



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 942-4333

March 17, 2025

To: Interested Parties

Re: **RFQ 1881-Q Uline Shelving Products**

Enclosed please find our Request for Quote 1881-Q to provide specific **Uline Shelving Products** for Suffolk Public Schools. Please read carefully all information contained in this RFQ. Any requirement set forth in any attachment is to be adhered to fully.

All quotes must be submitted clearly marked "**RFQ 1881-Q , Uline Shelving Products**" and must be received in the Purchasing Office, on or before **2:00 p.m. Tuesday, March 25, 2025.**

All bids must be submitted through eVA, or emailed to lindabates@spsk12.net, or delivered to:

Linda Bates, NIGP-CPP, VCO
Department of Purchasing
Suffolk Public Schools
100 North Main Street (entrance at rear of building)
Suffolk, Virginia 23434

This Request for Quote is published on the Suffolk Public Schools and eVA websites. Quotes will not be accepted at any other location. **For delivery options, FedEx and UPS will deliver to our location, the USPS will not. All USPS is delivered to a Post Office Box and is only checked once daily. For this reason, USPS is not recommended for proposals arriving close to the due date.** Any quote received after the time designated above will be returned unopened. Nothing herein is intended to exclude any responsible offeror or in any way restrain or restrict competition. All responsible offerors are encouraged to submit proposals. The School Board reserves the right to reject any or all proposals submitted or take advantage of any available regional or state contracts. Any questions concerning this Request for Quote shall be submitted in writing to lindabates@spsk12.net.

Issued by:

A handwritten signature in cursive script that reads 'Linda Bates'.

Linda Bates, NIGP-CPP, VCO
Coordinator of Purchasing

SUFFOLK PUBLIC SCHOOLS
RFQ 1881-Q
SPECIFICATIONS

Proposal of _____ (Hereinafter called the Bidder), a corporation, organized and existing under the laws of the State of _____

Uline Products Only:

Part Number	Description	Qty	Unit Cost	Extended Cost
H-2424-86	Black Wire Shelving Unit - 60 x 18 x 86"	1		
H-3183BL	Additional Black Wire Shelves - 60 x 18"	3		
H-2425-86	Black Wire Shelving Unit - 72 x 18 x 86"	2		
H-3184BL	Additional Black Wire Shelves - 72 x 18"	6		
S-12420BLU	Plastic Stackable Bins - 15 x 16 1/2 x 7", Blue	24		
S-12419D	Length Dividers for Stackable Bins - 15 x 7"	12		
S-12417BLU	Plastic Stackable Bins - 11 x 11 x 5", Blue	18		
S-12415D	Length Dividers for Stackable Bins - 11 x 5"	9		
S-22545	Plastic Conductive Stackable Bins - 18 x 11 x 10"	4		
S-22545D	Plastic Conductive Stackable Bin Dividers - 18 x 10"	2		
S-21919	Plastic Conductive Stackable Bins - 14 3/4 x 16 1/2 x 7"	12		
S-18540D	Plastic Conductive Stackable Bin Dividers - 14 3/4 x 7"	6		
S-21918	Plastic Conductive Stackable Bins - 11 x 11 x 5"	6		
S-18539D	Plastic Conductive Stackable Bin Dividers - 11 x 5"	3		
S-15578	Label Holders and Inserts for Stackable Bins - 4 x 1 3/4"	3		
H-3915	Heavy-Duty Steel Shelving - 72 x 36 x 72"	4		
H-5717	Two-Shelf Pallet Rack Starter Unit - 96 x 42 x 120"	1		
H-5717-ADD	Add-On Unit for Two-Shelf Pallet Rack - 96 x 42 x 120"	4		
H-3722	Concrete Installation Kit for Rack Protectors and Pallet Racks	3		
H-5724	Pallet Rack Wire Decking - 46" Wide, 42" Deep	10		
H-4905	End of Rack Protector - Right Side	1		
H-4906	End of Rack Protector - Left Side	1		
H-5864	Pallet Rack Wall Bracket - 6"	2		
H-2217BL	Heavy Duty Storage Cabinet - 36 x 18 x 78", Unassembled, Black	1		

Please sign below to verify that all unit pricing includes shipping and handling:

Signature _____

Name of Company _____

RFQ 1881-Q

ADDITIONAL REQUIREMENTS

1. Notification to the successful vendor/vendors will be made immediately after evaluation and **posted on the Suffolk Public Schools website under Purchasing, Awarded Procurements. Please provide an email address below to be used for ordering purposes.**

Order Email _____

Unit prices must include any and all shipping and handling charges with delivery to:

**SPS Technology Department
2325 E Washington Street
(757) 934-6200
ATT: John Littlefield**

Delivery shall be at the expense of the successful bidder.

2. Submit by through eVA, deliver or email this quote form to Linda Bates at the above listed address or email to lindabates@spsk12.net not later than **2:00 pm on March 25, 2025**. Suffolk Public Schools reserves the right to consider all quotes submitted prior to award as may be in the best interest of the School Division.
3. Any questions concerning this price quote may be submitted to lindabates@spsk12.net. no later than March 21, 2025.
4. The attached Terms and Conditions are to be considered an integral part of any purchase resulting from this solicitation.

The School Board reserves the right to:

1. Award a contract or contracts as may be most advantageous to the School Board, taking into consideration best value criteria, which may include the following:
 - a. Availability of the product
 - b. Time of delivery
2. Take advantage of any regional, state, or other contracts as allowed by law.
3. Reject any or all bids or to negotiate with the low bidder in case of insufficient funds.

Is your business a minority business? Woman Owned Minority Owned Other

SCC ID Number _____

(See Section XI under Terms and Conditions.)

Price Proposal Submitted by:

Print or Type Name and Position

Signed

Company Name

Date

Street Address

City, State and Zip Code

Phone Number

Fax Number

E-mail Address

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.