



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

Administration Offices
3115 Poleline Road
Pocatello, Idaho

INVITATION TO BID

2023 CUSTODIAL SUPPLIES

BIDS WITH CONDITIONS WILL NOT BE ACCEPTED

BID OPENING

April 27, 2023
2:00 PM



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
INVITATION TO BID
2023 CUSTODIAL SUPPLIES

Sealed bids will be received by the Pocatello/Chubbuck School District 25 Business Office, Bannock County, Idaho at 3115 Pole Line Road, Pocatello, Idaho, 83201 until 2:00 PM on April 27, 2023 related to Custodial Supplies.

Specifications and additional details, (including bid forms), may be secured at 3115 Pole Line Road, Pocatello, Idaho, 83201 and on the District website at: <https://www.sd25.us/departments/business-office>

All bids must be on the forms furnished, all blank spaces filled in, and signed with the name and address of the Bidder. No unqualified bids will be read.

Each bid shall be accompanied by a certified check, cashier's check, or a bidder's bond, (executed by a qualified surety company with the power to do business in the State of Idaho) in the sum of not less than five percent, (5%) of the total bid, made payable to School District No. 25, Bannock County, Pocatello, Idaho. This surety shall be forfeited by the bidder in the event of failure to enter into a contract. Personal or company checks will not be accepted. Compliance with Idaho Public Works Law is required.

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Rena Johnson, Clerk
School District No. 25

To be published on the dates of:

March 25, 2023

April 1, 2023

IDAHO STATE JOURNAL



GENERAL CONDITIONS

CONDITIONS OF CONTRACT:

Notices, conditions and specifications issued incident to the proposal to purchase, described herein, together with the purchase policies of School District No. 25, on file for examination in the Office of the Director of Business Operations, shall form a part of the contract conditions.

NATURE OF CONTRACT:

Specifications are technical for purposes of establishing high standards of line item material purchasing. Bidders shall specify the manufacturer's brand names where specified in their proposals. All items bid or under contract, stipulate there is no guarantee, promise or commitment to any quantity estimated or service to be rendered other than materials, supplies, equipment or labor authorized by direct orders.

Contracts for purchase will be put into effect by means of a purchase order executed by the Director of Business Operations after tabulations are compiled and approval is made by the Board of Trustees.

QUALITY OF MATERIALS AND PRICING:

IT IS SPECIFICALLY UNDERSTOOD THAT PRODUCTS OFFERED AT THE TIME OF BIDDING SHALL BE EQUAL TO THOSE SPECIFIED.

If an alternate item is bid, it shall be clearly stated on the bid response that it is an alternate item and a sample is required in order to maintain our high standards of material purchasing. Substitutions or major alterations must be indicated upon the proposal sheet and a sample of item provided at the time of bid submission.

Samples must be submitted at bid opening when any substitution of specified brand name or number is made on bid, or the bid will not be considered. If alternate or substitution is bid, specifications of the alternate or substitution must be included.

CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.

It is specifically understood that all pricing will be priced to the unit of measurement specified herein or the bid may not be considered.

DISTRICT REPRESENTATIVE

Refer all questions to School District Warehouse, at (208) 235-3204. Contact with other district staff, Board of Trustees, or Administration, will be by written permission only.

RESPONSIBILITY OF VENDOR:

Each bid shall be accompanied by a certified check, cashier's check, or a bidder's bond, (executed by a qualified surety company with the power to do business in the State of Idaho) in the sum of not less than five percent, (5%) of the total bid, made payable to School District No. 25, Bannock County, Pocatello, Idaho. This surety shall be forfeited by the bidder in the event of failure to enter into a contract. Personal or company checks will not be accepted.

Each contractor shall be responsible for the delivery of materials of such quality and in specified quantities. The bidder shall submit his bid on the proposal form furnished and shall plainly mark on the envelope:

"BID – 2023 CUSTODIAL SUPPLIES"
TO BE OPENED ON April 27, 2023 AT 2:00 PM"

Bids not delivered by vendor at time of bid opening, the bid must be received in the mail no later than 4:00 PM on April 26, 2023, the day before the bid opening. Late bids will not be accepted.

OBJECTIONS:

Written objections to specifications or bid procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bids are scheduled to be received, per Idaho Code Section 68-2806(c).

