



**Pocatello
Chubbuck
School District 25**

**Maximizing Learning For All Students
Through Rigor, Relevancy and Relationships**

Whatever It Takes!

~ Making it Happen – Whatever it Takes! ~

“Together we are Extraordinary and Accomplishing Great Things!”

Date: July 17, 2017

REQUEST FOR INFORMAL BIDS

Bid Description: LAUNDRY SERVICES for the Food Service Department

The Pocatello / Chubbuck School District No. 25 will receive informal bids for the above request until 9:00 a.m. on August 1, 2017.

Respondent shall include Informal Bid Form with proposed services and costs to the District. The Bid Form shall be signed and dated by an authorized signature, with authorized name and title typed beneath their signature.

Details including submission forms may be secured at: 3115 Poleline Road, Pocatello, Idaho.

NATURE OF CONTRACT:

Services for pickup, laundry and delivery of various kitchen soft cloth items from the School District No. 25 Central Kitchen three times weekly during the school year months and weekly during the summer months.

BID AWARD:

School District No. 25 will select a winning bid based on conditions and requirements contained herein to award the contract for the Fiscal Year 2017-2018, beginning on August 1, 2017 and ending July 31, 2018. This awarded contract will have the option of five (5) – one (1) year contract renewals. Contracts for services will be put into effect by means of a purchase order executed by the Food Services Purchaser after tabulations are compiled and approved.

QUALITY OF MATERIALS:

It is specifically understood that the services supplied shall be equal to those specified. Substitutions or major alterations of services to be provided must be clearly indicated upon the bid proposal sheet at the time of submission.

RESPONSIBILITY OF VENDOR:

Each respondent shall be responsible for the delivery of materials in such quality and quantities as specified. The respondent shall submit their response on the bid proposal form furnished and shall plainly mark on the outside envelope: LAUNDRY SERVICES – FOOD DEPT.

DISTRICT REPRESENTATIVE:

Refer all questions to Tom Wilson, Food Service Coordinator/Purchaser at (208) 235-3208 or wilsonto@sd25.us

SCOPE OF SERVICES:

School District No. 25 request the bid proposal to include, but not limited to, the following services:

Inventory, pickup, launder and delivery of items as specified. Delivery of laundered items will be accepted on Monday-Wednesday-Friday between operating hours of 6:00 a.m to 8:00 a.m. Pick-up/Delivery schedule will take place on a pre-determined day and frequency, expect holidays and facility closures as determined by Tom Wilson, Food Service Coordinator.

PAYMENTS:

Vendor will be responsible for invoicing School Food Service on a monthly basis. Payment will be made directly to the vendor within 30 days of invoice.

OBJECTIONS:

Written objections to specifications or procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bid proposals are scheduled to be received per Idaho Code Section 68-2806(c).

EVALUATION CRITERIA:

Vendor selection on this bid shall be evaluated based on the following;

1. Price
2. Vendor reputation for providing quality materials on a timely basis.
3. Vendor who best meets the specified service as listed will be given priority.

NOTES CONCERNING REQUEST FOR BID PROPOSAL:

1. Respondents submitting informal bid proposals may be asked to meet with District Contact to clarify their bid. School District No. 25 specifically reserves the right to award without discussions and based upon written bids.
2. All substitutions must be pre-approved by the Food Service Coordinator.
3. There is no current conflict of interest with School District employees and shall not be going forward with regard to manufacturers, vendors, or representatives of such entities.
4. Cost for services remains fixed for 2017-2018 school year. Any subsequent price increases must be approved by the Director of Business.
5. Included within the bid document are inventory items that Pocatello has used this year.



BIDDER CERTIFICATION FORM

- Debarment and Suspension** – In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
- Anti-Collusion** – In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
- Anti-Lobbying** – In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- National Sexual Offender Registry** – In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

Signed: _____ Date: _____

Name & Title: _____

Company: _____

Address: _____

City & State: _____

CONTRACTOR'S AFFIDAVIT
CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

STATE OF _____

COUNTY OF _____

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that named contractor is in compliance with the provisions of Idaho Code section 72-1717; that named contractor provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that named contractor shall subcontract work only to subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

Subscribed and sworn to before me this _____ day of _____, _____.

Commission expires:

NOTARY PUBLIC, residing at



Pocatello/Chubbuck
 www.d25.k12.id.us
DISTRICT

25 *Maximizing Student Learning!*

REQUEST FOR INFORMAL BID

To: Company: _____
 Address: _____

 Phone: _____

From: School District #25
 3115 Poleline Rd.
 Pocatello, ID 83201
 (208) 235-3202

This is an informal bid, not an order. Please promptly bid prices on items listed below. ***Pricing includes all costs of related services indicated under Scope of Services.**

Address Reply To: Rena Bentley Business Services		Reply Due By: August 1, 2017 9:00 a.m.	
Inventory Qty	Item Description	Unit Laundry Price *	Replacement Charge *
3,000	Front of House Microfiber Pro Towel, white		
2,000	Dish Towel		
500	Pot Holder		
50	Back of the House Pro Towel Black Stripe Grill Cloth		
150	Laundry Bags – to be provided at no expense for 25 sites		
25	Bag Stands – to be provided at no expense for 25 sites		

 Company Name

 Address

 Authorized Signature

 Title

 Phone / Fax Numbers

BUSINESS OFFICE USE ONLY:

Approved by: _____
Director of Business Operations
Date: _____
Purchase Order Number: _____