Lakota Local School District – Request for Quote



**TITLE: CLASSROOM SUPPLY KIT REQUEST FOR QUOTE**

**RFQ # LLSD-2022-0225**

**Date Issued: Thursday, February 10, 2022**

**Questions/Answers – Addendum #1 Issued: February 17, 2022**

1. **Can you confirm the accepted brands supplied in 2021?**

Reference Attachment #5 “Historical Data”, this document has the individual item descriptions which in most cases indicate the brand that was accepted.

1. **How will supplemental items be ordered?   Will a specific batch of items be ordered for every grade within a particular school, or will the supplemental items vary for every grade within each school?**

Order quantities will vary and each building will select the “supplemental” items specific to their grade level and building. For planning purposes you can reference Attachment #2, column “B” which indicates the grades that requested the supplemental items.

1. **Do you need to see a sample of packaging to be used for supplemental items?**

Yes, a sample would be required.

1. **If bid is awarded by March 14, 2022, when will final quantities needed be released to the winning vendor?**

We anticipate having the order quantities for the supplemental items between mid-April to early May.

The estimates included for kit quantities are subject to change in the months ahead. We will communicate the “actual” order quantities to the selected vendor as outline in question # 2 in this Addendum. Actual order quantities will be reflected on the purchase orders released in early July.

1. **How would you like these oversized items to be packed?  Example: Bulk by School?  Bulk by School/Grade?  Other?**

|  |  |  |  |
| --- | --- | --- | --- |
| 38 | 1st | PAC74720 | Pacon Ruled Chart Tablet - 25 Sheets - Ruled - 1.50" Ruled - 24" x 16 - White Paper |
| 39 | 1st | PAC74710 | Pacon Ruled Chart Tablet - 25 Sheets - Ruled - 1.50" Ruled - 24" x 32" - White Paper |

If the item(s) mentioned above don’t fit in the shipping box, you can ship the agreed upon items separately in one shipping container per building per grade level. Each shipping container should be labeled as indicated in Section B – Terms & Conditions, section “Packing, Delivery Requirements & Claims”.

1. **Will you accept bids for the Core Kit portion of the RFQ only?**

Yes, we will accept separate bids for just the “core kit” items and just the “supplemental” kit items.

**7) Will you consider alternate packing options?  i.e. a handled, durable, re-closable carry/tote bag instead of a Memory Box?**

A sample would be required to determine if the alternate packaging would be acceptable.

**8) When will the Supplemental item selections and Kit Quantities be finalized in EqualLevel?**

The expectation is to have all items uploaded in EqualLevel by March 31, 2022 and order quantities for the supplemental items between mid-April to early May.

**9) Would a Memory Box with a corrugated handle, rather than a plastic handle,** be acceptable?

Yes, we would potentially accept a corrugated handled container. However, we would require a sample to be submitted prior to determining if the alternate packaging would be acceptable.

**10)   Please confirm the quantity requested for the Leatherette Folders - is it one box of 25 folders or one individual folder?**

Reference Attachment 2 at the bottom of the “Supplemental Offer Sheet” reads “IMPORTANT: Unit of Measure (UOM) in item description may differ from the quantity being requested. Reference Column “G” of this document for the UOM that will be ordered.

In the case of the examples (#61-64) the UOM is a box of 25, the buildings will be able to order these items in the UOM of eaches. If a building wants to order 2 of the Blue, 2 of the Green, 2 Yellow & 2 of the Red they can, they aren’t required to order based on how the supplier purchases the item.

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| --- | --- | --- | --- | --- | --- | --- |
| 61 | 3-6, 7 & 8 | SMD87852 | Two-Pocket Folders - 1/2" Folder Capacity - 9 3/4" x 11" Sheet Size - 2 Pocket(s) - Leatherette - Blue - Recycled - 25 / Box | Smead | 1 | EA |
| 62 | 3-6, 7 & 8 | SMD87855 | Two-Pocket Folders - 1/2" Folder Capacity - 9 3/4" x 11" Sheet Size - 2 Pocket(s) - Leatherette - Green- Recycled - 25 / Box | Smead | 1 | EA |
| 63 | 3-6, 7 & 8 | SMD87859 | Two-Pocket Folders - 1/2" Folder Capacity - 9 3/4" x 11" Sheet Size - 2 Pocket(s) - Leatherette - Red- Recycled - 25 / Box | Smead | 1 | EA |
| 64 | 3-6, 7 & 8 | SMD87862 | Two-Pocket Folders - 1/2" Folder Capacity - 9 3/4" x 11" Sheet Size - 2 Pocket(s) - Leatherette - Yellow - Recycled - 25 / Box | Smead | 1 | EA |

**11)  Please confirm the quantity requested for all Repositionable Adhesive Notes - is it one pack of 12 pads (1 dozen) or one individual pad?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3 | 3-6, 7 & 8 | BSN36612 | Yellow Repositionable Adhesive Notes - 3" x 3" - Square - Yellow - Repositionable, Solvent-free Adhesive - 12 / Pack | Business Source | 1 | PK |

Item #3, 71 & 72 will be ordered as packs of 12.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 71 | 2nd | BSN36610 | | Yellow Repositionable Adhesive Notes - 1.88" x 1.38" - Rectangle - Yellow - Repositionable, Solvent-free Adhesive - 12 / Pack | | Business Source | 1 | PK | |
| 72 | 3-6, 7 & 8 | | BSN36614 | | 3" Plain Pastel Colors Adhesive Notes - 100 - 3" x 3" - Square - Assorted - Repositionable, Solvent-free Adhesive - 12 / Pack | Business Source | 1 | | PK | |

**12)  Please confirm the quantity requested for the Store More Book Pouches?   Is a set of 12 (1 Dozen) per kit?  Or different?**

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| --- | --- | --- | --- | --- | --- | --- |
| 54 | KDG | 165751 | Store More® Medium Book Pouches And Labels - Primary Colors (Set of 12) | Store More | 1 | DZ |

Item #54 will be ordered as one each. Reference question #7 of this Addendum.

**13) Will Camera Ready Artwork be provided for the labels?**

Artwork for all shipping labels will be provided by the supplier that will be awarded the bid.

**14) When will you know exact quantities that will be ordered for “supplemental” items?**

Reference question #4 of this Addendum.