



**21-0063**

**Folding Wagons**

Issue Date: 9/25/2020

Questions Deadline: 9/29/2020 02:00 PM (CT)

Response Deadline: 10/2/2020 01:00 PM (CT)

**Contact Information**

Contact: Kasey Roberts Specialist  
Address: Purchasing and Distribution  
General Services Center  
1458 E. Chestnut Expressway  
Springfield, MO 65802  
Phone: (417) 523-0055  
Email: [kmroberts@spsmail.org](mailto:kmroberts@spsmail.org)

## Event Information

Number: 21-0063  
Title: Folding Wagons  
Type: Quote (informal)  
Issue Date: 9/25/2020  
Question Deadline: 9/29/2020 02:00 PM (CT)  
Response Deadline: 10/2/2020 01:00 PM (CT)  
Notes: The School District of Springfield R-12 (hereinafter referred to as "District") seeks competitive responses to our Request for Quote.

Bidders must respond online utilizing the e-bid system. (Emailed/faxed copies will not be accepted.) All communication must be through the website. You will have an opportunity to ask questions through the system; they will be responded to.

**No late responses will be accepted.**

## Ship To Information

Address: Distribution Center  
General Services Center  
1458 E. Chestnut Expressway  
Springfield, MO 65802

## Billing Information

Address: Business Services  
Kraft Administrative Center  
1359 East St. Louis Street  
Springfield, MO 65802

## Bid Attachments

### General Contract Requirements Request for Quotes.pdf

[View Online](#)

General Contract Requirements Request for Quotes

### PO\_Terms\_and\_Conditions.pdf

[View Online](#)

PO\_Terms\_and\_Conditions

### Substitute\_W9 Plus.pdf

[View Online](#)

Substitute W-9 Plus Form: The District's Business Services Department will not accept a standard W-9 form. Please complete the form as provided and upload here. Do not include any additional documentation with the Substitute W-9 form, including but not limited to additional terms and conditions, quotes, etc. Any exceptions and/or deviations must be noted in the attribute section of this solicitation.

## Requested Attachments

### Substitute W9+ Plus

*(Attachment required)*

The District's Business Services Department will not accept a standard W-9 form. Please complete the form as provided and upload here. Do not include any additional documentation with the Substitute W-9 form, including but not limited to additional terms and conditions, quotes, etc. Any exceptions and/or deviations must be noted in the attribute section of this solicitation.

## Bid Attributes

### 1 INTRODUCTION

This solicitation constitutes an invitation for competitive quotes from prospective bidders for the purchase of items specified herein in accordance with the requirements and provisions stated herein. The information included in the solicitation are examples of products/services that may be procured but should not be interpreted as an all inclusive guarantee.

### 2 ABOUT THE DISTRICT

The District provides education for over 24,000 students in K-12 and is the largest district in Missouri. Its boundaries cover over 138 square miles and encompass the City of Springfield, Missouri and parts of the City of Battlefield and Greene County.

The District's facilities currently include the following: 29 elementary schools (K-5), 2 elementary schools (K-4), 6 middle schools (6-8), 1 intermediate school (5-6), 4 combination schools (K-8), 5 high schools (9-12), and 6 early childhood centers. In addition to these school buildings, the District has a center for gifted education and a center for alternative education. The District owns and maintains six support facilities providing administrative, operational, and educational services.

### 3 ATTRIBUTES

There are attributes associated with this solicitation. Some are notes to be incorporated into the contract document and require no response while others do require a response, be sure to carefully review each attribute/requirement.

### 4 COMMUNICATION STATEMENT

Contact between vendors and The School District of Springfield R-12 (District) personnel during the solicitation process or evaluation process is prohibited. Any attempt by vendors during the solicitation process or evaluation process to contact District personnel may result in disqualification. All communication shall go through the Purchasing Department via the e-bidding system during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this solicitation is stated in the Bid Activities and the District may not respond to questions after this time and date. **NO ORAL STATEMENT OF ANY PERSON(S) SHALL MODIFY OR OTHERWISE CHANGE, OR IMPACT THE TERMS, CONDITIONS, OR SPECIFICATIONS STATED IN THE RESULTING CONTRACT. All questions must be submitted through the e-bidding system.**

### 5 TERMS AND CONDITIONS

By submitting a response, the vendor hereby agrees the District's terms and conditions supersede any added terms and conditions.

