Department of Purchasing
100 N. Main Street
Suffolk VA 23434
757-925-6762

Request for Quote: RFQ 1967-Q HVAC Refrigerant

Date: July 7, 2026

To: Interested Parties

From: Robin Booth, MAOL, VCA, Buyer

Enclosed please find our Request for Quote (RFQ) 1967-Q to provide HVAC Refrigerant 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.

Submission Guidelines

All quotes must be submitted clearly marked **"RFQ 1967-Q; HVAC Refrigerant"** and must be received in the Purchasing Office on or before:

2:00 p.m. on Wednesday, July 15, 2026.

All bids (Pages 2-3) must be submitted through:

- Electronic Submission through eVA https://eva.virginia.gov/ (must attach quote packet). If your documents are not attached your quote will not be considered.
- Emailed to robinbooth@spsk12.net. Email receipt is based on Suffolk Public Schools email time received, not sender's timestamp sent
- Fax to 757-942-4333 or
- physically delivered to:

Robin Booth, MAOL, VCA
Department of Purchasing, Suffolk Public Schools
100 North Main Street
Suffolk, Virginia 23434
(Entrance at rear of building)

This Request for Quote is published on the Suffolk Public Schools and eVA websites. Quotes will not be accepted at any other location.

Delivery & Logistics Notes

- **FedEx and UPS:** Will deliver directly to our physical location.
- **USPS (United States Postal Service):** Will NOT deliver to our physical location. All USPS mail 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 designated time 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 Suffolk Public Schools 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 robinbooth@spsk12.net

Robin Booth

Robin Booth, MAOL, VCA, Buyer

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Specifications & Bid Form

The Bidder, in compliance with your request for proposal for HVAC Refrigerant, having carefully examined the specifications, proposes to furnish and deliver the refrigerant for the unit costs set forth below:

Item	Qty Needed	Item Type / Description	Unit Price	Total Price
1	40 (25 lbs cylinders)	NU22 or 422B Refrigerant	$ _____	$ _____
2	35 (25 lbs cylinders)	R-410-A Refrigerant	$ _____	$ _____
3	5	454B Refrigerant	$ _____	$ _____
4	35	R32 Refrigerant	$ _____	$ _____

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

Signature: _____

Name of Company: _____

Email Address: _____

Phone Number: _____

Additional Requirements & Terms

- **Notification:** Notification to the successful vendor(s) will be made immediately after evaluation in the form of a purchase order or purchase orders.
- **Shipping & Handling:** Unit prices must include any and all shipping and handling charges.
- **Delivery Address:**
  SPS Facilities & Planning
  1402 Bright Lane, Suffolk, VA 23434
  Phone: (757) 934-6206
  ATTN: Vernon Jackson

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School Board Rights

The School Board reserves the right to:

1. Award a contract or contracts for all cases as may be most advantageous to the School Board, taking into consideration best value criteria, which may include:
   - References from previous customers on quality of products.
   - Quantity of cases available.
   - 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.

Bidder Information & Certification

Business Classification: Is your business a minority business?
[ ] Woman-Owned [ ] Minority-Owned [ ] Other

SCC ID Number: _____

In accordance with new registration requirements effective July 1, 2010 vendors shall include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration per the requirements in Section 13.1 or Title 50 of the Code of Virginia. Provide your SCC Identification Number below or justification for non-registration. The SCC may be reached at (804) 371-9733 or at www.scc.virginia.gov/default.aspx. Failure to include this information with your submission may result in rejection of your proposal.

Name of Company: _____

Signature _____ **Date:** _____

Printed Name & Position: _____

Address: _____

City, State, & Zip: _____

Telephone Number: _____

E-mail Address: _____

E-Mail for Orders: _____

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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 contact, 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.

SUFFOLK PUBLIC SCHOOLS

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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.