

Lakota Local School District – Request for Quote



TITLE: CLASSROOM SUPPLY KIT REQUEST FOR QUOTE HISTORICAL DATA & FREQUENTLY ASKED QUESTIONS – ATTACHMENT #3

LLSD RFQ # 2023-0331

1) Which companies bid on the supply kits last year, what were the bids and which company was awarded the bid?

Edukit, Inc. was awarded this bid. The FY22 Classroom Supply Kits RFQ tabulation is included on page three (3) and four (4) and FY23 RFQ tabulations can be located on page eleven (11) of this document, all bid tabs include the RFQ tabulation for alternates. Reference question # 3 of this document for FY23 Classroom Supply Kits RFQ tabulation.

2) We typically deliver brand name items and I see that you have many of those on your lists. However, in a few cases we would typically deliver similar items of a brand different from what you have listed. Is it generally preferred to have the best mix of brand name items/prices or is the winner typically selected based on the lowest price bid?

Reference Section "A" – Overview, Section #3 "Basis of Award" which reads:

It is the intention to award business to the responsive, responsible vendor offering the best overall value, which includes price, service and quality of product. However, Lakota Local School District reserves the right to determine the number of Agreements awarded against the RFQ. The RFQ can be awarded to one vendor or can be split between multiple vendor..

As outlined in Section "A" – Overview, Section # 5 "Approved Equals" which reads:

We request the best quality items at the best price available. If quoting other than specified, indicate brand name, part number and or link for product specification sheet.

The vendor can submit "Attachment 1 & 2" the Excel "Offer Sheet" with all requested brand and another "Offer Sheet" with alternate items. The vendor can also submit one "Offer 1 Sheet" with a combination of requested brands.

If an alternate item is being offered, we ask that you provide a sample of the item(s) by the RFQ deadline of March 31, 2023. The samples can be mailed collectively to Lakota Local Schools, Attn: Purchasing Dept., 5572 Princeton Rd., Liberty Township, OH 45011, reference quote # RFQ # LLSD-2023-0331.

CLASSROOM SUPPLY KIT RFQ# LLSD-2021-0521

QUOTE TABULATION

	Vendor	School Specialty	EduKit Inc.	Office 360	DBISP	Friends Office
KDG			\$38.32	\$63.40	\$204.54	\$47.51
1ST	KIT #1		\$34.53	\$58.75	\$165.17	\$42.43
1ST	KIT #2		\$33.96	\$56.07	\$162.19	\$43.05
2ND	KIT #1		\$32.88	\$55.91	\$161.61	\$42.65
2ND	KIT #2		\$33.26	\$55.39	\$161.46	\$42.29
3RD	KIT #1		\$20.21	\$32.78	\$89.50	\$24.36
3RD	KIT #2		\$20.35	\$31.91	\$89.20	\$24.58
4TH	KIT #1		\$15.71	\$29.48	\$90.39	\$21.21
4TH	KIT #2		\$19.53	\$31.33	\$110.54	\$22.45
5TH	KIT #1		\$18.63	\$32.14	\$100.58	\$25.35
5TH	KIT #2		\$24.23	\$36.81	\$107.45	\$29.56
6TH	KIT #1		\$22.01	\$35.99	\$110.81	\$29.57
6TH	KIT #2		\$23.88	\$36.48	\$109.73	\$30.22
7/8TH			\$59.66	\$84.67	\$300.63	\$70.74

CLASSROOM SUPPLY KIT RFQ# LLSD-2021-0521

BID TAB - ALTERNATES

	Vendor	School Specialty	EduKit Inc.	Office 360	DBISP	Friends Office
KDG			\$27.52			\$38.19
1ST	KIT #1		\$25.65			\$33.26
1ST	KIT #2		\$24.78			\$33.88
2ND	KIT #1		\$24.75			\$33.62
2ND	KIT #2		\$24.95			\$32.98
3RD	KIT #1		\$15.29			\$18.58
3RD	KIT #2		\$15.34			\$18.80
4TH	KIT #1		\$12.45			\$18.58
4TH	KIT #2		\$16.63			\$19.82
5TH	KIT #1		\$14.81			\$24.30
5TH	KIT #2		\$20.95			\$28.46
6TH	KIT #1		\$18.58			\$28.52
6TH	KIT #2		\$20.56			\$29.17
7/8TH			\$47.64			\$47.94

Historical Data - School Year: 2021/2022

<i>Kit Description</i>	<i>Quantity Ordered</i>
Kindergarten Kit	1223
1st Grade Kit #1	1086
1 st Grade Kit #2	223
2 nd Grade Kit #1	1288
2 nd Grade Kit #2	78
3 rd Grade Kit #1	1285
3 rd Grade Kit #2	189
4 th Grade Kit #1	249
4 th Grade Kit #2	1135
5 th Grade Kit #1	204
5 th Grade Kit #2	1120
6 th Grade Kit #1	0
6 th Grade Kit #2	1317
7 th & 8 th Grade Kit	2781
Grand Total	12,178

