

NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Westfield Washington Schools (“School”), is requesting proposals from qualified organizations to provide portable classrooms (“Products/Services”).

The proposals will be received until February 27, 2025, at 3:00 p.m. (EST) Proposals must be delivered to Brian Tomamichel, Westfield Washington Schools, 19500 Tomlinson Rd, Ste B, Westfield, IN 46074 and via tomamichelb@wws.k12.in.us All proposals received after such time will not be considered and returned to that submitter.

Discussions may be conducted with, and best and final offers obtained from, responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award. Following evaluation of best and final offers, School may select for final contract negotiations/execution the offers which are most advantageous to School, considering price and the evaluation factors in the Request for Proposals (“RFP”).

Contracts may be made with more than one offeror whose proposals are determined to be advantageous to School, taking into consideration price and other evaluation factors set forth in the RFP. The factors and criteria that will be used in evaluating the proposals and the relative importance of price and the other evaluation factors are set forth in the RFP. The proposals must be submitted according to the requirements outlined in the RFP and properly executed.

The RFP for the Products/Services are on file with School and may also be examined at <https://www.wws.k12.in.us/departments/business/documents>

All offerors must comply with applicable laws and requirements outlined in the RFP. Offerors must also be able to meet all requirements found in applicable public purchasing (e.g. Ind. Code § 5-22) and public contract statutes.

Prior to approval and execution of School’s contract(s), the responsible offeror who submits proposals determined to be reasonably susceptible of being selected for award must furnish satisfactory evidence showing evidence of financial responsibility, and it can faithfully perform the contract, timely delivery, and all obligations arising hereunder.

School expects to award the contract(s) for the Products/Services at its March 11, 2025 meeting to the responsible offeror(s) whose proposal is determined in writing to be the most advantageous to School, taking into consideration price and the other evaluation factors set forth in the RFP. School reserves the right to hold proposals, including any alternates, for up to 60 days from the date of the opening. School reserves in its sole discretion the right to cancel the solicitation, reject any and all proposals in whole or part, delay the opening, ask for new proposals, is not obligated to accept the lowest or any other proposal, and may waive any irregularities, discrepancies, omissions, variances or informalities in the request for proposal procedure.

Questions regarding the contract(s) or requests for fair and equal treatment, can be directed in writing to: Brian Tomamichel, Westfield Washington Schools, 19500 Tomlinson Rd, Ste B, Westfield, IN 46074 and tomamichelb@wws.k12.in.us