



PELHAM SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR:

Custodial Supplies

TO: All Prospective Submitters

FROM: Karen Churchill, Administrative Assistant
Pelham School District, (PSD)

DATE: May 14, 2024

You are invited to submit a proposal for Custodial supplies for all three schools of the Pelham School District (PSD) in accordance with the guidelines and the requirements contained within this Request for Proposal. Pelham Elementary (PES) is located at 61 Marsh Road in Pelham, NH, Pelham Memorial School (PMS) is located at 59 Marsh Road in Pelham, NH and Pelham High School (PMS) is located at 85 Marsh Road in Pelham, NH.

DEADLINE FOR RECEIPT OF PROPOSALS: Tuesday, June 4, 2024, on or before 11:00 AM EST

LOCATION OF PROPOSAL RECEIPT: Pelham School District
59A Marsh Road
Pelham, NH 03076
kchurchill@pelhamsd.org

Instructions to Vendor

1. The proposal shall be submitted either in paper or electrically with all proposal requirements listed below. Envelopes should be addressed to Pelham School District, 59A Marsh Road, Pelham, NH 03076, Attn: Karen Churchill – “Sealed Custodial Supply Bid”, no later than June 4, 2024 by 11:00 AM. Emails can be sent to kchurchill@pelhamsd.org with “Sealed Custodial Supply Bid” in the subject line.
2. All submitters must meet all qualifications established by the District and must certify that they do not have business or personal relationships with members of the Pelham School Board or Administration. If a business or personal relationship exists, submitters must disclose such relationship as part of the proposal. Proposals must be submitted along with the attached form.
3. Although price will be a critical factor, the District reserves the right to award the contract to someone other than the lowest submitter as determined to be in the best interest of the District, see reservation of rights below.
4. No vendor may withdraw their proposal for at least thirty (30) days after the time and date set for the receipt of proposal to ensure issuance of a formal purchase order.
5. All proposals must be signed by an authorized representative of the company.

Proposal Submission and Review Timeline

Timeline	
Date	Event
Tuesday, May 14, 2024	Post RFP @ www.pelhamsd.org , email to vendor list
Tuesday, June 4, 2024	Deadline for Receipt of Proposals
Monday, July 1, 2024	Anticipated Award Notification
Monday, July 1, 2024 (any time after)	Earliest Expected Delivery Date

Proposal Requirements

The Submitter's response should be easy to review without reference to other documents and must include, at a minimum, the following:

1. **Cover Page** – Complete the attached cover page, and include the name and address of the company submitting the proposal and the name, address, email, and telephone number of the person(s) authorized by the company to provide pricing proposal.
2. **Cost Proposal** – Complete the attached custodial bid document with proposed pricing and where allowed, any alternative products being proposed.
 - a. Proposal shall include a complete, itemized price breakdown for each major component contained within the Submitter's proposal.
 - b. Proposal shall provide price commitments for a period of thirty (30) days following the Proposal due date.
 - c. All costs are to be provided for supplies delivered to Pelham Elementary, Pelham Memorial and Pelham High School locations.
 - d. Please complete company name and signature on the custodial supply bid document prior to submitting it for consideration.

District Reservation of Rights

1. The District reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the District as its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the District to do so.
2. Negotiation, if undertaken by the District, is intended to result in a contract, which is deemed by the District, in its sole discretion, to be in the District's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the Vendor.
3. The District reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including but not limited to, terms and conditions required by funding sources, and additional work which may be identified subsequent to the starting date of the contract.
4. The District reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received.

5. Pelham reserves the right to reduce the supplies needed based on COVID-19 related impacts.

Payment

Payment terms are Net 30 days after the receipt of invoice.

Any questions or requests for additional information should be directed to:

**Karen Churchill
Administrative Assistant
Pelham School District, SAU28
59A Marsh Road
Pelham, NH 03076
Tel: (603) 635-9173
Email: kchurchill@pelhamsd.org**



Pelham School District



MAINTENANCE/CUSTODIAN DEPARTMENT

85 Marsh Road (Rear)

Pelham, NH 03076

Tel (603) 635-9173

Email: kchurchill@pelhamsd.org

May 14, 2024

Dear Vendor,

Attached, please find a copy of the FY 2024/2025 Pelham School District Custodial Supply Bid List.

If you would like to submit a proposal, please provide the following information:

Company Name:	
Company Address:	
Contact Name:	
Email Address:	
Telephone Number:	
Total Shipping Charges (if applicable):	
Shipping Method:	
Signature of Authorized Representative:	

All bids shall be submitted in paper or electronically to Pelham School District, 59A Marsh Road, Pelham, NH 03076, Attn: Karen Churchill – “Sealed Custodial Supply Bid”, **no later than 11:00 a.m., Tuesday, June 4, 2024.** Emails can be sent to kchurchill@pelhamsd.org. All bids must include a cover letter as well as the spreadsheet containing all information requested. There will be no exceptions for late bids this year; I will not accept any bids submitted after the due date/time. If your bid is accepted, a P.O. will be issued for shipment as soon as a purchase order has been generated, **but invoice date must be July 1, 2024 or after.** No invoice dated before then will be accepted.