Kindergarten FY22 Kit Contents

QTY	ITEM CODE	DESCRIPTION
2	CRA-024	Crayola® Crayons, 24 ct.
2	COL-165	Crayola® Twistable Colored Pencils, 18 ct.
6	PEN-520	Paper Mate® Flair Pen, Medium Point, Black
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
10	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
1	PNT-100	Crayola® Washable Watercolor Set with Brush, 8 ct.
2	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
4	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
2	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
2	ART-310	Play-Doh® 3 oz. Container, Assorted Colors, 1 ct.
2	COMP-399	Pacon® Primary Composition Book, 1/2" Ruling with Picture Story, 100 ct.
2	WRN-010-AS	Wide Ruled Spiral Notebook, 70 ct., 3-Hole Punched, Assorted Colors, 10.5" x 8"
1	CASE-800	School Supply Box, 8" x 4.75" x 2.4", Clear

1st Grade FY22 Kit Contents – Kit #1 ½ Page Comp Notebooks

QTY	ITEM CODE	DESCRIPTION
2	CRA-024	Crayola® Crayons, 24 ct.
2	COL-165	Crayola® Twistable Colored Pencils, 18 ct.
6	PEN-520	Paper Mate® Flair Pen, Medium Point, Black
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
10	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
1	PNT-100	Crayola® Washable Watercolor Set with Brush, 8 ct.
2	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
4	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
2	COMP-399	Pacon® Primary Composition Book, 1/2" Ruling with Picture Story, 100 ct.
1	ERA-010V	Bevel Eraser, Pink, Latex-Free
1	CASE-800	School Supply Box, 8" x 4.75" x 2.4", Clear

1st Grade FY22 Kit Contents – Kit #2 Wide Ruled Spiral Notebooks

QTY	ITEM CODE	DESCRIPTION
2	CRA-024	Crayola® Crayons, 24 ct.
2	COL-165	Crayola® Twistable Colored Pencils, 18 ct.
6	PEN-520	Paper Mate® Flair Pen, Medium Point, Black
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
10	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
1	PNT-100	Crayola® Washable Watercolor Set with Brush, 8 ct.
2	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
4	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
2	WRN-010-AS	Wide Ruled Spiral Notebook, 70 ct., 3-Hole Punched, Assorted Colors, 10.5" x 8"
1	ERA-010V	Bevel Eraser, Pink, Latex-Free
1	CASE-800	School Supply Box, 8" x 4.75" x 2.4", Clear

Lakota Local School District – LLSD-2022-0225 (Cont'd)

2nd Grade FY22 Kit Contents – Kit #1 – Wide Ruled Comp Notebook

QTY	ITEM CODE	DESCRIPTION
2	CRA-024	Crayola® Crayons, 24 ct.
2	COL-165	Crayola® Twistable Colored Pencils, 18 ct.
6	PEN-520	Paper Mate® Flair Pen, Medium Point, Black
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
10	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
2	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
4	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
1	COMP-900	Pacon® Wide Ruled Composition Book, 100 ct., Black
1	PORB-100-BL	2 Pocket Heavy Duty Poly Folder with Brads, Blue
1	PORB-100-RD	2 Pocket Heavy Duty Poly Folder with Brads, Red
2	ERA-010V	Bevel Eraser, Pink, Latex-Free
1	CASE-800	School Supply Box, 8" x 4.75" x 2.4", Clear

2nd Grade FY22 Kit Contents – Kit #2 Wide Ruled Spiral Notebooks

2	CRA-024	Crayola® Crayons, 24 ct.
2	COL-165	Crayola® Twistable Colored Pencils, 18 ct.
6	PEN-520	Paper Mate® Flair Pen, Medium Point, Black
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
10	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
2	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
4	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
1	WRN-010-AS	Wide Ruled Spiral Notebook, 70 ct., 3-Hole Punched, Assorted Colors, 10.5" x 8"
1	POR-349-BL	Heavy Duty Poly Folder, 3-Hole, Blue
1	POR-349-RD	Heavy Duty Poly Folder, 3-Hole, Red
2	ERA-010V	Bevel Eraser, Pink, Latex-Free
1	CASE-800	School Supply Box, 8" x 4.75" x 2.4", Clear

3rd Grade FY22 Kit Contents – Kit #1- Composition Notebooks

QTY	ITEM CODE	DESCRIPTION
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
2	COMP-900	Pacon® Wide Ruled Composition Book, 100 ct., Black
1	CRA-024	Crayola® Crayons, 24 ct.
3	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
1	DRY-105	Expo® Low Odor Dry Erase Markers, Chisel Tip, 4 ct., Assorted Colors (Black, Blue, Green, Red)
1	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
1	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
1	ERA-0131	Eraser Caps, Latex & Smudge-Free, Assorted Colors, 12 ct.
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
12	STN-132	Highland® Self Stick Notes, 3" x 3", 100 sheets, Assorted Pastel Colors
12	STN-130	Highland® Self Stick Notes, 3" x 3", 100 sheets, Yellow
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
1	BAG-020Vi	Reynolds Presto® Gallon Zipper Bag Single, 1ct.