DELIVERY:

All items must be delivered by July 31, 2023 unless otherwise specified. Failure to adhere will be deemed sufficient reason to forfeit the five percent (5%) deposit.

Bids are to be made dock-to-dock shipping, F.O.B. Pocatello. All bids must include the cost of the transportation to the warehouse stockroom of Pocatello/Chubbuck School District No. 25, 3115 Pole Line Road, Pocatello, Idaho.

PAYMENTS:

All materials secured under term of contract may be billed for payment on or after July 1, 2023, following delivery. Prices must remain firm as quoted by supplier until quantity awarded is received. Application for payment dated on or before the 25th of the month, shall be paid by the 15th of the following month. Application for payment dated after the 25th of the month, shall be paid within 30 days.

Delivery may be accepted any time before July 1, 2023, however, payment for the 2023-2024 fiscal year cannot be made until after July 1, 2023 when those funds have been released.

EVALUATION CRITERIA

Vendor selection on this project will be evaluated based on the following:

- 1) Price
- 2) Vendor reputation for providing bid items and quality materials. If School District No. 25 has not done business with your company within the past 5 years please reference 10 customers with whom you have worked with in the past 2 years.
- 3) Vendor who best meets the specified item as listed will be given priority in bidding a specific item. The Vendor must demonstrate to the district's satisfaction that the substituted item meets or exceeds expectations.
- 4) Multiple vendors may be awarded individual projects when it serves in the best interest of the District.
- 5) Samples must be submitted with the name of the Company clearly marked on all samples for proper consideration.

The contract will be awarded to the lowest responsive and responsible bidder or bid/offer most advantageous to the District with price and other factors considered.

BIDDER CERTIFICATION FORM: All bidders **must complete and submit** the Bidder Certification Form included with this bid request.

REMINDER

1. NO PROPOSAL WILL BE ACCEPTED UNLESS ACCOMPANIED BY A CERTIFIED CHECK, CASHIER'S CHECK OR BIDDER'S BOND. PERSONAL OR COMPANY CHECKS WILL NOT BE ACCEPTED.
2. SPECIFICATIONS AND SAMPLES MUST BE SUBMITTED AT THE BID OPENING WHEN ANY SUBSTITUTION IS MADE, OR THE BID WILL NOT BE CONSIDERED.
3. ALL ITEMS MUST BE DELIVERED BY JULY 31, 2023. FAILURE TO ADHERE WILL BE SUFFICIENT REASON TO FORFEIT THE FIVE PERCENT (5%) DEPOSIT.
4. CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.
5. BID RESPONSE MUST BE LEGIBLE AND MUST BE PRICED TO OUR UNIT OF MEASUREMENT OR BID WILL BE CONSIDERED A NON-RESPONSIVE BID.



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

BID PROPOSAL SHEET
2023 CUSTODIAL SUPPLIES

Board of Trustees
Pocatello/Chubbuck School District No. 25
3115 Pole Line Road
Pocatello, ID 83201

Date: _____

We, the undersigned, propose to provide pricing for various line items of manufacture in connection with Custodial Supplies under the supervision of the Director of Business Operations.

Delivery may be accepted any time before July 1, 2023, however, payment for the 2023-2024 fiscal year cannot be made until after July 1, 2023 when those funds have been released.

We further acknowledge Addendum(s) received, if any. No. ____, dated _____.

Contracts for purchase will be put into effect by means of a purchase order executed by the Director of Business Operations after tabulations are compiled and approval is made by the Board of Trustees.

The Board of Trustees reserves the right to reject any/or all bids or to waive any informalities, or to accept the bid or bids deemed best for Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Respectfully submitted,

- Attached is Bidder Certification Form.
- Line Item Pricing

Company Name

Authorized Signature / Date

Address

Title

City, State, Zip

Phone / Fax Number

Email



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
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BIDDER CERTIFICATION FORM

- 1. Debarment and Suspension - In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
2. Anti-Collusion - In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
3. Anti-Lobbying - In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
4. National Sexual Offender Registry - In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: http://www.nsopr.gov/

Signed: _____ Date: _____

Name & Title: _____

Company: _____ Phone: _____

Address: _____

City/State/Zip: _____