



PELHAM SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR:

Custodial Supplies

TO: All Prospective Submitters

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

DATE: May 15, 2025

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 5, 2025, 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 5, 2025 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
Thursday, May 15, 2025	Post RFP @ www.pelhamsd.org , email to vendor list
Thursday, June 5, 2025	Deadline for Receipt of Proposals
Tuesday, July 1, 2025	Anticipated Award Notification
Tuesday, July 1, 2025 (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 15, 2025

Dear Vendor,

Attached, please find a copy of the FY 2025/2026 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., Thursday, June 5, 2025**. 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, 2025 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

Product/Category			Packaging	Units to Order 2025-2026			Quantity	Price	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.
				PES	PMS	PHS			
ABSORBENTS									
Scented Absorb compound for sick calls	Nilodor		6-11oz/cs	2	4		6		
BRUSHES/BROOMS									
24" Heavy Duty Coarse Broom			1		1		1		
Corn Broom			1		1		1		
Counter Brush, Black Plastic			1		2		2		
Bowl Brush, Plastic handle			1	4	5	3	12		
CLEANERS									
Baseboard Cleaner Aerosol		Spartan	12/20oz/cs		1	1	2		case
Delta Ultra Degreaser & HD cleaner	Gen169	Delta Ultra #2	2/5L/cs	5	10	15	30		*****
Disinfectant Cleaner	Genesan	Contact-64	4/1gal/cs	1	15		16		case
Floor Cleaner	Gen844	Linpol gloss #44	2,5L/cs	5	15	10	30		case
Biological cleaner & Odor eliminator	Gen170	Enzysan2000 #11	2/5L/cs	10	15		25		*****
Stainless Steel Cleaner Aerosol	Chase	SprayPak CH-4111	12-18 oz/cs	1	2	1	4		
Citrusolve			gallons		2		2		
Cherry Fresh			gallons		2		2		
Grand Slam			gallons	2	1		3		
DEFOAMER									
Defoamer	Simonize	No-Foam	4 gals/cs	4	2		6		case
FLOOR PADS									
Black - Stripping	20"		5/cs	3	8	2	13		
Natural Blend Tan - Burnishing	20"		5/pk	3	7	10	20		
White Polishing	20"		5/cs	3			3		
Red - Buffing	20"		5/cs	5	11		16		
Blue - Scrubbing	20"		5/cs		3	4	7		
Green - Deep Scrubbing	20"		5/cs		3		3		
Doodle Bug Handle-Standard Threaded Laquered	60" x 1-½"		1		3	5	8		
Doodle Bug Pad Holders			1		3		3		
Doodle Bug High Productivity Stripping Pad Black			24/cs	5		5	10		
Scotchbrite pads	20"			5	5		10		*****
FLOOR STRIPPER									
Floor Stripper LOE	MISOPU	One Pass	12 qts/cs/ea qt makes 5gals	10	17	3	30		*****must be One Pass
FLOOR TOOLS									
Floor Scrapers - Short Handle 4"	Techniedge	short handle 4"	1		1	2	3		

Custodial Supply Bid List to Vendors 2025-2026

Blades For Above 4"	Techniedge		10/pk			1	1		
Floor Scrapers - Long Handle 48"	Techniedge	long handle 48"	4		2		2		
Blades For Above 4"	Techniedge		10/pk			1	1		
Nifty Grabber			1		2		2		
FLOOR WAX									
Wax	Spartan	Sunnyside	5 gal pail	22	9	10	41		*****must be Sunnyside
GLOVES,BOOTS & HEADGEAR									
Heavy Duty Gloves, Nitrile Disposable (Non-	Medium		1000/cs	2	10	2	14		Prefer Black
	Large		1000/cs	5	5	3	13		Prefer Black
	X-Large		1000/cs	5		1	6		Prefer Black
	Small		1000/cs	2		2	4		
Stripping Boots	Small		box		2	2	4		
	Medium		box	2		2	4		
	Large		box	2	2		4		
	XX-Large		box		1		1		
HAND & BODY SOAP & DISPENSERS									
Green Foaming Handsoap wall	Buckeye	Symmetry	6/1250ml/cs	15	4	15	34		
Non-Alcoholic sanitizer pump wall	Buckeye	Symmetry	Gallon Jugs	4	2	3	9		
INSECTICIDES									
Wasp & Hornet 20' Spray			1/cs	1	1	1	3		
MOPS & EQUIPMENT									
Washing Mops - Swinger Loop, Blue	Large		Cases 10pk	6	50	10	66		***case
Washing Mops - Swinger Loop, Green	Medium		Cases 10pk	3		8	11		***case
Snap on White Half Tie back	24"		1		36		36		
	36"		1		36		36		
Dry - Dusting, Cotton 4 Ply, 5" Wide, Launderable	18"		1	3		2	5		
	24"		1	3		2	5		
	36"		1	4		1	5		
	48"		1			1	1		
Mop Frame - Dry Dusting, Plated Wire Frame Clip	18"		1		1		1		
	36"		1		3		3		
	48"		1		3		3		
Sponge Mops			1			1	1		
Sponge Mop Refills			1	12	10	12	34		
Ostrich Feather Duster			1		5		5		
Telescoping Duster 102"			1		2		2		
Wet Mop, Gripper Jaws, Fiberglass Handle	60"		1		5		5		
with 3" Castors			1	1	1		2		
PAPER PRODUCTS & DISPENSERS									
Hand Towels, White 8" x 1000'		KCC01000	6/cs	75	18	25	118		*****Must be KCC01000