3rd Grade FY22 Kit Contents – Kit #2-Wide Ruled Spiral Notebooks

QTY	ITEM CODE	DESCRIPTION
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
1	CRA-024	Crayola® Crayons, 24 ct.
3	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
1	DRY-105	Expo® Low Odor Dry Erase Markers, Chisel Tip, 4 ct., Assorted Colors (Black, Blue, Green, Red)
1	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
1	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
1	ERA-0131	Eraser Caps, Latex & Smudge-Free, Assorted Colors, 12 ct.
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
12	STN-132	Highland® Self Stick Notes, 3" x 3", 100 sheets, Assorted Pastel Colors
12	STN-130	Highland® Self Stick Notes, 3" x 3", 100 sheets, Yellow
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
2	WRN-010-AS	Wide Ruled Spiral Notebook, 70 ct., 3-Hole Punched, Assorted Colors, 10.5" x 8"
1	BAG-020Vi	Reynolds Presto® Gallon Zipper Bag Single, 1ct.

4th Grade FY22 Kit Contents – Kit #1 – Wide Ruled Spiral Notebooks

QTY	ITEM CODE	DESCRIPTION
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
1	CRA-024	Crayola® Crayons, 24 ct.
3	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
2	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
1	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
1	ERA-0131	Eraser Caps, Latex & Smudge-Free, Assorted Colors, 12 ct.
12	STN-132	Highland® Self Stick Notes, 3" x 3", 100 sheets, Assorted Pastel Colors
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
5	WRN-010-AS	Wide Ruled Spiral Notebook, 70 ct., 3-Hole Punched, Assorted Colors, 10.5" x 8"
1	BAG-020Vi	Reynolds Presto® Gallon Zipper Bag Single, 1ct.

4th Grade FY22 Kit Contents – Kit #2 – Binders, Divider Tabs, Filler Paper

QTY	ITEM CODE	DESCRIPTION
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
2	BINVD-208	Cardinal® Performer ClearVue 1.5" Round Ring Binder, White
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
1	CRA-024	Crayola® Crayons, 24 ct.
3	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
2	DIV-101	Insertable Paper Dividers, Multi-Color Tabs, 9.25" x 11.5", 5 ct.
2	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
1	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
1	ERA-0131	Eraser Caps, Latex & Smudge-Free, Assorted Colors, 12 ct.
12	STN-132	Highland® Self Stick Notes, 3" x 3", 100 sheets, Assorted Pastel Colors
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
1	PAP-900	Pacon® Wide Ruled Filler Paper, 8" x 10½", 3-hole punched, 200 sheets
1	BAG-020Vi	Reynolds Presto® Gallon Zipper Bag Single, 1ct.

5th Grade FY22 Kit Contents – Kit #1 – Wide Ruled Spiral Notebooks

QTY	ITEM CODE	DESCRIPTION
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpened, 12 ct., Yellow
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpened, 12 ct.
3	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
1	DRY-105	Expo® Low Odor Dry Erase Markers, Chisel Tip, 4 ct., Assorted Colors (Black, Blue, Green, Red)
1	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
1	ERA-0131	Eraser Caps, Latex & Smudge-Free, Assorted Colors, 12 ct.
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
12	STN-132	Highland® Self Stick Notes, 3" x 3", 100 sheets, Assorted Pastel Colors
12	STN-130	Highland® Self Stick Notes, 3" x 3", 100 sheets, Yellow
1	SCI-030V	Westcott® Student Hard Handle Scissors, 7", Antimicrobial, Blue
2	WRN-010-AS	Wide Ruled Spiral Notebook, 70 ct., 3-Hole Punched, Assorted Colors, 10.5" x 8"
1	MAR-032	Crayola® Markers, Classic, Broad Tip, 12 ct.
1	BAG-020Vi	Reynolds Presto® Gallon Zipper Bag Single, 1ct.

5th Grade FY22 Kit Contents – Kit #2 – Binders, Divider Tabs, Wide Ruled Filler Paper

QTY	ITEM CODE	DESCRIPTION
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpened, 12 ct., Yellow
2	BINVD-208	Cardinal® Performer ClearVue 1.5" Round Ring Binder, White
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpened, 12 ct.
3	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
2	DIV-101	Insertable Paper Dividers, Multi-Color Tabs, 9.25" x 11.5", 5 ct.
1	DRY-105	Expo® Low Odor Dry Erase Markers, Chisel Tip, 4 ct., Assorted Colors (Black, Blue, Green, Red)
1	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
1	ERA-0131	Eraser Caps, Latex & Smudge-Free, Assorted Colors, 12 ct.
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
12	STN-132	Highland® Self Stick Notes, 3" x 3", 100 sheets, Assorted Pastel Colors
12	STN-130	Highland® Self Stick Notes, 3" x 3", 100 sheets, Yellow
1	SCI-030V	Westcott® Student Hard Handle Scissors, 7", Antimicrobial, Blue
1	PAP-900	Pacon® Wide Ruled Filler Paper, 8" x 10½", 3-hole punched, 200 sheets
1	MAR-032	Crayola® Markers, Classic, Broad Tip, 12 ct.
1	BAG-020Vi	Reynolds Presto® Gallon Zipper Bag Single, 1ct.

