



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

August 29, 2019

To: Interested Parties

Re: Request for Quote #1704-Q, Van Shelving and Accessories

Suffolk Public Schools plans to purchase the following equipment installed in five new vans (2019 Ford Transit Vans 148 "WB). All prices shall include **installed pricing** to for each van. Please provide your lowest price quote for each item:

Item	Qty	Item Description	Unit Price	Total Price
1	1 VAN	Weatherguard Transit Mounting Channel Kit, 102 in Weatherguard EZ-Glide2 Extended Drop-Down for Mid-Roof/High-Roof Van Weatherguard Transit Van Window Screen, Rear Door, Mid/High Roof Weatherguard Transit Van Window Screen, Side Door, Mid/High Roof Weatherguard 5 Drawer Secure Storage Module 42"x17"x16" Weatherguard Adjustable 4 Shelf Unit, 52" x 60" x 13.5" QTY 2 Weatherguard HD Shelf Unit for Secure Storage Modules, 42" x 60" x 16" Weatherguard Accessory Shelf Door, 52" Weatherguard Accessory Back Panel, 14-1/2" x 42" Weatherguard Accessory Back Panel, 14-1/2"x52" QTY 4 Weatherguard Bulkhead, Transit Mid Roof, Mesh Weatherguard Door Conversion Kit Weatherguard Van Shelf Mounting Kit for Ford Transit 148" WB Weatherguard Medium 6 bin set 13" Weatherguard Refrigerant Tank Rack (2x30, 1xSO#) Weatherguard literature Holder Weather-guard 3 Hook Cord or Tool Holder WEATHER GUARD HVAC Pkge. (600-8213L) Priced including installation	\$ _____	\$ _____

Item	Qty	Item Description	Unit Price	Total Price
2	2 VANS	Weatherguard Transit Mounting Channel Kit, 102 In Weatherguard EZ-Glde2 Extended Drop-Down for Mid-Roof/High-Roof Van Weatherguard Transit Van Window Screen, Rear Door, Mid/High Roof Weatherguard Transit van Window Screen, Side Door, Hid/High Roof Weatherguard 5 Drawer Secure Storage Module 42"x17"x16" Weatherguard Adjustable 4 Shelf Unit, s2• x 60" x 13.5" Weatherguard Adjustable 4 Shelf Unit, 60" x 60" x 13.5" Weatherguard HD Shelf Unit for Secure Storage Modules, 42" x 60" x 16" Weatherguard Accessory Shelf Door, 42" Weatherguard Accessory Back Panel, 14-1/2" x 42" Weatherguard Accessory Back Panel, 14-1/2"x 52" QTY 2 Weatherguard Accessory Back Panel, 14-1/2"x 60" QTY 2 Weatherguard Bulkhead, Transit Hid Roof, Mesh Weatherguard Door Conversion Kit Weatherguard Van Shelf Mounting Kit for Ford Transit 148" Weatherguard 3 Hook Cord or Tool Holder QTY 2 WEATHER GUARD Plumbers Pkge. (600-8212L) Priced including installation	\$ _____	\$ _____
3	2 VANS	Weatherguard Transit Mounting Channel Kit, 102 in Weatherguard EZ-Glde2 Extended Drop-Down for Mid-Roof/High-Roof Van Weatherguard Transit Van Window Screen, Rear Door, High Roof Weatherguard Transit Van Window Screen, Side Door, High Roof Weatherguard 5 Drawer secure Storage Module 42"x17"x16" Weatherguard Adjustable 4 Shelf Unit, 52" x 60" x 13.5" Weatherguard Adjustable 4 Shelf Unit, 60" x 60" x 13.5" Weatherguard HD Shelf Unit for secure Storage Modules, 42" x 60" x 16" Weatherguard Accessory Shelf Door, 42" Weatherguard Accessory Shelf Door, 52" Weatherguard Accessory Back Panel, 14-1/2" x 42" Weatherguard Accessory Back Panel, 14-1/2"x52" QTY 2 Weatherguard Accessory Back Panel, 14-1/2x 60" QTY 2 Weatherguard Bulkhead, Transit Mid Roof, Mesh Weatherguard Door Conversion Kit Weatherguard Van Shelf Mounting Kit for Ford Transit 148" WB Weatherguard Small 6 bin set 13" Weatherguard Medium 6 bin set 13" Weatherguard Literature Holder	\$ _____	\$ _____

Item	Qty	Item Description	Unit Price	Total Price
		Weatherguard Wire Spool Holder • end mounted Weatherguard 3 Hook Cord or Tool Holder WEATHER GUARD Electrical Pkge. (600-8214L) Priced including installation		