If you have any questions, please feel free to send me an email or give me a call at the above number.

Regards,

Karen Churchill

Custodial Supply Bid List to Vendors 2024-2025

Product/Category				Units to Order 2024-2025						Winning Vendor	PLEASE READ IF this Column is Marked ***** No Substitutes will be Accepted. Use This Column to Note Your <u>Equal</u> Brand and Packaging if Different than what is listed.
			Packaging	PES	PMS	PHS	Quantity	Price			
ABSORBENTS											
Scented Absorb compound for sick calls	Nilodor		6-11oz/cs	1	1		2				
BRUSHES											
Bowl Brush, Plastic handle		RUB 6310			4		4				
CLEANERS											
Bleach		Bleach	6 gals/cs		1	1	2				
Baseboard Cleaner Aerosol		Spartan	12/20oz/cs			1	1				cases
Delta Ultra Degreaser & HD cleaner	Gen169	Delta Ultra #2	2/5L/cs	8	1	2	11				*****
Disinfectant Cleaner	Genesan	Contact-64	4/1gal/cs		2		2				case
Floor Cleaner	Gen844	Linpol gloss #44	2,5L/cs	10	2	5	17				case
Biological cleaner & Odor eliminator	Gen170	Enzysan2000 #11	2/5L/cs	10	6		16				*****
Gum Remover Aerosol	SSS	Gum Remover	12-16oz/cs		1		1				
Stainless Steel Cleaner Aerosol	Chase	SprayPak CH-4111	12-18 oz/cs		1		1				
Powered Cleanser			21/cs	1	1		2				
Citrusolve			gallons			2	2				
Cherry Fresh			gallons			2	2				
Grand Slam			case	1			1				
Ink Away			12/case			1	1				
Vandal Mark Remover Spray	IDS	CID S870 Select	12-20oz/cs		1		1				
DEFOAMER											
Defoamer	Simonize	No-Foam	4 gals/cs	2	1		3				case
FLOOR PADS											
Black - Stripping	20"	Americo	5/cs	3	1		4				
Natural Blend Tan - Burnishing	20"	Americo	5/pk		1		1				
White Polishing	20"	SSS-51223	5/cs	2	1	3	6				
Doodle Bug Handle-Standard Threaded Laquered Hardwood	60" x 1-1/8"	Hamburg	1		2	1	3				
Doodle Bug Pads - Brown		3MN 8541N	4/5 pads/box			1	1				
Doodle Bug High Productivity Stripping Pad Black		3MN	24/cs		1	5	6				
Scotchbrite pads	3M	MMM09541		2		3	5				*****
FLOOR STRIPPER											
Floor Stripper LOE	MISOPU	One Pass	12 qts/cs/ea qt makes 5gals	6	2	12	20				*****must be One Pass
FLOOR TOOLS											
Floor Scrapers - Short Handle 4"	Techniedge	short handle 4"	1		2		2				
Blades For Above 4"	Techniedge		10/pk		1		1				

Authorized Representative Signature: _____

Company Name: _____

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			Packaging	PES	PMS	PHS	Quantity	Price	Winning Vendor	
Floor Scrapers - Long Handle 48"	Techniedge	long handle 48"	4			1	1			
Blades For Above 4"	Techniedge		10/pk		1	2	3			
FLOOR WAX										
Wax	Spartan	Sunnyside	5 gal pail	50	60	56	166			*****must be Sunnyside
Spray Buff	Spartan	3040 Spraybuff	qts/cs		14		14			***** must be spartan
GLOVES,BOOTS & HEADGEAR										
Heavy Duty Gloves, Nitrile Disposable (Non-Powdered)	Medium		1000/cs		2	4	6			Prefer Black
	Large		1000/cs	3	3		6			Prefer Black
	X-Large		1000/cs	1	8	5	14			Prefer Black
	Small		1000/cs		1		1			
Stripping Boots	Small		1		1		1			
	Medium			1	1	1	3			
	Large				1	2	3			
	X-Large				1	2	3			
	XX-Large		1		1	2	3			
HAND & BODY SOAP & DISPENSERS										
Green Foaming Handsoap wall	Buckeye	Symmetry	6/1250ml/cs		15	2	17			
Symmetry Soap Wall Dispenser			1	2	2	2	6			
Non-Alcoholic sanitizer pump individual	Buckeye	Symmetry	12/550ml/cs							
Non-Alcoholic sanitizer pump wall	Buckeye	Symmetry	6/1250ml/cs		2		2			
INSECTICIDES										
Wasp & Hornet 20' Spray			1/cs	1		1	2			
MOPS & EQUIPMENT										
Washing Mops - Swinger Loop, Blue	Large		Cases 10pk	2	22	6	30			***case
Washing Mops - Swinger Loop, Green	Medium		1	2	4		6			
Dry - Dusting, Cotton 4 Ply, 5" Wide, Launderable Snap-on White Half Tie Back	18"	SSS-36664	1	1			1			
	24"	SSS-36665	1	1		2	3			
	36"	SSS-36667	1	2	2	2	6			
	48"	SSS-36668	1			5	5			
Mop Frame - Dry Dusting, Plated Wire Frame Clip On Handle, Swivel 5"	18"	RM M252			1		1			
	24"	REN02613-IB	1		1		1			
	36"									
	48"				1		1			
Sponge Mops			1	3	2	2	7			
Sponge Mop Refills			1	6	10		16			
Ostrich Feather Duster		UNG FEDU	1			1	1			

