

INVITATION TO BID

Southwest Region School District is accepting bids for the purchase of janitorial supplies (as defined by industry standard) for the upcoming FY26 school year.

Purchased supplies will be delivered to Southwest Region School District's remote school site locations: New Stuyahok, Koliganek, Togiak, Aleknagik, Twin Hills, Clarks Point, Ekwok and Manokotak.

Final determination of the selected vendor will be made by SWRSD administration based on bids received.

Sealed bids (Price Sheets) will be received until **3:00pm**, local time on **April 26th, 2025** at the Maintenance Office of the Southwest Region Schools, 574 Kenny Wren Road P.O. Box 90, Dillingham, Alaska 99576, or by email to rfinkenbinder@swrsd.org or tclar@swrsd.org.

Questions should be addressed to Tiffoni Claar, Operations and Logistics Assistant, at tclar@swrsd.org or (907) 842-8209.

BID NAME JANITORIAL SUPPLIES	DATE BID IS OPEN MARCH 26 2025	DATE BID IS DUE April 26th 2025
BID ITEM(S) or DESCRIPTION SWRSD Janitorial and Cleaning Supplies		
INSURANCE REQUIREMENTS Liability (See General Terms & Conditions)	LOCATION FOR BID ITEM(S) TWA, TOG, WKK, KGK, CLP, KMO, KEK, KNW	CONTRACT PERIOD OR DATE DELIVERY REQUIRED Must be emailed and received by April 26, 2025.
CONTACT PERSON Randy Finkenbinder, Director of Maintenance and Facilities		PHONE 907-842-8232
DEPT. Maintenance	TIME OF BID OPENING March 25th @9 am AK Time	

INVITATION TO BID

Pursuant to Board Policy 3311, sealed/emailed proposals will be received by Tiffoni Claar, the Operations and Logistics Coordinator, for the Southwest Region School District at tclaar@swrsd.org, P.O. Box 90, Dillingham, AK 99576 for furnishing the commodities and/or services listed at the locations listed above.

AFFIRMATION OF BIDDER

The undersigned bidder affirms and declares:

- 1) That this contract proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the General terms & Conditions, Bid Specifications and Bid Proposal which are made a part of the contract.
- 2) That should any part of this proposal be accepted in writing by the operations and logistics assistant within thirty (30) calendar days from the date of bid opening, said bidder will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices bid, and in compliance with the Specifications.

PROPOSAL: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services to district at the prices bid herein.

Type of Business	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sub Chapter S Corp.	<input type="checkbox"/> Corporation
Company Name		Doing Business As (Trade Name)		
Business Address		City	State	Zip Code
Signature of Person Authorized to Sign This Bid		Title	Date	
Print Name of Signer		Phone	Fax	
Employer Identification Number (EIN or TIN)				

TO ALL PROSPECTIVE BIDDERS: ALL VENDORS MUST include the attached Spreadsheet with prices of the inventory of typically used products that match/fit the schools of SWRSD

BID PROPOSAL

The undersigned _____, doing
business in the City/Town of _____
submits herewith, in conformity with the general terms and conditions and specifications for the above
mentioned public bid, the following proposal for Southwest Region Schools request for bid
_____: (attach additional information per specifications if applicable)

**ALL VENDORS MUST include the attached Spreadsheet with prices of the inventory of typically used
products that match/fit the schools of SWRSD.**

SPECIFICATIONS

For

Janitorial Supplies

Intent:

The purpose of this bid is to secure a Vendor(s) that can perform the project.

Basis Of Award:

The School District intends to award the bid to the responsive and responsible bidder as follows:

Lowest total cost	70%
References	20%
Rural Experience	10%

Award team consists of Director of Maintenance, Business Manager and the Superintendent.

Bid Prices:

All bid prices shall:

- * be complete and include all necessary equipment and supervision.
- * be for on-site service.
- * include with your response any additional items, fees, travel costs to Dillingham, etc. that your company routinely charges that are not listed
- * include a description of billing method and rate for unforeseen delays or additional trips caused by others, weather days or additional work required by the district

Contract Period:

This contract will cover from the time of award April 26, 2025 through March 1, 2026.