6th Grade FY22 Kit Contents – Kit #1 – College Ruled Spiral Notebooks

QTY	ITEM CODE	DESCRIPTION
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
3	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
1	DRY-105	Expo® Low Odor Dry Erase Markers, Chisel Tip, 4 ct., Assorted Colors (Black, Blue, Green, Red)
2	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
1	ERA-0131	Eraser Caps, Latex & Smudge-Free, Assorted Colors, 12 ct.
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
12	STN-132	Highland® Self Stick Notes, 3" x 3", 100 sheets, Assorted Pastel Colors
12	STN-130	Highland® Self Stick Notes, 3" x 3", 100 sheets, Yellow
1	SCI-030V	Westcott® Student Hard Handle Scissors, 7", Antimicrobial, Blue
6	NRN-001-AS	College Ruled Spiral Notebook, 70 ct., 3-Hole Punched, Assorted Colors, 10.5" x 8"
1	MAR-032	Crayola® Markers, Classic, Broad Tip, 12 ct.
1	BAG-020Vi	Reynolds Presto® Gallon Zipper Bag Single, 1ct.

6th Grade FY22 Kit Contents – Kit #2 – Binders, Divider Tabs, College Ruled Filler Paper

QTY	ITEM CODE	DESCRIPTION
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
2	BINVD-208	Cardinal® Performer ClearVue 1.5" Round Ring Binder, White
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
3	GLST-100	Elmer's® Small Washable Disappearing Purple School Glue Stick, .21 oz.
2	DIV-101	Insertable Paper Dividers, Multi-Color Tabs, 9.25" x 11.5", 5 ct.
1	DRY-105	Expo® Low Odor Dry Erase Markers, Chisel Tip, 4 ct., Assorted Colors (Black, Blue, Green, Red)
2	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
1	ERA-0131	Eraser Caps, Latex & Smudge-Free, Assorted Colors, 12 ct.
1	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
12	STN-132	Highland® Self Stick Notes, 3" x 3", 100 sheets, Assorted Pastel Colors
12	STN-130	Highland® Self Stick Notes, 3" x 3", 100 sheets, Yellow
1	SCI-030V	Westcott® Student Hard Handle Scissors, 7", Antimicrobial, Blue
1	PAP-901	Pacon® College Ruled Filler Paper, 8" x 10½", 3-hole punched, 100 sheets
1	MAR-032	Crayola® Markers, Classic, Broad Tip, 12 ct.
1	BAG-020Vi	Reynolds Presto® Gallon Zipper Bag Single, 1ct.

7th & 8th Grade FY22 Kit Contents

QTY	ITEM CODE	DESCRIPTION
3	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
3	GLST-433	Elmer's® Small Washable All Purpose School Glue Stick, .24 oz.
1	ERA-056	Student Whiteboard Eraser, 2" x 2"
1	IND-010	Index Cards, 3" x 5" Ruled, 100 ct., White
1	ERA-010V	Bevel Eraser, Pink, Latex-Free
2	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
2	PEN-002	Paper Mate® Stick Pen, Medium Pt., Blue
2	PEN-001	Paper Mate® Stick Pen, Medium Pt., Black
2	PEN-003	Paper Mate® Stick Pen, Medium Pt., Red
1	PEN-708	Pilot® G-2™ Retractable Gel Pens, Ultra Fine Point, 0.38 mm, Black, Assorted Barrels, Assorted Ink Colors, Pack Of 4
1	CASE-022	3-Ring Nylon Pencil Pouch w/ Mesh Window, 10" x 7.5", Assorted Colors (Black, Blue, Red, Green)
1	HIH-130V	Highlighters, Pocket, 5 Pack (Pink, Green, Orange, 2 Yellow)
1	PAP-901	Pacon® College Ruled Filler Paper, 8" x 10½", 3-hole punched, 100 sheets
1	PAP-902	Pacon® College Ruled Filler Paper, 8" x 10½", 3-Hole Punched, 200 Sheets
12	STN-132	Highland® Self Stick Notes, 3" x 3", 100 sheets, Assorted Pastel Colors
12	STN-130	Highland® Self Stick Notes, 3" x 3", 100 sheets, Yellow
4	DIV-101	Insertable Paper Dividers, Multi-Color Tabs, 9.25" x 11.5", 5 ct.
5	NRN-001-AS	College Ruled Spiral Notebook, 70 ct., 3-Hole Punched, Assorted Colors, 10.5" x 8"
2	BINVHD-150	Avery® 1.5" Heavy Duty One Touch EZD View Binder, White
2	BINVHD-160	Avery® 1.5" Heavy Duty One Touch EZD View Binder, Black
7	PORB-001-AS	2 Pocket Paper Folder with Brads, Assorted Colors

3) What did last year's bid include? Which company was awarded the bid?

