



## **Special Administrative Board of the Transitional School District of the City of St. Louis**

### ***Backpack, School and Hygiene Supplies***

**Bid Opportunity – Due February 5, 2016 2:00 P.M. CST**

#### **Background**

The Students-in-Transition Office operates under the guidelines of the McKinney-Vento Homeless Assistance Act. It ensures immediate enrollment, educational rights and protection for children and unaccompanied youth experiencing homelessness. Students in homeless situations have the right to access items that promote academic support and success, i.e.: transportation, school and hygienic supplies, tutoring and basic household items. Last school year, SLPS' homeless student count was approximately 5,085. This school year (FY15-16), we anticipate the numbers staying the same.

We are seeking a company to provide

- 1750 assembled backpacks with school supplies
- 1800 assembled hygiene kits in addition to;
  - Various bulk items listed in **Attachment A** for the District's Students-In-Transition Program.

Please see Attachment A for specifications.

We are also requesting samples of the following: Hygiene kits, backpack with supplies and the uniform pant and shirt to preview. Samples should be received no later than Monday, February 1<sup>st</sup>, 2016. All samples will be returned no later than Wednesday, February 10, 2016.

Product samples shall be shipped to:

**Attn: Ketra Montgomery**  
**Purchasing Department**  
**Second Floor**  
**St. Louis Public Schools**  
**801 North 11<sup>th</sup> Street**  
**St. Louis, Missouri 63101**

**Cost of the Program**

Bidders are cautioned that items and/or services must be furnished at the price submitted. No increase in price will be permitted during the term of the contract.

The term of this contract will be for the 15-16 school year with an option to renew up to two additional years (16/17 and 17/18 school years) at the submitted pricing.

Please list the shipping and assembly charges separately in your submission.

**Bid Evaluation**

Each bid will be evaluated on the response to the items included on the list. The pricing on each item will be evaluated individually.

**Bid Due Date**

The sealed bids are due to St. Louis Public Schools no later than February 5, 2016 at 2:00 P.M. CST. SLPS is requesting three (3) copies of your bids. Mark one “Original” and two “Copy”. The sealed bids should be delivered to:

**Purchasing Office of the St. Louis Public Schools**  
**Second Floor – Cashier’s Window**  
**801 North 11<sup>th</sup> Street**  
**St. Louis, Missouri 63101**

**Questions:**

For all questions, please correspond by email with:

Ketra Montgomery

Contract Compliance Specialist

[Ketra.Montgomery@slps.org](mailto:Ketra.Montgomery@slps.org)

## ATTACHMENT A - SPECIFICATIONS

### St. Louis Public Schools - Students-in-Transition Quote/Bid

**2015/2016**

#### BACKPACK AND SCHOOL SUPPLIES

ELEMENTARY (KG – 2ND GR.)				ELEMENTARY (3RD – 5TH GR.)			
250 Backpack and School Kits	Qty	Price	Total	500 Backpack and School Kits	Qty	Price	Total
1 -24pk Crayola Crayons	250			1 12pk #2 Pencils	500		
1 -8pk Crayola Washable Markers	250			1 24pk Crayola Crayons	500		
1- Learn/ Activity Book	250			1 Blunt Scissors	500		
1 –Fiskars Blunt Scissors	250			1 Composition Book	500		
2- Flash Cards (add/subtract) 1 each-bx	250			2 Pink Bevel Eraser	1000		
1 -Composition Book	250			2 Large Glue Stick	1000		
2- Pink Bevel Eraser	500			1 Pencil Pouch	500		
2- Glue Sticks	500			1 Dome Pencil Sharpener	500		
1 -Pencil Box	250			1 8pk Crayola Washable Markers	500		
1-Dome Pencil Sharpener	250			1 150ct. Filler Paper	500		
1 -Ruler 12"	250			1- 12pk. Crayola Colored Pencils	500		
3 –Folders	750			1- Ruler	500		
1- Box Facial Tissue	250			1 -Spiral Notebook W/R 70 pg.	500		
1-Glue Paste White, 4 oz.	250			2 -Highlighters	1000		
1-12pk # 2 Pencils	250			3 Folders	1500		
1-Backpack 16.5"x12"x5"	250			1- Backpack 16.5"x12"x5"	500		
Total				Total			