Contractor Requirements:

1. Must possess a valid business license.
2. Must be able to work with no supervision.
3. Must be cognizant of health and safety requirements for the job.
4. Must provide three references that can attest to quality and timeliness of work to be included in the bid packet. (preferably local references)
5. Must be licensed in the State of Alaska

Inspection:

Inquiries concerning this contract proposal and work described should be directed to Tiffoni Claar, Operations and Logistics Assistant, (tclaar@swrsd.org). Material inquiries will be answered in writing and provided to all potential bidders.

On-site inspections can be made at bidder's expense, call Tiffoni Claar (907) 842-8209 to make arrangements.

Inclusions:

1. Housing will be provided at sites, per diem will not (include in proposal if needed)
2. If award winner is from outside of Dillingham, lodging in Dillingham will be provided. (if needed)
3. Transportation from the site airport to the school will be provided.
4. Either party may terminate the agreement with 30 days written notice.
5. Contractor must schedule work so as not to interfere with classes / student activities. All work must be done in coordination with District Personnel in the building.
6. Contractor shall work safely and is responsible to block off the work area to keep others out if needed and maintaining a safe work area.
7. The Contactor shall include with its proposal the specific names of the technicians that will be assigned to perform the work.
8. The Contractor shall provide annual training for the supplies/materials and cleaning procedures if asked to do so by SWRSD.

Location of proposed Services:

Dillingham, Alaska

Scope of Work:

Provide Janitorial supplies directly to SWRSD Schools located in: New Stuyahok, Koliganek, Togiak, Aleknagik, Twin Hills, Clarks Point, Ekwok and Manokotak.

GENERAL TERMS AND CONDITIONS

Sealed bids, subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided, will be received by the Maintenance Office until the time and date as stated in the contract proposal. Immediately thereafter the sealed bids will be opened and read in public.

1) Proposals:

PROPOSALS MUST BE ENCLOSED IN A SEALED ENVELOPE, CLEARLY MARKED WITH THE BIDDER'S NAME, ADDRESS, AND THE BID NAME

OR

EMAILED TO TClair@swrsd.org FOR A DECISION TO BE MADE

Bids must be made out and signed in the corporate, or other, name of bidder. In addition, the bid must be fully and properly executed by person authorized to bind the bidder.

Bids received later than the time and date specified will not be considered.

The district reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.

In addition, the school system reserves the right to correct an award erroneously made as a result of a clerical error on the part of the district.

2) Price:

Bid prices will include the completion of all specifications, F.O.B. destination.

3) Taxes:

The district is exempt from the payment of the Excise Taxes imposed by the Federal Government, and Sales Tax in the State of Alaska. Such taxes should not be included in the bid price. Exemption documentation can be furnished upon request.

4) Award:

The Award Team will score each based on the award criteria outlined in the Specifications. They will make an award which, in their judgment, best meets the specifications and is deemed in the best interest of the district. The award team further reserves the right to reject any or all bids and to waive informality or technical defects, if, in their judgment, the best interests of the district will be so served.

5) Laws:

All materials, services, and deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Alaska. This includes but is not limited to laws relating to nondiscrimination, health and safety standards, and the Fair Labor Standards Act.

6) Permits (if Applicable):

It is the responsibility of the successful bidder to obtain all Federal, State and local permits.

7) Liability Insurance:

The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of employer's liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor in an amount not less than \$1,000,000 per occurrence and worker's compensation insurance. A certificate of insurance evidencing this fact that the contractor has secured the required insurance shall be filed with Southwest Region School District at the time of the execution of this contract.

8) Non-Exclusive:

A contract issued as a result of this bid shall not be considered exclusive. The purchaser reserves the right to contract with other vendors for similar services if and when deemed appropriate by the purchaser.

9) Cancelation:

The district reserves the right to cancel the contract, at any time, at no cost to the district. If the right to cancel is for inadequate performance, then the cancellation should be immediate. If the right to cancel is for any other reason, then the cancellation should be upon fifteen (15) days written notice. The district also reserves the right not to award the continuation of this contract. The award of each individual job is contingent upon adoption and approval of budgetary funds for this purpose.

10) Hold Harmless and Indemnification:

The successful bidder/contractor shall defend and hold harmless the district, and any of its officers, employees, or agents for any loss, claims, suits or judgments, including reasonable attorney's fees at the trial and appellate levels, arising out of the contract.