In FY23 we split the RFQ into classroom kits and supplemental items. The classroom kits was awarded to Edukit, Inc. and the supplemental items was awarded to Friend's Office.

FY24 we reverted back to FY22 format of classroom kits only and eliminated the supplemental items from the RFQ process. See bid tab below for FY23 classroom kits and listing of kit contents.

CLASSROOM SUPPLY KIT RFQ# LLSD-2022-0225

QUOTE TABULATION - "CORE" CLASSROOM KITS

Vendor		Edukit (1)	EPI (2)	Office360 (3)	Friends Office (4)	Unified School Supplies (5)	Office Depot (6)
KDG		N/A	\$33.18	N/A	\$25.95	\$33.92	
1ST		N/A	\$33.11	N/A	\$26.44	\$32.50	
2ND		N/A	\$29.63	N/A	\$24.66	\$29.52	
3RD/4TH		N/A	\$20.66	N/A	\$21.54	\$21.01	
5TH/6TH		N/A	\$20.58	N/A	\$20.54	\$20.12	
7/8TH		N/A	\$22.67	N/A	\$24.08	\$26.33	
		N/A	\$159.83	N/A	\$143.21	\$163.40	NO BID ON KIT

CLASSROOM SUPPLY KIT RFQ# LLSD-2022-0225

"CORE" CLASSROOM KITS BID TAB - ALTERNATES

Vendor		Edukit (1)	Edukit Estimates	EPI (2)	Office360 (3)	Friends Office (4)	Unified School Supplies (5)	Office Depot (6)
KDG	1,270	\$29.17	\$37,045.90		\$25.88	N/A	N/A	
1ST	1,263	\$26.12	\$32,989.56		\$26.60	N/A	N/A	
2ND	1,274	\$25.99	\$33,111.26		\$22.49	N/A	N/A	
3RD/4TH	2,668	\$17.33	\$46,236.44		\$23.56	N/A	N/A	
5TH/6TH	2,554	\$16.55	\$42,268.70		\$22.50	N/A	N/A	
7/8TH	2,606	\$21.48	\$55,976.88		\$25.35	N/A	N/A	
	11,635	\$136.64	\$247,628.74		\$146.38			NO BID ON KIT

FY23 Classroom Kit Contents:

Kindergarten Kit

QTY	ITEM CODE	DESCRIPTION
6	PEN-520	Paper Mate® Flair Pen, Medium Point, Black
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
10	GLST-100	Elmer's Small Washable Disappearing Purple School Glue Stick, .21 oz.
1	PNT-100	Crayola® Washable Watercolor Set with Brush, 8 ct.
2	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpened, 12 ct., Yellow
4	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
2	PERM-100	Sharpie® Permanent Marker, Fine Tip, Black
1	CASE-450	Sparco Clear Plastic Pencil Box, 8.5" x 6.5" x 2.5"
1	BOX-915	Memory Box w/ Handle, 13 ¼" x 9 7/8" x 3"

1st Grade Kit

QTY	ITEM CODE	DESCRIPTION
2	CRA-024	Crayola® Crayons, 24 ct.
6	PEN-520	Paper Mate® Flair Pen, Medium Point, Black
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
10	GLST-100	Elmer's Small Washable Disappearing Purple School Glue Stick, .21 oz.
2	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
1	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpened, 12 ct., Yellow
4	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
1	ERA-010V	Bevel Eraser, Pink, Latex-Free
1	CASE-450	Sparco Clear Plastic Pencil Box, 8.5" x 6.5" x 2.5"
1	BOX-915	Memory Box w/ Handle, 13 ¼" x 9 7/8" x 3"

2nd Grade Kit

QTY	ITEM CODE	DESCRIPTION
2	CRA-024	Crayola® Crayons, 24 ct.
6	PEN-520	Paper Mate® Flair Pen, Medium Point, Black
1	SCI-010	Fiskars® Kids Scissors, Pointed Tip, 5", Ages 4+, Assorted Colors
8	GLST-100	Elmer's Small Washable Disappearing Purple School Glue Stick, .21 oz.
2	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpened, 12 ct., Yellow
5	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
2	ERA-010V	Bevel Eraser, Pink, Latex-Free
1	CASE-450	Sparco Clear Plastic Pencil Box, 8.5" x 6.5" x 2.5"
1	BOX-915	Memory Box w/ Handle, 13 ¼" x 9 7/8" x 3"

