ANOKA-HENNEPIN SCHOOLS
A future without limit

Purchasing Department
2727 North Ferry Street
Anoka, Minnesota 55303
Phone #: 763-506-1300

Request for Quotation – Quote # 27011Q
Furnishing and Delivery of District-Wide Clay and Related Supplies

Anoka-Hennepin School District is requesting quotations for District-Wide Clay and Related Supplies**.** Please complete the information required in the attachment and return by email to purchquotes@ahschools.us by **Wednesday, November 11, 2026, at 2:00 p.m. local time**, referencing **Quote# 27011Q** District-Wide Clay and Related Supplies in the subject line of your email. Incomplete quotes, or quotes submitted in alternative formats may be disqualified.

Shipping Cost must be included in the unit price below:

Line #	Item Description	Vendor Item #	Unit of Measure	Quoted Pricing
1	Clay: Mid-Fire White: School, Wet 50 lb. box		BX	
2	Clay: Mid-Range Oxidation: School, Wet 50 lb. box		BX	
3	Clay: Mid-Range Oxidation: School, Dry 50 lb. bag		BG	
4	Clay: Coarse White, School, 50 lb. box		BX	
5	Clay: Lo-Fire White; School, 50 lb. box		BX	
6	Clay: Lo-Fire Red; School, 50 lb. box		BX	
7	Clay: Porcelain Domestic, Wet, 50 lb. box		BX	
8	Fireclay: Stoneware w/Iron, Wet, 50 lb. box		BX	
9	Fireclay: Stoneware w/Iron, Dry, 50 lb. bag		BG	
10	Fireclay: Stoneware plain, Wet, 50 lb., box		BX	
11	Fireclay: Stoneware plain, Dry, 50 lb., bag		BG	
12	Clay: Mid-Fire Brown, Wet 50 lb. box		BX	
13	Raku Clay: School, Wet, 50 lb. box		BX	
14	Raku Clay: School, Dry, 50 lb. bag		BG	
15	B-Clay: School, Wet, 50 lb. box		BX	
16	B-Clay: School, Dry, 50 lb. bag		BG	
17	Soda Clay: School, Wet, 50 lb. box		BX	
18	Soda Clay: School, Dry, 50 lb. bag		BG	

Clay Related Supplies		Discount off the List Price
19	Company brand glazes and underglazes	
20	Commercial glazes and underglazes	
21	Tools and Accessories	
22	Small Order Handling Fee for clay orders not shipped with District Wide Clay Orders	

Freight
All costs for freight must be included in the unit prices of the products quoted. All orders to be delivered F.O.B. Destination - No additional charges for freight will be allowed. All orders will be due to ship to District Warehouse mid-late January 2027.

Definitions
- District refers to Anoka-Hennepin School District and any department or board of the School District.
- LT means Local Time
- Vendor means the company submitting a quote in response to this RFQ
- Contract Vendor refers to the Vendor that has been awarded a contract as a result of this quote.
- RFQ means Request for Quote

Late Quote Submissions
The Vendor assumes the risk of any delay in the delivery of their quote. Whether the quote is sent by mail, or by means of personal delivery, the Vendor assumes responsibility for having their quote clocked in on time at the location specified above.

Editing of this Document
This document must be submitted without any alterations or edits to the terms and conditions. If your response submission is found to have any modifications, additions, or changes to the originally sent documents, your response may be considered fraudulent and be rejected. Vendors must submit all quotes on the District's forms when requested. Quotes submitted on company forms may be rejected.

Withdrawal of Quote
A quote, once delivered to the formal custody of the District, may not be withdrawn until after the quotes are opened and acknowledged; and no response may be withdrawn for a period of sixty days from the opening. Once the District has received a quote, that document becomes property of the District.

Vendor Responsibility
It is the obligation of each Vendor to examine instructions, requirements, and specifications before submitting a quote. Submission of a quote shall be proof that such examination has been made and that each vendor has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.

Incurring Costs
Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a quote, whether or not it is the successful Vendor.

Disclosure of Data
According to state law, the content of all quotes and related correspondence, which discloses any aspect of the quote process, will be considered public information when the award decision is announced. This includes all documents received in response to this RFQ, both the selected quote and the quote(s) not selected. Therefore, the District makes no representation that it can or will maintain the confidentiality of such information.

