



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

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Administration Offices  
3115 Poleline Road  
Pocatello, Idaho

INVITATION TO BID

**2024 CUSTODIAL SUPPLIES**

**BIDS WITH CONDITIONS WILL NOT BE ACCEPTED**

**BID OPENING**

**April 26, 2024**  
**2:00 PM**



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

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25  
INVITATION TO BID  
2024 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 26, 2024 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 Pocatello/Chubbuck 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  
Pocatello/Chubbuck School District No. 25

To be published on the dates of:

March 30, 2024

April 6, 2024

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 Pocatello/Chubbuck 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 Pocatello/Chubbuck 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 – 2024 CUSTODIAL SUPPLIES"  
TO BE OPENED ON April 26, 2024 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 25, 2024, 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, 2024 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, 2024, following delivery. Prices must remain firm as quoted by supplier until quantity awarded is received. Application for payment dated on or before the 25<sup>th</sup> of the month, shall be paid by the 15<sup>th</sup> of the following month. Application for payment dated after the 25<sup>th</sup> of the month, shall be paid within 30 days.

Delivery may be accepted any time before July 1, 2024, however, payment for the 2024-2025 fiscal year cannot be made until after July 1, 2024 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 Pocatello/Chubbuck 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, 2024. 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**  
**2024 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, 2024, however, payment for the 2024-2025 fiscal year cannot be made until after July 1, 2024 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
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

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: \_\_\_\_\_

**POCATELLO/CHUBBUCK SCHOOL DISTRICT No. 25**

3115 Pole Line Road  
Pocatello, ID 83201

Bids are acceptable on this form only.

**BID FORM - Custodial Supplies**

**Instructions:** Type unit price and total price in the right-hand margin. **Alternate item bids must be listed in the space provided, with the manufacturer, catalog number and description included.**

**Quotations are to be made F.O.B. Pocatello, ID. All bids must include the cost of the transportation to the warehouse of Pocatello/Chubuck School District No. 25, 3115 Pole Line Road, Pocatello, Idaho 83201. Bid response must be legible and must be priced to our unit of measurement or bid will be considered a non-responsive bid.**

*Company name, address, phone and email address in this space:*

Item Number	Qty	Unit	Commodity Description	BID Item Alternate Item	Unit Price	Total Price
SS0017	960	Case	CAN LINERS. 33" x 39" 1.5 ml. 100 liners per case. Black Color. Low Density. <b>No flat pack. SAMPLE REQUIRED.</b>	SS0017 Alternate item Manufacturer Catalog # Description	_____ _____ _____	_____ _____ _____
SS0018	400	Case	CAN LINERS. 24" x 32" 1.5 ml. 250 liners per case. <b>Black Color. Low Density. No flat pack. SAMPLE REQUIRED.</b>	SS0018 Alternate item Manufacturer Catalog # Description	_____ _____ _____	_____ _____ _____
SS0022	250	Gallon	CLEANER, ALL PURPOSE. Johnson Diversey Stride Citrus Neutral Cleaner only. Include specifications and dilution ratios. Minimum 40 to 1.	SS0022 Alternate item Manufacturer Catalog # Description	_____ _____ _____	_____ _____ _____
SS0026	80	Quarts	CLEANER, PORCELAIN OR TILE. Spartan M-95 only.	SS0026 Alternate item Manufacturer Catalog # Description	_____ _____ _____	_____ _____ _____



SS0028	24	Each	CONVERSION DOLLY. Attaches to bottom of 32-gallon Rubbermaid #2636 or Continental #3200 and 44-gallon Rubbermaid #2643 or Continental #4444 barrels.	SS0028 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0039	30	Each	CARPET, GUM FREEZE. 12 oz. Aerosol. 12/case. All Star or Pro-Link. <b>SAMPLE REQUIRED.</b>	SS0039 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0049	10	Each	HANDLE, WET MOP. Large. Enameled tubular steel handle. 7" Metal Quick Away wide head. For use with 20 oz. to 32 oz. Mop heads. Telescoping Handle. <b>SAMPLE REQUIRED.</b>	SS0049 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0061	48	Each	MOP - DUST, 3" x 48". Cotton yarn, loop end. Washable. Golden Star or equal. <b>SAMPLE REQUIRED.</b>	SS0061 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0067	10	Each	MOP, Bucket/Wringer combo, down press wringer with comfort grip handle, 35 quart capacity, easy lift handle, non-marking 3" casters. Carlisle #3690504	SS0067 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0101	40	Gallon	EI-BO GREASE (Industrial Chemical). Cleaner and vandal mark remover. Include specifications and dilution ratios. Minimum 16 to 1, 1-gallon containers.	SS0101 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0103	200	Each	SPRAYER, TRIGGER. Continental, #922 H-7. Red and white color. <b>SAMPLE REQUIRED.</b>	SS0103 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____