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			Packaging	PES	PMS	PHS	Quantity	Price			
Telescoping Duster 30" - 42"		HYDLS2T	1			2	2				
Telescoping Duster 102"		RUB T130	1		2		2				
Wet Mop, Gripper Jaws, Fiberglass Handle	60"	RUBH236	1		3		3				
35 Qt. Mop Bucket, Down Press Wringer Combo with 3" Castors		RUB 7580	1	2	1		3				
PAPER PRODUCTS & DISPENSERS											
Hand Towels, White 8" x 1000'		KCC01000	6/cs	75	55	9	75				*****Must be KCC01000
Dispenser for Above, Smoke Grey		KC09990 Touchless	1	2	2	2	6				*****
Toilet Tissues, 2 Ply Perforated 3.7" x 750' mini max	Renown	REN06122-WB	18 rls/cs	60	65	65	190				***** Must be Renown
Dispenser for Above (3.7" x 750' mini max)			1	1	1	1	3				
Toilet Tissues, 4-¼" x 3-¾" Sheeet x 550 Sheets/Roll 2 ply	Cascade	Gen800	96rls/cs								***** Must be GEN800
Dispenser for Above (4-1/4"x3-1/4 550 sheets)			1								
White Facial Tissues, 2 Ply 100 Sheets/Box			30 boxes/cs		6	4	10				
Maxi Pads 8" (folded)		147A/#4	250/cs		2	1	3				
Tampax - regular		Hospeco T-500	500/cs		1	2	3				
SPONGES & HAND PADS											
Easy Erasing Pad 2.5" s 6" x 4-1/4"		Mr. Clean Mag. Eraser	24/cs	1			1				
SPRAY BOTTLES & TRIGGER SPRAYERS											
Envirox Quart Spray Bottles & Triggers			1	12	15		27				
Envirox Spray Triggers ONLY for Spray Bottles					5		5				
TRASH LINERS											
24" X 33" 8 Mic, Hy Density, Coreless Rolls, Black			1000/cs	10	2	12	24				
38" x 58" 2 Mil,Low Density, Flat Pack, Black			100/cs			32	32				
33" X 40" 16 Mic, Hi Density, Coreless Roll, Black			250/cs	100			100				
23" x 17" x 46" Heavy, Black			100/cs		60		60				
38" x 60" 16 Mic, Black			200/cs			7	7				
40" x 46" hy duty Black			200/cs	35			35				
Feminine Napkin Courtesy Disposable Bag		Hospeco NEC-500	500/cs	1	3		4				*****
Feminine Napkin Waste Receptacle Liner		Hospeco 260 KL	500/cs		1	2	3				*****
TRASH RECEPTACLES											
44 Gallon Brute Barrel, Grey		RUB 2643			2	1	3				
44 Gallon Brute Barrel Dolly		RUB 2640	1		2	2	4				
VACUUMS BAGS											

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				PES	PMS	PHS				
Pro-Team Upright Bags		PRO101446	10/pkg		1		1			
Hoover Commercial backpack bags		HOOAH10330	10/pkg			3	3			
WINDOW TOOLS										
Ergo Tee Squeegee 14"			case		1		1			
Ergo Tee Squeegee 18"			case		1		1			
Monsoon Plus Trip Washer 10"			10/cs		1		1			
Short Handle Squeegee Holder			10/cs		1		1			
Razor Blade Holders			1		1	2	3			
Razor Blades Single Edge			100/pkg		2		2			
WIPERS AND RAGS										
Bar Towels, White Cotton		Hospeco 534.25 14"x17"	25 lbs/cs	1	1	1	3			
EQUIPMENT/PARTS										
Pro-Team Super Coach Cloth Bags		PRO100565	1		3		3			
MISC										
2 Gallon Sprayer			1	1	1	1	3			
50 foot Extension Cords			1	2		2	4			
Ammonia-Free Glass Cleaner - squirt bottles			1/cs	10	40	10	60			*****Must be Ammonia free
Bona Wet Mop Pad Refills			3 count		2		2			
Distilled Water for Batteries			1 gallon			1	1			
High Speed Fans						2	2			
Janitorial Supplies Cart			1		2		2			
Limeaway/Rust Remover		Zep	1		1		1			
Long handle dustpan combo with brush				1	1		2			
Plungers				3	1	2	6			
Scotchbrite green doodle pads			cases	1			1			

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Company Name: _____