Basis of Award
Award shall be made to the qualified and responsible Vendor whose quote is responsive to this request. The

District reserves the right to:

- Accept or reject any and all quotes or portions thereof, or to waive any irregularities or informalities in quotes.
- Reject nonconforming, nonresponsive, or conditional quotes
- Select the next lowest, responsive, and responsible quote.
- Award to more than one Vendor.
- Release a new Quote.
- Take other action, as the District deems appropriate.

Quantities

No guarantee of minimum or maximum quantity or amount is either made or implied. The District shall neither be compelled to order any quantity of any item nor limited in the total quantity of any item. Orders must be filled to the District's unit of measure. The quantity of merchandise delivered shall not be greater than the amount specified on the Order unless such additional quantities are to be accepted by the District at no charge.

Inquiries Regarding Quote

All inquiries concerning this RFQ must be submitted via email to **PurchQuotes@ahschools.us** **by 4:00 p.m. on Tuesday, November 3, 2026.** The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention. Responses to inquiries will be emailed to Vendors **by 4:00 p.m. on Wednesday, November 4, 2026.**

Deviation from Specifications

The use of approved manufacturer, brand and/or catalog description in specifying any item does not restrict vendors to that manufacturer, brand or catalog description identification. This is used simply to indicate the character, quality, or performance equivalence of the commodity desired, and the commodity on which quotes are submitted must be of such character, quality, or equivalence that it will serve the purpose for which it is to be used equally well as that specified and be acceptable to the using department.

Product Quality

As part of the quotation process, the vendor must define the quality and appearance of an acceptably District Wide Bulk Clay Products and Related Supplies and also describe the process for return or exchange of unacceptable items. The District will not be responsible for any costs related to the delivery of unacceptable items.

Returns

The District may return any unopened packages to the Contract Vendor with no restocking fee for 100% credit within thirty (30) days of receipt.

Packing and Delivery

The Contract Vendor will work with warehouse to schedule products. All products shall be delivered, F.O.B. destination - no freight allowed, during District business hours, 7:00 a.m. to 2:00 p.m., Monday through Friday directly to the sites. Cost of delivery of product is included in contract prices and delivery shall be made only as called for by the District.

Merchandise delivered in packages, cartons, or crates are accepted only with the guarantee that upon the removal from such packaging, the merchandise is found in first class condition without any defect, or they must be removed and replaced without additional charge to the District. Packing material of merchandise to be installed by the Contract Vendor must be removed by the Contract Vendor at no additional charge to the District.

The Contract Vendor may deliver the clay in a way that the clay is palletized by SKU and not by each purchase order. If the Contract Vendor chooses to deliver in this way, the District will need a packing list showing what was delivered at the time of delivery, along with copies of the Purchase Orders that the delivery is meant to fill.

Taxes
Minnesota Taxes: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd. 1, Para. (J).

Telecommunication Excise Tax: The district falls under the category of State and Local Governments thus under regulations prescribed by the IRS, no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

Excise Taxes: Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by the successful Vendor to reclaim such charges.

Payment
The District will pay undisputed invoices within 35 days of receipt. "Date of Receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later (MN Statute 471.425).

Right to Negotiate
The District reserves the right to negotiate on any or all components of each quote submitted. From the time the quotes are submitted until the formal award of a contract, each quote is considered a working document and, as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed. The District will be the sole and final authority in determining the successful Vendor.

Anoka Hennepin Schools reserves the right to accept or reject any or all quotes, based on the best interest of the School District, to waive formalities, and to reject nonconforming, nonresponsive, or conditional quotes.

Compliance with Laws and Debarment
The Vendor certifies that all goods or services furnished under this Contract shall comply with all applicable federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Vendor's performance of the provisions of this Agreement, as well as District policies and procedures, regardless of whether such laws and regulations are specifically set forth in this Contract.

Vendor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government. Vendor shall notify District if it becomes debarred or suspended during the term of this Contract. District may immediately terminate this Contract in the event of such termination or suspension and Vendor shall be responsible for any costs incurred by District in connection therewith.

Required Vendor Information:

Delivery ARO _____

Payment Terms: Net 35 days or indicate prompt payment discount: _____

Will you accept payment by credit card (P-Card) or another electronic payment method, at no additional cost to the District? (Circle one) YES / NO

Submitted by:

_____

(Company Name) (Name & Title of individual providing information - please print)

_____

(Signature of the person above)

_____ Phone # _____

(Email address)

Date Completed _____ This quotation is valid till May 31, 2027.