SS0112	10	Each	WASTE BARREL, 44 gallon. Rubbermaid #2643 or Continental #4444 (Grey only).	SS0112 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0113	12	Each	WASTE BASKET. 14 1/2" x 27 7/8" Rubbermaid #3569 or Continental #B-25 (Beige only).	SS0113 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0119	500	Case	CAN LINERS. Glutton bag. 1.5 mil, 43" x 48". 100/case. No flat pack. 56 gallon. Black Color <b>SAMPLE REQUIRED.</b>	SS0119 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0124	24	Each	DUST MOP FRAME AND HANDLE, wood handle, Snap On, 24" x 5", handle length 5 ft	SS0124 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
SS0125	50	Cans	Lice - Bed Bug and Dust Mite Spray. Must also kill ticks and fleas. For indoor use in schools. 13 ounce Clair CL006 ONLY	SS0125 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0012	72	Each	9-3/8" x 22" Framed pleated filter. Cotton/synthetic media, 1" thickness. Precisionaire or equal.	TU0012 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0019	24	Each	14" x 20" Framed pleated filter. Cotton/synthetic media, 1" thickness. Precisionaire or equal.	TU0019 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____

TU0030	12	Each	20" x 20" x 1" Framed pleated filter.	TU0030 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0039	670	Each	24" x 24" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0039 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0040	600	Each	16" x 20" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0040 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0042	279	Each	12" x 24" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0042 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0043	756	Each	16" x 25" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0043 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0044	448	Each	20" x 20" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0044 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0045	816	Each	20" x 25" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0045 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____

TU0047	36	Each	25" x 25" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0047 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0051	415	Each	14"x20" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0051 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0053	24	Each	16" x 16" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0053 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0057	12	Each	18" x 25" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0057 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0059	12	Each	16-3/4" x 23-3/4" x 2" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0059 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0060	36	Each	20" x 30" x 2" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0060 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0061	36	Each	16" x 30" x 2" Framed pleated filter. Cotton/synthetic media. Precisionaire or equal	TU0061 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____

TU0062	24	Each	18" x 18" x 2" Framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal.	TU0062 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0066	12	Each	12" x 20" x 1" Framed pleated filter. Cotton/synthetic media, 1" thickness. Precisionaire or equal.	TU0066 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0071	12	Each	18" x 24" x 2" framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal	TU0071 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0075	72	Each	18" x 30" x 2" framed pleated filter. Cotton/synthetic media, 2" thickness. Precisionaire or equal	TU0075 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0103	24	Each	14" x 30" x 2" framed pleated filter	TU0103 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
TU0104	48	Each	20" x 25" x 4" framed pleated filter	TU0104 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
XX0004	1,245	Each	Ice Melter 50 lb bag	XX0004 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____

XX0007	20	Each	PLUMBER'S FRIEND. Industrial Toilet plunger, wood handle. <b>Sample required.</b>	XX0005 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
XX0010	40	Each	RECEPTACLE, sanitary napkins. White metal. Hospital specialty ND-1W.	XX0010 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
XX0011	40	Each	RAZOR BLADE. Scraper. Stanley 28-500 Retractable or Equal. <b>Sample required.</b>	XX0011 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
XX0012	500	Each	EXTRA COURSE WATER SOFTENER SALT. 50 lb bag. Solar brand or equivalent.	XX0012 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
XX0013	50	Each	DISPENSER, Toilet Tissue. Standard, Surface mount. Open, Double roll capacity to fit standard 4 1/2" to 5 1/2" rolls with a 1 5/8" core diameter. Black Pearl color. San Jamar Classic R3500 Standard	XX0013 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
YY0005	1,460	Case	TOWEL, Roll. Bay West Eco Soft No. 218004 Semi-bleached or equivalent. Each roll 7.875" x 800' <b>SAMPLE REQUIRED</b>	YY0005 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____
YY0006	500	Case	TOILET TISSUE. Georgia Pacific 027 (2 ply) or equal. Case; sheets 4" x 4 1/2", 650 sheets per roll minimum, split tube core. <b>SAMPLE REQUIRED</b>	YY0006 Alternate item _____ Manufacturer _____ Catalog # _____ Description _____

YY0010	600	Box	Urinal Screen, Splash Free, tapered bristles, Citrus scent. AirWorks Brand AWUS231 or equal <b>SAMPLE REQUIRED</b>	YY0010 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
YY0011	60	Gallon	ENZYME DIGESTANT CLEANER, Liquid Bacteria / Disgestant / Deoderant, 1-gallon containers Spartan Consume SPA 3197.	YY0011 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____