11) Safety Standards:

All contractors and/or their personnel are required to be in compliance with all EPA, NFPA and OSHA safety standards when working on site (under the direction of a contractor's project supervisor.) All on-site activities carried out by contractors and/or their employees must be done in such a manner as to maintain a safe working environment for all District employees, students and visitors. Contractor employees found to be in non-compliance may be removed from the work site by the administrator or his designee. Contractors found to be in non-compliance will be subject to forfeiture of payment and/or contract termination. The district reserves the right to inspect the work site at any time for safety compliance. The district may require a review of a contractor's OSHA 200 log for the three previous years. It is the contractor's responsibility to train his employees in O.S.H.A. and Right-to-Know (M.S.D.S.) requirements.

12) Invoicing and Payment:

Original invoices shall be sent to the business office at the following address:
Southwest Region School District
Accounts Payable

P.O. Box 90
Dillingham, AK 99576

Payment will be made based on satisfactory delivery of goods and/or services.
The purchase order number shall appear on all invoices.
The district is not subject to sales tax.

The district has the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the district reserves the right to have the repair made by an alternate vendor and subtract the cost of same from the contractor's invoice. The district reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.

13) Conflicts of Interests

No member of the governing body of the Southwest Region School District or other officer, employee or agent of the district who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interests, direct or indirect, in any ensuing contract as a result of this Request for Proposals. The contractor for itself and its principal employees, officers, agents, directors or shareholders covenants that neither the contractor nor any of the listed classes of individuals has nor shall acquire any interest, direct or indirect, in the project, direct or indirect, to which the contract pertains which would conflict in any manner or degree with the performance of its work hereunder. The selected bidder further covenants that in its performance of the contract no person having such interest shall be employed, **without first disclosing his/her potential conflict.**

14) Choice of Law and Jurisdiction

The laws of the State of Alaska shall govern this RFP, and any legal action brought thereon shall be filed in Alaska.

15) Aggrieved Bidders

Any party submitting a bid for a contract or purchase order with the district may appeal to the Superintendent in writing, personally received at the District Business Office, within five (5) business days of the date of notice of intent to award a contract. The appeal may be hand delivered, by mail, or by facsimile and must comply with the requirements of this section.

A written appeal shall, at minimum, contain the following:

1. The name, address, and telephone number of the interested party filing the appeal;
2. The signature of the interested party or the interested party's authorized representative;
3. Identification of the proposed award at issue;
4. A statement of the legal or factual grounds for the appeal;
5. Copies of all relevant documents.

If a timely and complete appeal is filed, the award of a contract or purchase order shall be stayed until all administrative remedies have been exhausted, unless the Superintendent determines in writing that award of the contract or purchase order pending resolution of the

appeal is in the best interest of the district. Notice of the stay and appeal shall be delivered to any party who may be adversely affected by the Superintendent's decision by facsimile, first class mail or in person within five (5) business days of receipt of a properly filed appeal. The Superintendent shall issue a written decision to the appellant within ten (10) business days of the date that the appeal is filed. If multiple appeals have been filed, they may be consolidated for purposes of the decision. Copies of the appeal and decision shall be provided as requested.

16) Modifications of Proposals

Modifications will be accepted by the district and binding upon the responding firm where the modification:

1. Is received by the district at the place designated for submission of RFP responses prior to the deadline.
2. Is sealed in an envelope or email clearly stating "RFP Janitorial Supplies" and the name of the responding firm.
3. Is signed by the same individual who signed the original submittal.

It is suggested that the modification document include a photocopy of each page of the original submittal that the responding firm seeks to modify, with the modification and the respondent's signature clearly set out in ink on each page. Facsimile modification documents will be accepted within a sealed envelope provided that the proposer's signature is clearly legible.

Should there be more than one submittal modification from a responding firm, the last modification received prior to the deadline shall be opened and applied to the submittal. All earlier modifications shall be returned to the responding firm unopened.

Any modification, which fails to meet any requirement of this section, shall be rejected and the submittal shall be considered as if no modification had been attempted.

17) Withdrawal of Proposals

At any time prior to the scheduled closing time for receipt of RFP submittals, any responding firm may withdraw their submittal, either personally or by written request. However, a proposal may not be withdrawn after opening without the written consent of the district.