**MIDDLE/JR. HIGH STYLE**

500 Backpack and School Kits	Qty	Price	Total
1 12pk #2 Pencils	500		
1 24pk Crayola Crayon	500		
1 Basic Calculator	500		
1 Fiskars Blunt Scissors	500		
1 Composition Book	500		
1 Dictionary	500		
2 Pink Bevel Eraser	1000		
2 Large Glue Stick	1000		
1 Pencil Pouch	500		
1 Pencil Sharpener	500		
1 8pk Crayola Washable Markers	500		
1 150ct. Filler Paper C/R	500		
1 pk. Colored Pencils	500		
1 Ruler	500		
2 Spiral Notebook C/R	500		
3 Folders	1500		
3 Highlighters	1500		
1- Deluxe Backpack 18"x13"x6"	500		
Total			

**HIGH**

500 Backpack and School Kits	Qty	Price	Total
1 12pk #2 Pencils	500		
1 12pk Pens	500		
1 Basic Calculator	500		
1 Fiskars Blunt Scissors	500		
1 Dictionary	500		
2 Large Glue Stick	1000		
1 Pencil Pouch	500		
1 Pencil Sharpener	500		
1-2" Binders	500		
1 pk. Colored Pencils	500		
1 Ruler	500		
1pk. Index Cards 3x5 100 ct.	500		
2 150ct. Filler Paper C/R	1000		
2 Spiral Notebooks C/R	1000		
2Pink Bevel Eraser	1000		
3 Highlighters	1500		
4 Folders	2000		
1- Backpack w/ technology sleeve 19.5"x13"x6.5"	500		
Total			

## Hygiene & Personal Care Items

	Qty	Price	Total
<b>Personal Hygiene Kit (Adult )</b>	1200		
<ul style="list-style-type: none"> <li>• Colgate Tooth brush</li> <li>• Colgate Toothpaste</li> <li>• Shampoo 12 oz.</li> <li>• Sure Deodorant 2.6 oz.</li> <li>• Lotion 4 oz.</li> <li>• Wet Wipes - 80ct</li> <li>• Soap, 3pk.</li> <li>• Cotton Balls &amp; Swabs</li> <li>• First Aid Kit - 4 pcs.</li> <li>• Comb</li> <li>• Brush</li> <li>• Bath Tissue</li> <li>• Wash Cloth</li> <li>• Hand Sanitizer - 4 oz.</li> <li>• Clear Drawstring Tote</li> </ul>			
<b>Total</b>			

	Qty	Price	Total
<b>Personal Hygiene Kit (Kids)</b>	600		
<ul style="list-style-type: none"> <li>• Kids Colgate Toothbrush</li> <li>• Kids Shampoo 12 oz.</li> <li>• Bath Wipes - 80 ct</li> <li>• Cotton &amp; Swabs</li> <li>• Dental Floss</li> <li>• Kids Toothpaste</li> <li>• Wash Cloth</li> <li>• Soap, 3pk.</li> <li>• First Aid Kit 42 pcs.</li> <li>• Comb</li> <li>• Brush</li> <li>• Clear Zipper Tote</li> </ul>			
<b>Total</b>			

## BULK ITEMS

Items	Qty	Price	Total
3 pack Towel Sets	500		
Toilet Tissue, 2 ply, 500 sheets per roll	500		
Paper Towel	300		
Tide Detergent, 260 grams	400		
Palmolive Dish Detergent 14 oz.	200		
Feminine Pads (10ct)	300		
Tampons (12 ct)	300		
Gloves	300		
Beanie Cap	300		
Jackets/Coats	200		
Sleeping Bags	200		
Trash Bags – Large Black	300		
Blankets	200		
Duffels Bags 24"	100		
Pillows	150		
Sheet sets Twin	50		
Sheet sets Full	50		
Sheets sets Queen	50		
Air Mattress Twin	50		
Air Mattress Full	50		
Air Mattress Queen	50		
Air Mattress Pumps	150		
Batteries 4pk Size C or D	200		
Polo Shirts Size 8 – 20 youth White	200		
Polo Shirts Size M-2x Adult white	50		
Pants Khaki – 7 – 20 Youth	200		
Pants Khaki Size 30-42 Adult	50		
Total			