



Department of Purchasing

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

November 7, 2022

To: Interested Parties

Re: Request for Quote #1796-Q, Metal Storage Sheds for 3 High Schools

Suffolk Public Schools plans to purchase the following: **1 each 20' x 20' metal storage shed to be delivered and installed at each SPS High School, for a total of 3 sheds.** Please provide your lowest price quote to include delivery and installation

Qty	Unit	Item	Unit Price per Case	Total Price
3	EA	<ul style="list-style-type: none">• 20'x20' boxed eave style metal storage shed on concrete pad, secured by concrete anchors every 16 inches maximum around perimeter of shed.• Minimum 2 in 12 pitched roof(white)• Horizontal 26 gauge exterior metal sheeting in specific school colors: LHS-light blue, NRHS-red, KFHS-burgundy• 12' leg height or minimum to accommodate the 10'x10' roll-up door with locking mechanism• 12 gauge metal support members• 10'x10' roll-up door centered on front wall(white)• Any exterior trim to match the roll-up door(white)	\$ _____	\$ _____

TOTAL \$ _____

No interior finish work, plumbing, insulation or electrical services.

Turn-key installation including any required City permits and inspections.

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 submittal may result in rejection of your proposal.

SCC ID Number _____

Additional Requirements:

1. Notice to the successful vendor will be made immediately after evaluation in the form of a purchase order. **Purchase orders will be emailed when possible. Please provide an email address below to be used for ordering purposes.**

Order Email _____

RFQ-1796-Q, Metal Storage Sheds
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2. All sheds must be constructed, delivered and installed as per specifications and as follows:
- '1 Each -**Lakeland High School, 214 Kenyon Road, Suffolk, VA, 23434, ATT: Patricia Wiggins (757)925-5790**
 - '1 Each -**Nansemond River High School, 3301 Nansemond Pkwy., Suffolk, VA 23434, ATT: Billy Pippens (757)923-4101**
 - '1 Each -**King's Fork High School, 351 King's Fork Rd., Suffolk, VA 23434, ATT: Donnell Reid (757)923-5240**


Delivery shall be at the expense of the successful bidder. The School Board, at its sole discretion, shall determine if each shed meets specification.

- 3. Submit by fax, deliver or email this quote form to Linda Bates at the above listed fax, address or email to lindabates@spsk12.net not later than **2:00 pm on November 22, 2022**. 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.
- 4. Any questions concerning this price quote may be submitted to lindabates@spsk12.net. no later than November 15, 2022.
- 5. The attached Terms and Conditions are to be considered an integral part of any purchase resulting from this solicitation.
- 6. Please attached specification sheet to all quotes.

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 and 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.
- 4. Request a sample of item quoted prior to award. Sample will be provided at no cost to Suffolk Public Schools.
- 5. If the sample at the sole discretion of Suffolk Public Schools does not meet the industry standard of copier paper, Suffolk Public Schools reserves the right to award to the next low quote.

Price Request Issued by:


Linda Bates NIGP-CPP, VCO
Buyer

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.



Linda Bates <lindabates@spsk12.net>

Re: Sheds for the High Schools

1 message

Freddie Napier <freddienapier@spsk12.net>
To: Linda Bates <lindabates@spsk12.net>
Cc: Anthony Hinds <anthonyhinds@spsk12.net>

Wed, Nov 2, 2022 at 5:02 PM

Linda,

Let's make the Head Custodians the school contacts.

NRHS is Billy Pippens
LHS is Patricia Wiggins
KFHS is Donnell Reid

A draft copy for review would be awesome. Thanks.

On Wed, Nov 2, 2022, 4:07 PM Linda Bates <lindabates@spsk12.net> wrote:

Terry,

I am writing the solicitation for the metal storage sheds needed at the High Schools. Can you give me the name of each individual from each school you would want to be used as the contact person? If you would like me to send you a draft to review, I will be happy to do so.

Thank you,

Linda Bates, NIGP-CPP, VCO, VCA
Buyer
Suffolk Public Schools
(757) 925-6762