Custodial Supply Bid List to Vendors 2025-2026

Dispenser for Above, Smoke Grey		KC09990 Touchless	1	2			2		*****
Toilet Tissues, 2 Ply Perforated 3.7" x 750' mini max	Renown	REN06122-WB	18 rls/cs	100	30	51	181		***** Must be Renown
Dispenser for Above (3.7" x 750' mini max)			1	2			2		
ply	Cascade	Gen800	96rls/cs	2			2		***** Must be GEN800
White Facial Tissues, 2 Ply 100 Sheets/Box			30 boxes/cs	60	10	5	75		
Maxi Pads 8" (folded)			250/cs	2	1	1	4		
Tampax - regular			500/cs	3		1	4		
SPONGES & HAND PADS									
Easy Erasing Pad 2.5" s 6" x 4-1/4"		Mr. Clean Mag. Eraser	24/cs		3		3		
Sponges 1-3/4" x 6" x 4-1/4"			1		3		3		
Chem Sponges 6"			1		3		3		
Chem Sponges 8"			1		1		1		
SPRAY BOTTLES & TRIGGER SPRAYERS									
Envirox Quart Spray Bottles & Triggers			1	24	12		36		
Envirox Spray Triggers ONLY for Spray Bottles			1	3			3		
TRASH LINERS									
24" X 33" 8 Mic, Hy Density, Coreless Rolls, Black			1000/cs	50	40	25	115		
38" x 58" 2 Mil, Low Density, Flat Pack, Black			100/cs			25	25		
23" x 17" x 46" Heavy, Black			100/cs		70		70		
38" x 60" 16 Mic, Black			200/cs			25	25		
Feminine Napkin Waste Receptacle Liner		Hospeco 260 KL	500/cs	2	2	4	8		*****
TRASH RECEPTACLES									
44 Gallon Brute Barrel, Grey			1		2	2	4		
44 Gallon Brute Barrel Dolly			1		2		2		
VACUUMS BAGS									
Pro-Team Upright Bags		PRO101446	10/pkg			5	5		
Nobles Vacuum bags		9017544	10/pkg			5	5		
Hoover Vacuum bags		CB-1	10/pkg			10	10		
WINDOW TOOLS									
18" Straight Squeegee			1		3		3		
24" Straight Squeegee			1		3		3		
WIPERS AND RAGS									
Bar Towels, White Cotton			25 lbs/cs	2	2	2	6		
EQUIPMENT/PARTS									
Pro Team Caocch Vavc Floor Tool 14" EZ Glide			1		3		3		
MISC									
2 Gallon Sprayer			1		1		1		
50 foot Extension Cords			1	3	3		6		
Ammonia-Free Glass Cleaner - squirt bottles			1/cs	3			3		*****Must be Ammonia free

Custodial Supply Bid List to Vendors 2025-2026

Distilled Water for Batteries			gallon/cs	8			8		
Long handle dustpan combo with brush			1	3	3		6		
Dustpan			1		2		2		
Plungers			1		1		1		
Enzymes			1	4	4	4	12		
Duct tape			1	5			5		
Magic Eraser			1	5		10	15		
Safety Eye Glasses			1	6	8		14		
Goo Gone			1	3		4	7		
Pumice Stones			1	1			1		
Shower Curtains (70" x 78")			1	5	2		7		
Shower Hooks			1	11	2		13		
Classroom trash receptacles			1	2			2		
Funnel (16 oz.)			1		4		4		
Bissell Carpet Cleaner			1		5		5		
Caution Wet Floor Sign			1		3		3		
Vortex XP Power fan			1	2			2		