I agree

*(Required: Check if applicable)*

### 6 CONTRACT REQUIREMENTS

I have reviewed and commit to comply with the District's Contract Requirements Form (attached).

I agree.

*(Required: Check if applicable)*

**7 DEVIATIONS AND EXCEPTIONS**

If your company intends to deviate from the specifications, terms or conditions listed herein, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below. If none, please enter N/A (Not Applicable).

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*(Required: Maximum 4000 characters allowed)*

**8 NON-COLLUSION**

By submitting a response the bidder certifies under penalty of perjury that they are duly authorized to execute this contract, that this company, corporation, firm, partnership, or individual has not prepared this bid in collusion with any other bidder, and that the contents of this solicitation as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Failure to certify will render bid non-responsive and will not be considered for award.

I agree

*(Required: Check if applicable)*

**9 Provide a valid monitored email address for orders to be sent to.**

\_\_\_\_\_

*(Required: Email address)*

**10 ATTACHMENTS**

We have reviewed all solicitation attachments. **Failure to upload required form(s) or adding additional forms (ie. terms and conditions, W9 instead of Substitute W9 Plus, bidders quote form, etc.) may deem your offer non-responsive.**

I agree

*(Required: Check if applicable)*

**Bid Lines**

**1** The District is requesting pricing quotes for the following items. These will be ordered via Purchase Order and shipped to one location. That location has a dock and can accept deliveries Monday - Friday from 7:30 AM - 3:00 PM without an appointment.

**The following are requirements for alternate bid items: No table or wagon attachments, and the District desires the wagon to be BLACK in color.**

**No separate specification sheet required to attach when bidding an alternate; as long as you enter the manufacture and manufacture number. We will request clarification if necessary.**

**2 Folding/Collapsible Wagon: MAC WAGON WTC-109**

Quantity: 25 UOM: EA Price: \$  Total: \$

Manufacturer:   
*(Required)*

Manufacturer #:   
*(Required)*

- No bid
- Alternate specification  
*(Attach separate sheet)*

Item Notes: Color: Black

Folded dimensions (L x W x H): 20.2 in. x 8 in. x 29.5 in.

Inner dimensions (L x W x H): 32 in. x 17 in. x 10 in.

Open dimensions (L x W x H): 35.5 in. x 20.2 in. x 22.5 in.

Weight: 22.6 lbs.

Strong steel frame construction holds up to 150 lbs.

Durable 600 denier polyester fabric is easily cleaned after use

Quick and easy set up in seconds

Folds compactly and stores easily

Adjustable handle that can also lock into place

No assembly required

**Item Attributes**

**1. Warranty**

In the space provided, please state your warranty, including parts and labor after receipt and acceptance by the District. Specify if the term is months or years. At a minimum, the manufactures warranty shall be included. The bidder should state the warranty in the space provided below. Also, the bidder should state if the warranty covers parts and/or labor. Days shall be calendar days after receipt and acceptance by the District

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*(Required: Maximum 25 characters allowed)*

**2. Delivery Days**

The desired delivery is seven (7) calendar days after the receipt of a properly executed order. The bidder should state their maximum delivery in the space provided. Delivery shall be no later than 30 calendar days after receipt of a properly executed order. **Failure to adhere to this requirement will result in the termination of the agreement for breach. Days shall be in calendar days.**

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*(Required: Maximum 15 characters allowed)*

**Supplier Information**

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

Contact Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

**Supplier Notes**

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In compliance with this Request for Quote, the bidder declares understanding and agrees to provide the items and/or services, in accordance with the terms and conditions, specifications, and requirements as stated herein and as modified by any issued addendum. The bidder also agrees that upon receipt of an official Purchase Order issued by District's Purchasing Department and signed by the Purchasing Manager, a binding contract shall exist between the bidder and the District. Payment will occur no sooner than 30 days after receipt and acceptance of items and/or services or receipt of correct invoice whichever is later. By submitting your response, you certify that you are authorized to represent and bind your company.

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

\_\_\_\_\_  
*Signature*