FY23 Classroom Kit Contents (con'td):**3rd/4th Grade**

QTY	ITEM CODE	DESCRIPTION
3	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
1	CRA-024	Crayola® Crayons, 24 ct.
4	GLST-100	Elmer's Small Washable Disappearing Purple School Glue Stick, .21 oz.
2	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
3	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
1	MAR-025	Crayola® Markers, Classic, Broad Tip, 10 ct.
2	PERM-700	Bic® Intensity Fine Point Permanent Marker, Black
1	CASE-022	3-Ring Nylon Pencil Pouch w/ Mesh Window, 10" x 7.5", Assorted Colors (Black, Blue, Red, Green)

5th/6th Grade

QTY	ITEM CODE	DESCRIPTION
3	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
3	GLST-100	Elmer's Small Washable Disappearing Purple School Glue Stick, .21 oz.
3	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip
2	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black
2	PERM-700	Bic® Intensity Fine Point Permanent Marker, Black
1	MAR-032	Crayola® Markers, Classic, Broad Tip, 12 ct.
1	CASE-022	3-Ring Nylon Pencil Pouch w/ Mesh Window, 10" x 7.5", Assorted Colors (Black, Blue, Red, Green)

7th/8th Grade

QTY	ITEM CODE	DESCRIPTION
3	PCL-105	Ticonderoga® #2 Pencils, Pre-Sharpended, 12 ct., Yellow
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.
3	GLST-090	Elmer's Small Washable All Purpose School Glue Stick, .21 oz.
2	PERM-700	Bic® Intensity Fine Point Permanent Marker, Black
2	PEN-122	Bic® Round Stic Xtra Life Ball Pen, Medium Point (1.0 mm), Blue
2	PEN-127	Bic® Round Stic Xtra Life Ball Pen, Medium Point (1.0 mm), Black
2	PEN-125	Bic® Round Stic Xtra Life Ball Pen, Medium Point (1.0 mm), Red
1	PEN-708	Pilot® G-2™ Retractable Gel Pens, Ultra Fine Point, 0.38 mm, Assorted Barrels, Assorted Ink Colors, Pack Of 4
1	CASE-022	3-Ring Nylon Pencil Pouch w/ Mesh Window, 10" x 7.5", Assorted Colors (Black, Blue, Red, Green)
1	HIH-130V	Highlighters, Pocket, 5 Pack (Pink, Green, Orange, 2 Yellow)
1	IND-010	Index Cards, 3" x 5" Ruled, 100 ct., White

Packaging:

Q1. Do you need the awarded vendor to actually put together the kits? Or are you looking to buy the supplies from vendors and you'll be creating the kits?

A. Yes, we are requiring the vendor pre-package the individual items. Referencing Section A – Overview, item #4 “Scope of Work” indicates that the classroom supply kits of specific school supplies for grades K-8 to be pre-packaged, marked by the school and grade and kit number for which they are intended..

The RFQ is not intended to purchase individual supplies for the school district to assemble into kits.

Q2. We sell only some of the items listed in the Excel sheet. If so, is this bid interesting for us?

A. If all items are not listed as outlined in Section A – Overview, item #2 “Pricing”, which requires the vendor to complete Attachment #1 (Excel file) then the bid will be considered non-responsive, as it won't meet specifications.

Q3. Is the vendor's logo allowed on the boxes?

A. Yes, the vendor's logo is allowed on the box. As indicated in Section A – Overview, item #6A, third bullet point “provide a photo” of one sample kit as part of your submittal to illustrate how each kit will look.

Q4. Section B – Terms and Conditions. Invoices and Packages must include Po number. Do we need to include the PO number on each box label or is it enough to label the shrink wrapped skid?

A. We don't require the PO# to be on each individual package, but rather on the shipping label of the shrink-wrapped skid.

Product:

Q1. Items MMM654YW– self-stick notes come 12pads per pack. Quantity needed for the kits is listed as 2 ea. Do you want two pads or two packs of 12 pads?

A. Attachment 1 listing Item MMM654YW, 3 x 3 (100 sheets) self-stick notes indicates two (2) EA (of the 12 pack) for 2nd grade and 4 (four) each (of 12 pack) for 7th & 8th grades .

Q2. Would the school district prefer a quote of all brands quoted or less expensive alternatives?

A. It is up to the supplier to determine which items they would like to offer. Reference Section A – Overview, section 5 “Approved Equals”. Attachment 1 identifies the kit contents by grade level and list products by brands. We request the best quality items at the best price available. If quoting other than specified, indicate brand name, part number and or link of product specification sheet.

If an alternate item is being offered, we ask that you provide a sample of the item(s) by the RFQ deadline of March 31, 2023. The samples can be mailed collectively to Lakota Local Schools, Attn: Purchasing Dept., 5572 Princeton Rd., Liberty Township, OH 45011, reference quote # RFQ # LS-2023-0331.

