



## **Board of Education of the City of St. Louis**

***RFQ NO. 001-1920***

***SIT Backpack, School Hygiene Kits & Supplies, and Uniforms***

**Bid Opportunity – Due March 12, 2020 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 3,085. This school year (FY19/20), we anticipate the numbers staying the same.

We are seeking a company to provide:

- Uniform pants and shirts in various sizes
- 750 assembled backpacks with school supplies
- 1000 assembled hygiene kits (Youth and Adults Combined) in addition to;
  - Various bulk items listed in **Attachment A** (Excel Spreadsheet) 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 Wednesday, March 4<sup>th</sup>, 2020. All samples will be returned no later than Monday, March 23, 2020. Please include a return shipping label for your items.

Product samples shall be shipped to:

**Attn: Ketra Montgomery**

**Procurement 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 agreement.

The term of this purchase agreement will be for the 19/20 school year with an two one-year renewal options (20/21 and 21/22 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 March 12, 2020 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:

**Procurement 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)

1. Prices quoted shall include all freight and handling charges for delivery of the goods or services requested at the location(s) indicated in the attached sheets.
2. Bidders must use the bid forms provided for the purpose in submitting bids, must return the announcements and bid sheets comprising this bid, give unit prices, extend totals, and sign the bid. **MARK RETURN ENVELOPE** as follows:

---

RFQ NO. 001-1920 SIT Backpack, School Hygiene Kits & Supplies, and Uniforms

If you do not care to bid, please return bid sheets(s) and note your reason.

3. Faxed or emailed bids will not be accepted.
4. All questions should be submitted in writing by email ([Ketra.Montgomery@slps.org](mailto:Ketra.Montgomery@slps.org)) to the Procurement Department.
5. The District reserves the right to accept or reject all or part of the bid, to waive technicalities, and to accept the offer the District considers most advantageous. The District also reserves the right to award all items, any group of items, or a single item to the vendor providing the best product at the lowest possible cost.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid prices, as the District is exempt from them by law. A tax exemption certificate will be furnished upon request.
7. Failure to deliver as guaranteed, or any other default by the bidder, may result in the disqualification of the bidder from future bidding.
8. The District has adopted a policy encouraging the purchase of products and/or services manufactured, assembled, or produced within the state and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when quality and price are the same.
9. Should bidder take exception to any terms, conditions, or specifications stated herein, such exception must be so noted **IN WRITING** within your bid submittal and an alternate stated. Failure to so do will result in the assumption and requirement of compliance with said terms, conditions, and specification as stated.
10. In case of default by the bidder, the District will procure the articles or services from other sources and hold the bidder responsible for any excess cost occasioned thereby.
11. According to section 171.181 of the Missouri State Statutes, no board member, officer or employee of the District is permitted to sell or provide any of the commodities stated within this bid to the District.

**RFQ NO. 001-1920 SIT Backpack, School Hygiene Kits & Supplies, and Uniforms**

**DISCOUNT AGREEMENT**

Material.....List Price less \_\_\_\_\_% discount

Discount agreement from price list/catalog # \_\_\_\_\_.  
(Please include number and/or date of price list/catalog.)

All orders over \$ \_\_\_\_\_ shipped F.O.B. DESTINATION

All orders under the above amount will be shipped freight prepaid and added to invoice.

Is credit card accepted? \_\_\_\_\_ Fees/Charges \_\_\_\_\_

**PLEASE INCLUDE TWO (2) COPIES OF ALL PRICE LISTS/CATALOGS FROM WHICH DISCOUNTS ARE TO BE TAKEN.**

The undersigned hereby offers to furnish and deliver the articles or services as specified at the prices and terms stated in and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood and all of which are made a part of this offer.

Discount: \_\_\_\_\_% - \_\_\_\_\_ days, Net 30 days

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

\_\_\_\_\_

City,State,Zip \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Date: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Email Address: \_\_\_\_\_