25 sheets/case			
100	sheets	12710	Poster Board, Dark Blue - 4 Ply	25 sheets/case			
100	sheets	12750	Poster Board, Light Green - 4 Ply	25 sheets/case			
150	sheets	12780	Poster Board, Yellow Green - 4 Ply	25 sheets/case			
1000	box	13010	Paper Clip, Gem-Regular	250 box/case			
600	box	13020	Paper Clip, Gem-Jumbo	100 box/case			
300	box	13035	Paper Clip, Binder -Large (1 cap) 12/box				
240	box	13040	Paper Clip, Binder -Medium (5/8 cap)	12 box/case			
240	box	13045	Paper Clip, Binder -Small (3/8 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			
50	box	13233	Folder, with Pockets/Fasteners - Blue 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			
15	pcs	13400	Pencil, Sharpener w/ Adj. Pencil Guide				

Kodiak Island Borough School District Attachment #3

250	set	13560	Pencil, Colored - Hex Shaped - Wood			
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		
288	box	13685	Pen, Dry Erase -Blue Chisel 12/box	48 box/case		
72	box	13690	Pen, Highlighter - Blue Chisel 12/box			
72	box	13700	Pen, Highlighter - Green Chisel 12/box			
72	box	13710	Pen, Highlighter - Pink Chisel 12/box			
50	box	13730	Pen, Permanent - Black - Fine 12/box			
100	set	13750	Pen, Permanent - 4 Color - Ultra Fine			
100	set	13810	Pen, Waterbase 8 Color - Mr. Sketch			
30	box	13861	Pen, Rolling Fine - Pental - RSVP - Black 12/box			
30	box	13870	Pen, Rolling Fine - Pental - RSVP - Blue 12/box			
36	pcs	1410	Brush, Easel - Camel Hair # 2			
36	pcs	1420	Brush, Easel - Black Nylon # 4			
36	pcs	1430	Brush, Easel - Black Nylon # 6			
50	pack	14700	Rubber Band, Size 32			
100	pcs	14950	Scissors, 8" Office Shears			
150	pack	15500	Staples, Standard Size			
720	pcs	17500	Tape, Transparent .75 wide 12/pack	12 pack/case		
180	pcs	17510	Tape, Box - Clear 1.89 wide	36 pcs/case		
24	pcs	17700	Tape, Masking 1.5 wide			
200	pcs	19100	Correction Fluid, All Purpose			
450	pcs	19140	Correction Tape, Single Line	90 pcs/case		
20	box	3010	Envelope, 9 x 12 Clasp 100/box	5 box/case		
15	box	3020	Envelope, 10 x 13 Clasp 100/box	5 box/case		
180	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		
500	pack	3300	Filecard, 3 x 5 Ruled - One Side 100/pkg			
80	pack	3310	Filecard, 5 x 8 Ruled - One Side 100/pkg			
50	box	3600	Folder, Manila -Letter 1/3 Cut 100/box	5 box/case		
25	box	3610	Folder, Manila -Legal 1/3 Cut 100/box	5 box/case		
300	pcs	3611	Folder, Communication Green	50 pcs/box		Nicky's Folder
300	pcs	3612	Folder, Communication Metallic Violet	50 pcs/box		Nicky's Folder
300	pcs	3613	Folder, Communication Metallic Blue	50 pcs/box		Nicky's Folder
300	pcs	3614	Folder, Communication Red	50 pcs/box		Nicky's Folder
300	pcs	3615	Folder, Communication Powder Blue	50 pcs/box		Nicky's Folder

Kodiak Island Borough School District Attachment #3

300	pcs	3616	Folder, Communication Yellow	50 pcs/box		Nicky's Folder	
300	pcs	3617	Folder, Communication Navy	50 pcs/box		Nicky's Folder	
300	pcs	3618	Folder, Communication Metallic Green	50 pcs/box		Nicky's Folder	
300	pcs	3619	Folder, Communication Orange	50 pcs/box		Nicky's Folder	
10	pcs	40420	Flag, Outdoor - 4' x 6' - USA				
360	pack	4430	Glue, Solid Stick .75 oz 12/pack	36 pack/case			
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				
20	roll	4760	Label, File Folder - Red				
20	roll	4770	Label, File Folder - Yellow				
20	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				
120	pads	4900	Legal Pad, Jr. - Legal 5 x 8				
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	5540	Paint, Washable - Black Tempera 16 oz	12 each/case			
36	each	5545	Paint, Washable - Blue Tempera 16 oz	12 each/case			
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	5560	Paint, Washable - Orange Tempera 16 oz	12 each/case			
36	each	5565	Paint, Washable - Red Tempera 16 oz	12 each/case			
36	each	5570	Paint, Washable - White Tempera 16 oz	12 each/case			
36	each	5575	Paint, Washable - Yellow Tempera 16 oz	12 each/case			
36	each	5580	Paint, Washable - Turquoise Tempera 16 oz	12 each/case			
36	each	5585	Paint, Washable - Violet Tempera 16 oz	12 each/case			
100	each	5990	Paint, Watercolor Set - 8 Colors				
3	rolls	6000	Paper, Butcher - Black 36 x 1000'				
4	rolls	6010	Paper, Butcher - Dark Blue 36 x 1000'				
3	rolls	6020	Paper, Butcher - Light Blue 36 x 1000'				
4	rolls	6030	Paper, Butcher - Brown 36 x 1000'				
2	rolls	6040	Paper, Butcher - Light Green 36 x 1000'				
2	rolls	6050	Paper, Butcher - Dark Green 36 x 1000'				
1	rolls	6080	Paper, Butcher - Red 36 x 1000'				