Q3. Can we submit two bids? One with brands listed and one with mostly alternatives at a lower cost?

A. Yes, the vendor can submit “Attachment 1”, the Excel “Offer Sheet” with all requested brand and another “Offer Sheet” with alternate items. As outlined in Section A – Overview, section 5 “Approved Equals”.

Q4. Glue sticks on the offer sheet reads 30 pk, do we supply full pack or individual items ?

A. Item # EPIE556, All Purpose Glue Stick Count Class Pack - .24 oz is a 30 pack, however, we are only requesting individual glue sticks as indicated with each grade level kit.

Q5. For Kindergarten, is (2) packs of 24 (total of 48) 3oz cans of modeling compound the correct quantity?

A. Yes, the quantity requested is accurate. Item referenced is B009CAPYR8, Modeling Compound 24-Pack Case of Colors, Non-Toxic, Multi-Color, 3- Ounce Cans. We are only requesting 2 cans each of 3-Ounce cans per kit.

Q6. Would it be worth it to offer Generic brand products?

A. Reference Section A – Overview, #5 “Approved Equals”.

Q7. Do we have a better breakdown for quantities by actual grade (as opposed to Early Childhood, Elementary and Junior High)?

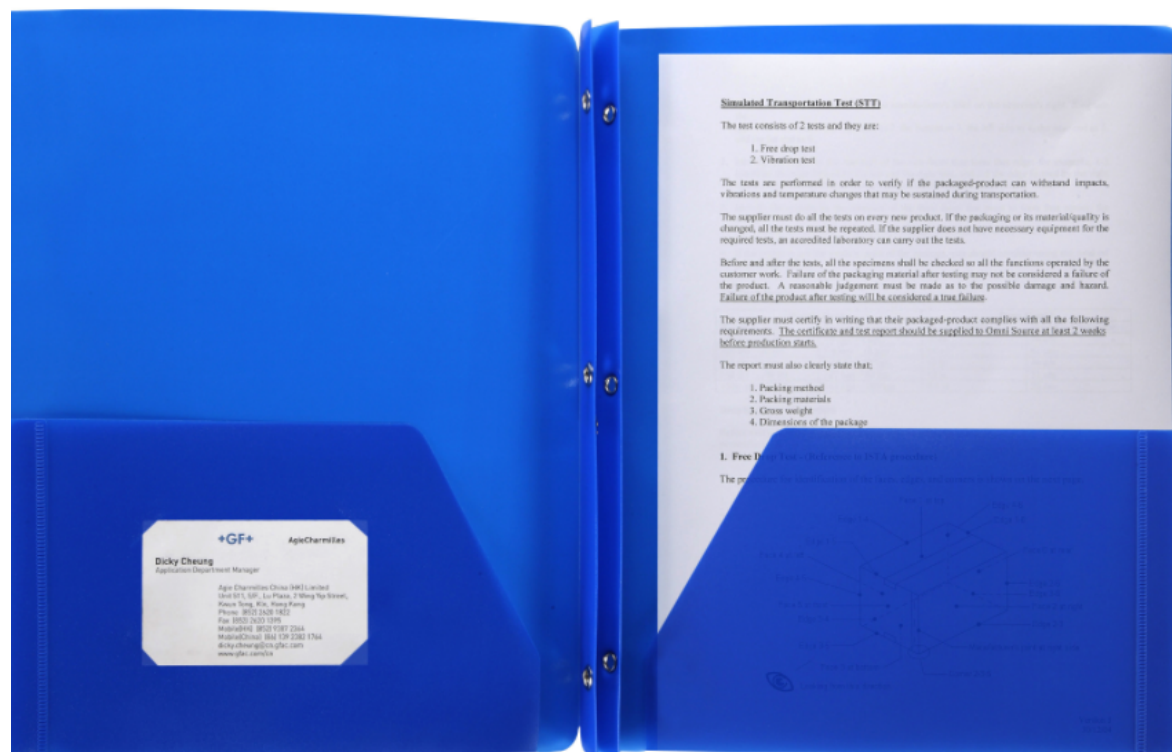
A. Reference the “General” section of Addendum 1, answered in question # 4 of this document.

Q8. Kindergarten Kit, Item #11: The description indicates 24 Pack Case, UOM is EA; each kit is to have two 3 ounce cans, not two cases?

A. Reference Question # 6 in this Addendum, “Product”.

Q9. Do you want poly folders with holes or brads for the various grade levels, as they are available either with holes or brads?

A. Item #'s BSN20880,BSN20887, 1597279, 1597282 are all 3-Hole Punched Poly Portfolios - Letter - 8 1/2" x 11" Sheet Size - 50 Sheet Capacity - 3 x Prong Fastener(s) - 2 Pocket(s) - Poly. See sample image below:



Shipping & Delivery:

Q1. Will the vendor be granted access to the respective facilities with unobstructed access to deliver by the pallet? No door width restrictions (pallet width= 44”), no stairs or ramps, no door dividers.

