



To: Interested Parties
Re: RFQ 1904-Q
Date: Wednesday, July 9, 2025

REQUEST FOR QUOTE (RFQ) 1904-Q HVAC REFRIGERANT

I. INTRODUCTION

Suffolk Public Schools is soliciting quotes for the provision of HVAC refrigerants as detailed in this Request for Quote (RFQ) 1904-Q. Please review the attached specifications carefully. All requirements and conditions outlined must be strictly followed.

II. SUBMISSION DEADLINE

1. All quotes must be clearly labeled "RFQ 1904-Q; HVAC Refrigerant" and received no later than:
🕒 Wednesday, July 16, 2025, by 2:00 PM

III. SUBMISSION INSTRUCTIONS

Pages 1, 2, & 3 properly filled out and signed are required to be faxed, emailed, delivered or uploaded in eVA for consideration.

1. Submit this quote form and packet by:
 - a. Fax: 757-942-4333,
 - b. Deliver to: 100 N. Main Street Suffolk VA 23434,

⚠️ Please note: USPS is not recommended due to delivery delays. Proposals received after the deadline will be returned unopened.

 - c. Electronic submission through <https://eva.virginia.gov/index.html> (must attach quote packet). ***If your documents are not attached your quote will not be considered.***
 - d. Email to robinbooth@spsk12.net Email receipt is based on Suffolk Public Schools email time received, not sender's timestamp sent.

III. GENERAL TERMS

- a. This RFQ is published on both the Suffolk Public Schools and eVA websites.
- b. Suffolk Public Schools encourages all qualified vendors to submit quotes
- c. The School Board reserves the right to reject any or all proposals, or to utilize regional/state contracts in lieu of award.
- d. Any questions concerning this price quote must be submitted to robinbooth@spsk12.net no later than **1:00 pm on Monday, July 14, 2025. Any Addendums will be posted by 5:00pm on Monday, July 14, 2025.**
- e. The attached Terms and Conditions are to be considered an integral part of any purchase resulting from this solicitation.

IV. PRODUCT SPECIFICATIONS & PRICING

Proposal of: _____
(A corporation organized and existing under the laws of the State of _____)

To: The School Board, City of Suffolk, Virginia

The undersigned hereby proposes to furnish and deliver the following HVAC refrigerants:

Qty (Cases)	Item Type	Description	Unit Price	Total Price
30 (25 lbs)	NU22 or 422B	Refrigerant	\$ _____	\$ _____
25 (25 lbs)	R-410-A	Refrigerant	\$ _____	\$ _____
20	R32	Refrigerant	\$ _____	\$ _____
5	454B	Refrigerant	\$ _____	\$ _____

I confirm that all unit prices include shipping and handling.

Signature: _____


Company Name: _____

V. DELIVERY INFORMATION

All unit prices must include shipping and handling, with delivery to the address below.

Delivery is the responsibility of the awarded vendor and must be scheduled in advance with:

Vernon Jackson, Maintenance

 (757) 934-6206

1402 Bright Lane, Suffolk, VA 23434

1. Please call at least 24 hours before delivery.
2. A loading dock is available; driver assistance is not required.
3. The full order must be delivered by the agreed delivery date.

Business hours:

- Monday–Thursday: 7:00 AM – 4:00 PM
- Friday: 7:00 AM – 3:00 PM
- Closed on weekends

VI. ADDITIONAL REQUIREMENTS

- Notification of award will be provided via a Purchase Order.
- Pricing must include all associated shipping/handling charges.
- The School Board may award contracts based on best value, considering:
 - Product quality (as evidenced by references)
 - Available quantities
 - Delivery timeline
- The School Board reserves the right to:

- Reject any/all quotes
- Negotiate with the lowest responsive vendor if necessary

VII. COMPANY INFORMATION

Minority Business Status (check one):

Woman-Owned Minority-Owned Other Not Applicable

SCC ID Number: _____

Company Name: _____

Signature: _____

Address: _____

City, State & Zip: _____

Name & Title: _____

Telephone: _____

Fax: _____

Email: _____

Order Email (if different): _____

Price Request Issued by:



Robin Booth, MAOL, VCA, Buyer

Terms and Conditions

NONDISCRIMINATION

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Suffolk Public Schools does not discriminate against faith-based organizations.

DRUG FREE WORKPLACE

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense

involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.