



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)
FY20-05-Custodial Supplies & Equipment RFQ
April 01, 2019**

The Kodiak Island Borough School District (KIBSD) is seeking quotations for the provision of Custodial Supplies & Equipment 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 Custodial 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 1:30 p.m. April 30th, 2019 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:

**FY20-05-Custodial Supplies & Equipment 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

FY20-05 Custodial Supplies RFQ

A. QUOTATIONS

1. **Quotations must be received by 12 pm April 30th, 2019** at the KIBSD Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska. They will be opened on April 30th, 2019 at 1:30 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:

**FY20-05-Custodial Supplies & Equipment 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.
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.



FY20-05-Custodial Supplies & EQUIPMENT 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



FY20-05-Custodial Supplies & Equipment 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-FY20-05-Custodial Supplies RFQ Attachment #3

QTY	UNIT	DESCRIPTION	SPECIFICATIONS	PRODUCT#	COMMENTS	PRICE
200	CASE	TRASH BAG, LARGE 200/CASE "Black Color"	43 X 48, 16 MIC-(HIGH Density)- NO SUBS			
300	CASE	TRASH BAGS, MEDIUM 250/CASE	33 X 40, 16 MIC (HIGH DENSITY)-NO SUBS			
200	CASE	UNIVERSAL DUAL ROLL STANDARD TOILET TISSUE	2 PLY			
500	CASE	HARD ROLL PAPER TOWEL WHITE-UNIV	12/CASE 1 1/2" CORE, 800' X 8" RECYCLED			
40	5 GAL/PAIL	18% SOLID HIGH GLOSS FLOOR FINISH MIRRORSHINE ULTRA HIGH GLOSS FLOOR FINISH				
10	5 GAL/PAIL	NON AMMONIATED STRIPPER				
25	EACH	STAINLESS STEEL CLEANER	OIL BASE ONLY			
200	QUART	TOILET BOWL CLEANER W/HUDROCHORIC ACID				
30	CASE	20 BLACK STRIPPING FLOOR PAD				
20	CASE	20 RED BUFFING PAD				
15	CASE	20" White polish Pad				
10	EACH	HANDLE, DUST MOP WOODEN				
100	EACH	TRIGGERS FOR SPRAY BOTTES	24 OZ			
100	EACH	EXTRA LARGE WET MOP HEAD COTTON/SYNTHETIC BLEND/ PLS SEND A SAMPLE MUST FIT JOHNSON & JOHNSON METERING SYSTEM (CONCENTRATED AMOUNT)	GREEN OR BLUE ONLY			
100	84.5 OZ	DISINFECTANT QUATNINE (VIREX 256)	JOHNSON WAX-NO SUBS 04329			
100	84.5 OZ	ALL-PURPOSE CLEANER CONCENTRATE (GP FORWARD)	JOHNSON WAX-NO SUBS 904965			
30	CASE	C-FOLD TOWEL SCOTT	2 PLY WHITE FLAT BOX			
100	PCS	Mop Head Large / used for waxing floor= PRO FINISH/ RE-ORDER #U18063 UNISOURCE	BLUE & WHITE STRIPED COLORING FOR WAX FLOOR			
70	EACH	24" DUSTMOP HEAD				
48	EACH	48" DUSTMOP HEAD				
20	EACH	18" DUST MOP HEAD				
20	EACH	36" DUST MOP HEAD				
20	EACH	C-FOLD TOWEL SCOTT				
100	EACH	24 OZ SPRAY BOTTLE				
200	EACH	GLOVES-LATEX FREE- LARGE NON EXAM- 100/BOX				
150	EACH	GLOVES-LATEX FREE- MEDIUM NON EXAM- 100/BOX				
300	EACH	GLOVES-LATEX FREE- MEDIUM EXAM- 100/BOX				
300	EACH	GLOVES-LATEX FREE- LARGE EXAM- 100/BOX				
300	EACH	GLOVES- LATEX FREE- EXTRA LARGE EXAM- 100/BOX				
200	E ACH	J-512 FOOD AREA SANITIZER (GAL SIZE)				
300	EACH	GOJO HAND SOAP				
50	EACH	DEFOAMER (GAL SIZE)				
50	EACH	GP FORWARD ALL PURPOSE CLEANER (GAL SIZE)				
10	EACH	STRIPPER NON HASMAT FOR VILLAGE SCHOOL				
10	EACH	FLOOR FINISH NON HASMAT FOR VILLAGE				
30	EACH	PROFI (GAL SIZE)				
120	EACH	FILTER BAGS PAPER-NSS MODEL M 6/PAK				
30	EACH	FILTER BAGS MICRO- PRO TEAM 10/PAK				
30	EACH	FILTER BAGS PAPERWIN 10/PK				
50	EACH	WET MOP HEAD XLARGE BLUE SUPER LOOP MOP PLS ORDER TO UNISOURCE				
30	EACH	WAX PAPER LINES 500/CASE				
20	EACH	ROLL TOWEL DISPENSER				
30	EACH	WASTE BASKET RUBBERMAID 20 GALLON BEIGE EACH				
500	EACH	BATTERY C ELL				
20	EACH	MOP HANDLE	QUICK RELEASE 60" WOODEN			
100	EACH	AJAX BLEACH CLEANER 21OZ				
4	EACH	CHEMICAL DISPENSER 4 UNITS SYSTEM				
100	EACH	TRASH BAG, SMALL	24 X 33			
40	EACH	BLEACH				
2	EACH	NSS MODEL M-1 PIG PORTABLE VACUUM CLEANER				
40	EACH	DAWN LIQUID SOAP				