A. Yes, the vendor will be granted access to the respective facilities with unobstructed access to deliver by the pallet. However, as outlined in Section B – Terms & Conditions, General Provisions, section “Packaging, Delivery Requirements & Claims”, second paragraph indicates “Transport deliveries must include tailgate services (driver must move pallets to the end of the trailer) and unload in the school building, as designated by a Lakota employee. Lakota Local School District DOES NOT HAVE DOCK CAPABILITIES AT ANY OF THEIR LOCATIONS/FACILITIES.

Q2. Will there be an extension/modification of delivery hours if coordinated with the respective facilities and their staff?

A. Reference Terms & Conditions, General Provisions, section “Packaging, Delivery Requirements & Claims”, preferred hours specified for delivery is between 7 a.m. and 2 p.m. Monday – Friday.

Q3. Is the awarded vendor offloading the pallets from the truck inside the building only?

A. Reference Question Q1 in this section “Building Access”.

Q4. Is the awarded vendor responsible for breaking down the skids once inside the schools? (This could take several hours at each location if required).

A. The vendor is not being required to break down skids once inside the school building.

Information Technology:

Q1. EqualLevel’s website states 2-4 weeks for punch-out enablement making the April 14th date tight. With an award date as late as April 28th is there any “wiggle room” as it relates to the punch-out timeline?

A. For new vendors to EqualLevel, once the bid has been awarded, Lakota will submit the proper invite to begin the integration process. Since there are few SKU’s (one for each kit) it should be a fairly simple process and can take 5-7 business days to complete. To help expedite the process please review the links below and feel free to reach out to EqualLevel directly, to ensure your system has the capability and you understand the interface expectations.

Reference the link for EqualLevel Supplier Resources:

<https://documentation.equallevel.com/kb/display/suppliers/Supplier+Resources>

If the vendor is interested in learning more about the GO STORE, then schedule a demo by clicking the link below:

<https://equallevelgo.com/schedule-demos-training/schedule-a-demo/>

EqualLevel Integration Process

At a high level, on boarding a new GO supplier would require:

- Buyer invites the new supplier to join the marketplace (via the Network)
- Supplier completes the eCommerce capability survey
- For a GO candidate supplier, EQL Supplier Enablement team provides info on GO training session. GO training is provided twice a week.
- Supplier attends a GO training, upon completion, GO store access provided

- Supplier imports their initial catalog
- EQL enablement team makes the connection between the marketplace and the supplier's GO store.
- Buyer and the supplier coordinates on testing

Q2. Will the winning bidder be invited to the Lakota EqualLevel marketplace upon request?

A. Reference Question #1 of this Addendum under Information Technology.

General:

Q1. Has Lakota supplied school kits to their enrolled students in previous years at the cost of the district?

A. Yes, Lakota Local Schools has supplied school kits for grades K-8 for the past three years.

Q2. Will the questions asked by other bidders be shared with all the bidders?

A. All questions are to RFQ #LS-2023-0331 will be posted on the Lakota website.

Q3. Are you able to provide an estimated quantity of kits per individual grade?

A. See quantities below, broken down by grade level as outlined on page three (3) of the RFQ:

K – 1367 , 1 st – 1436, 2 nd – 1379 Total 4,182	3 rd - 1463, 4 th – 1473, 5 th – 1409, 6 th – 1321 Total 5,666	7 th – 1359, 8 th – 1414 Total 2,773	GRAND TOTAL: 12,621
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Q4. Are you able to provide the estimated quantity of kits per school?

A. See quantities of students per building per grade level as outlined on page three (3) and four (4) of the RFQ:

Early Childhood Schools				
School Name	K	1st	2nd	Sub-Totals
Creekside Early Childhood School	264	280	278	822
Heritage Early Childhood School	200	245	218	663
Hopewell Early Childhood School	263	254	264	781
Liberty Early Childhood School	138	180	152	470
Shawnee Early Childhood School	245	254	226	725
Wyandot Early Childhood School	257	223	241	721
Total Kits (ECS)	1367	1436	1379	4182

Elementary Schools					
School Name	3rd	4th	5th	6th	Sub-Totals
Adena Elementary School	164	188	182	172	706
Cherokee Elementary School	215	217	208	196	836
Endeavor Elementary School	199	176	187	176	738
Freedom Elementary School	199	173	192	161	725
Independence Elementary School	192	152	139	158	641
Union Elementary School	168	192	157	148	665
VanGorden Elementary School	168	196	163	165	692
Woodland Elementary School	158	179	181	145	663
Total Kits (Elementary)	1463	1473	1409	1321	5666

Junior High Schools			
School Name	7th	8th	Sub-Totals
Hopewell Junior School	251	270	521
Lakota Plains Junior School	375	399	774
Liberty Junior School	384	385	769
Ridge Junior School	349	360	1543
Total Kits (Jr. High)	1359	1414	2773