



## Department of Purchasing

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

.July 22, 2024

To: Interested Parties

Re: RFQ 1847-Q HVAC Refrigerant

Enclosed please find our Request for Quote 1847-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.

All quotes must be submitted clearly marked "RFQ 1847-Q ; HVAC Refrigerant" and must be received in the Purchasing Office, on or before 2:00 p.m. on Monday, July 29, 2024.

All bids must be submitted through eVA, or emailed to [lindabates@spsk12.net](mailto: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](mailto:lindabates@spsk12.net).

Linda Bates, NIGP-CPP, VCO  
Interim Coordinator of Purchasing

**SUFFOLK PUBLIC SCHOOLS  
RFQ 1847-Q, HVAC Refrigerant  
SPECIFICATIONS**

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

TO: The School Board, City of Suffolk, Virginia. The Bidder, in compliance with your request for proposal for HVAC Refrigerant, having carefully examined the specifications, the undersigned proposes to furnish and deliver the refrigerant for the unit cost set forth below:

Item #	Qty Needed	ITEM#	DESCRIPTION	Unit Price	Total Price
1	60 (25 lb)	NU22 Or R-407C	Refrigerant		
2	80 (25 lb)	R-410A	Refrigerant		

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

Signature \_\_\_\_\_

Name of Company \_\_\_\_\_

**RFQ 1847-Q**

**ADDITIONAL REQUIREMENTS**

Notification to the successful vendor/vendors will be made immediately after evaluation in the form of a purchase order or purchase orders.

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

**SPS Facilities & Planning  
1402 Bright Lane., Suffolk, VA 23434  
(757) 934-6206  
ATT: Vernon Jackson**

**The School Board reserves the right to:**

- I. 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 the following:
  - a. References from previous customers on quality of products,
  - b. Quantity of cases available,
  - c. Time of delivery.
- I. 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.)**

Name of company \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Name & Position \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ E-Mail for Orders \_\_\_\_\_