REQUEST FOR QUOTE (RFQ) - Invitation to Submit Quote

Publish Date: March 26, 2021

Description: The RFQ is issued with the intent of inviting vendors to submit a quote for “Brookview & Eason Elementary – Furniture Replacement” to assist in replacing the majority of original furniture and equipping classroom additions in each building. Brookview Elementary (opened in 2001) and Eason Elementary (opened in 1994) both have building additions that are currently under construction and the anticipated completion is June 25, 2021. Anticipated installation would occur starting with the week of July 19, 2021 with final date determined by a collaborative effort between WCSD and the successful vendor.

Quote Due Date: Sealed quotes must be received no later than 2:00 PM CST on April 8, 2021.

Deliver/Mail/E-mail Quotes to:
Waukee Community School Operations Facility
Attention: Kirk J. Johnson, Chief Operations Officer
1000 6th Street
Waukee, Iowa 50263
kjohnson3@waukeeschools.org
Notated: “Brookview & Eason Elementary – Furniture Replacement”

Notice to Vendors:
- Subject to the conditions, provisions and the specifications associated with this RFQ, quotes will be received at the designated location until the stated date and time.
- Waukee Community School District (WCSD) reserves the right to reject any or all quotes received, waive irregularities or technicalities in any quote, which it deems to be in its best interest.
  - This RFQ is a one-bid RFQ and WCSD will only consider quotes that bid all specified products for both buildings.
  - Vendors should note layouts and quantities on pages 5 & 6 of the product specification sheets for K-5 classrooms and special program rooms.
- Quotation should include shipping, delivery, installation by bidder, associated trash removal by bidder and all other appropriate components. Both facilities are at ground level. Pending the completion of construction, furniture can be shipped directly to the respective buildings.
  - All vendors shall submit a bid alternate for removal and disposal (disposal meaning the vendor taking possession of the furniture to do with it what they want) of existing classroom furniture. Please provide cost for the removal and disposal of existing furniture at each building. Furniture includes student desks, student chairs, storage, tables, teacher furniture, etc. The district will mark items that are to remain in the...
building and not be disposed of.
- If the bid alternate is accepted, the successful vendor will be able to remove furniture at an agreed upon date during June or July only after it is guaranteed that new furniture will arrive in time for installation and school to start.

- Prior to the date and time designated for receipt of proposals, proposals submitted early may be modified or withdrawn only by written notice to WCSD. Such notice shall be received by WCSD on or prior to the designated date and time for receipt of proposals.
- The bidder shall unconditionally warrant the product as being free from defect and capable of performing to the requirements of this offer when operated by WCSD within the parameters specified in the manufacturer’s specifications and warranties. The bidder shall provide warranty information on all products specified.
- WCSD is a tax-exempt school district in Iowa. Payment will be made in full within (30) days after delivery of product is completed.
- Successful company shall comply with all requirements set for by the district for installation, including, but not limited to background checks being completed for all installers.
- The District reserves the right to reject any or all bids or to seek clarification upon responses received. RFQ submissions will be evaluated based on a variety of factors, including but not limited to:
  - Best value to Waukee Community School District
  - Ability to meet basis of design specifications and options
  - Warranty
  - Ability to comply with RFQ “Notice to Vendors”
  - Cost
  - Vendor experience and references
- Questions may only be submitted via e-mail to Kirk J. Johnson, Chief Operations Officer at kjohnson3@waukeeschools.org. Questions are allowed between March 26 – April 2, 2021. The district will provide responses to those questions deemed appropriate to all vendors via the district’s website: https://waukeeschools.org/departments/business-services/notice-to-bidders-rfp/. Responses will not be provided on an individual basis.

**Quotation Award Date:** action on the sealed bids will take place on April 12, 2021.
- All vendors will be notified via email of the district’s decision.