TOTAL BID PRICE: \$ _____

Number of days required to complete _____ days

Additional Requirements:

1. Notice to the successful vendor/vendors will be made immediately after evaluation in the form of a purchase order/purchase orders.
2. Delivery shall be at the expense of the successful offeror. Unit pricing shall include installation.
3. The brand name listed is for reference only, used to indicate the quality and performance required. Any item offered as an "equal" **must** have product specifications included with your quote for product consideration. Suffolk Public Schools, at its sole discretion, reserves the right to determine if the item is in fact equal. **If quoting a different item, please include specifications, warranty information, and any other information to help in determining if the item is in fact "equal". Failure to provide this information will result in the item not being considered.**
4. Include warranty information with quote.
5. Fax, deliver, or email this quote form to Anthony Hinds at the above listed fax, address, or email anthonyhinds@spsk12.net not later than **2:00 pm on Monday, September 16, 2019**. Should you wish to email your response, please write in the email subject line **"Request for Quote #1704-Q, Van Shelving and Accessories"**. 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.
6. The attached Terms and Conditions are to be considered an integral part of any purchase resulting from this solicitation. In providing this quote, it is understood that your entity is not suspended or disbarred.
7. The intent of the School Board is to award this project to one vendor (sum of sums), but reserves the right to award by line should it be in the best interest of the School Board.

State Corporation Commission ID Number

In accordance with 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 submittal may result in rejection of your proposal.

SCC ID # or justification:

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. Quality of the equipment,
 - b. Availability of the equipment,
 - c. Warranty provided,
 - d. Reference from previous customers on quality of products and service,
 - e. Time of delivery.
2. Reject any or all quotes or to negotiate with the low quote provider in case of insufficient funds.
3. Purchase using any other price quotes not a part of the RFQ if it is beneficial to the School Board
4. Purchase additional quantities at quoted price for up to 45 days after award
5. Purchase using any cooperative contract that may be in the best interest of the School Board

Price Proposal Issued:
Anthony Hinds, CPPB

Price Proposal Submitted by:

Print or type Name and Position

Signed Date

Company Name

Address

Phone # Fax #

Email

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 (1) 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 (2) whether he/she 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 of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

Attachment 1: Contractor/Employee Background Certification



Department of Purchasing

100 N. Main Street, 2nd Floor

Suffolk, VA 23434

(757) 925-6762 Fax (757) 942-4333

CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Pursuant to Virginia Code Section 22.1-296.1.C, prior to the award of a contract for the provision of services that require the contractor or any of its employees to have direct contact with students, the school board is required to have the contractor, and when relevant, any employee who will have direct contact with students, 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. So as not to place an undue burden or hardship on the day to day operation of the school division and remain in compliance with the aforementioned Code provision, any contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, is required to provide the certification listed below:

As a contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, I certify that neither the contractor nor any of its employees, whether current employees or those who will be employed in the future, have been (i) convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; nor (ii) convicted of a crime of moral turpitude.

CONTRACTOR NAME

BUSINESS ADDRESS

PHONE NUMBER

CERTIFIED BY

PRINTED NAME

TITLE

DATE

Any person making a materially false statement regarding any 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. School boards shall not be liable for materially false statements regarding the certifications required by this subsection.

For the purposes of this subsection, "direct contact with students" means being in the presence of students during regular school hours or during school-sponsored activities.

SUFFOLK PUBLIC SCHOOLS

Attachment 2: SUBSTITUTE FOR FORM W-9

FEDERAL ID NUMBER 54-1643533

Pursuant to Internal Revenue Service Regulations, you must furnish your Taxpayer Identification Number (TIN) to Suffolk Public Schools. If this number is not provided, you may be subject to a 31% withholding and to insure that accurate tax information is reported to the Internal Revenue Service, please use this form to provide the requested information. **This form must be typed or printed.**

Owner's Name (if sole Proprietor) _____

Legal Business Name _____

Address _____

State, City, Zip Code _____

9 Digit Taxpayer Identification Number

Social Security Number _____ - _____ - _____

Federal Employer Identification Number _____ - _____

Business Designation

You may select more than one:

_____ Individual

_____ Sole Proprietorship

_____ Partnership

_____ Estate/Trust

_____ Corporation

_____ Personal Service Corporation

_____ Governmental Entity

_____ Non-Profit Organization

Principle Business Activity

List type of Service or Product Provided

Under penalties of perjury, I declare that the information provided is true, correct, and complete, to the best of my knowledge and belief.

Name and Title (Print or Type) _____

Signature _____ Date _____