



**21-0156**

**Health Supply Items**

Issue Date: 6/1/2021

Questions Deadline: 6/7/2021 08:00 AM (CT)

Response Deadline: 6/8/2021 02:00 PM (CT)

Purchasing

**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: 21-0156  
Title: Health Supply Items  
Type: Quote (informal)  
Issue Date: 6/1/2021  
Question Deadline: 6/7/2021 08:00 AM (CT)  
Response Deadline: 6/8/2021 02:00 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.)

UNLESS OTHERWISE DIRECTED ANY QUESTIONS REGARDING SOLICITATION MUST BE DIRECTED TO THE BUYER OF RECORD THROUGH THE E-BIDDING SYSTEM FOR THIS SOLICITATION. CONTACTING DISTRICT STAFF OTHER THAN THE BUYER OF RECORD VIOLATES POLICY AND IS STRICTLY PROHIBITED.

All correspondence that takes place through the e-bidding system will be incorporated as part of the resulting agreement including but not limited to Questions and Answers, Responses to Questions, and any associated addenda.

## 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

General Contract Requirements Request for Quotes

[View Online](#)

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

PO\_Terms\_and\_Conditions

[View Online](#)

### Substitute\_W9 Plus.pdf

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.

[View Online](#)

## 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 SHIP-TO LOCATION

**Unless otherwise stated, items will be ordered on one purchase order and shipped to one location in Springfield MO 65802. The delivery location has a dock.**

## 6 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)*

## 7 CONTRACT REQUIREMENTS

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

I agree.

*(Required: Check if applicable)*

**8 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)*

**9 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)*

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

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*(Required: Email address)*

**11 EMERGENCY PLAN**

The Contractor agrees to have an emergency plan in place in order to prevent or minimize service interruptions to students/staff in the case of a shortage or other factors. The emergency plan must be made available to the District upon request.

I agree.

*(Required: Check if applicable)*

**12 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)*

**13 SAFETY DATA SHEETS (SDS)**

The Contractor shall fully comply with all federal, state, and local regulations regarding product labeling, packaging, and safety including providing Safety Data Sheets with each shipment hereunder.

**Bid Lines**

1 The District is requesting bid pricing for the following items. These items will be ordered in the quantities listed on a District issued Purchase Order(s) as needed and shipped to the District's Distribution Center located at 1458 E. Chestnut Expressway. The location has a dock and can accept deliveries Monday - Friday from 7:30 AM - 3:00 PM without an appointment (with the exception of District holidays).

## **Item Attributes**

### **1. Award**

The District reserves the right to award by line, by group, all or none. Awards will be made in the best interest of the District.

### **2. Line Items - Bidding Alternatives**

When bidding an alternative bidders MUST complete and type in the spaces for Specification, Manufacturer, and Manufacturer # for the alternate they are proposing. If these spaces are not completed by the bidder the response may be deemed non-responsive as the District cannot make assumptions on behalf of the bidder.

### **3. No-Bid**

No Bid: When submitting a no-bid the no-bid option **must** be selected in the e-bidding system. If a bidder leaves a line item blank the District will assume the product/service for that line will be provided at no cost to the District.

### **4. The District reserves the Right:**

The District reserves the right to consider cooperative contracts, federal, state, municipal, etc. during the evaluation process. The District may utilize a cooperative contract in lieu of making an award to this solicitation if it is in the best interest of the District. Quantities provided are estimates only. The District reserves the right to increase and/or decrease quantities.

### **5. BID PRICE**

UNLESS OTHERWISE NOTED THE DISTRICT WILL ONLY CONSIDER PRICING AS PROVIDED BY THE BIDDER/OFFEROR IN THE BID LINE(S) ITEM(S) BELOW. IN THE EVENT OF A CONFLICT AND/OR ERROR IN PRICING THE PRICING PROVIDED ON EACH LINE(S) ITEM(S) SHALL PREVAIL.

**PLEASE NOTE THE SYSTEM WILL ROUND THE BID PRICE TO THE NEAREST HUNDREDTH. BIDDERS/OFFERORS SHALL NOT MANIPULATE THIS SYSTEM REQUIREMENT IN ANYWAY.**

**THE DISTRICT RESERVES THE RIGHT TO REJECT ANY RESPONSE AS NON-COMPLIANT THAT DOES NOT ADHERE TO THESE REQUIREMENTS.**

**2** (1331) HIBICLENS. Reference: 16 OZ. BOTTLE, HAND (SKIN) CLEANSER. HIBICLENS ANTISPETIC/ANTIMICROBIAL SKIN CLEANER. (Or Equal; end user will determine equivalency)

Quantity: 12 UOM: Each Price: \$  Total: \$

Manufacturer:   
(Required)

Manufacturer #:   
(Required)

No bid  
 Alternate specification  
(Attach separate sheet)

Item Notes: \* HIBICLENS begins killing germs on contact and continues working for up to 24 hours.

\* Protect against germs, even between washes: The average person comes in contact with 300 surfaces every 30 minutes. Hibiclens is antibacterial, antiseptic and antimicrobial; Its active ingredient chlorhexidine gluconate (CHG) begins killing a variety of germs, bacteria and fungi on contact and continues working even after rinsing.

\* Active Ingredients: Chlorhexidine Gluconate Solution 4.0% W/V  
Inactive Ingredients: Fragrance, Isopropyl Alcohol 4% W/V, Purified Water Isopropyl Alcohol 4% W/V Purified Water

**Item Attributes**

**1. 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 25 characters allowed)

**2. 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)

**3. Pricing:**

Per the contract requirements pricing will be held firm for 90 days. In the space provided list the time in calendar days that you firm will exceed this requirement.

(Optional: Numbers only)

**3** (1441) Disinfectant Spray - Reference: Lysol Disinfectant Spray (Or Equal; end user will determine equivalency)

Quantity: 144 UOM: Each Price: \$  Total: \$

Manufacturer:   
(Required)

Manufacturer #:   
(Required)

- No bid
- Alternate specification  
(Attach separate sheet)

Item Notes: Kill 99.9% of Viruses and Bacteria with Lysol® Disinfectant Spray on hard and soft surfaces throughout your home.

- \* Kills 99.9% of viruses, bacteria and fungi
- \* Kills cold & flu viruses\*\* and COVID-19 virus\*\*\*
- \* Sanitizes soft surfaces\*
- \* Helps to control and prevent mold and mildew\*

**Item Attributes**

**1. 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 25 characters allowed)

**3. Pricing:**

Per the contract requirements pricing will be held firm for 90 days. In the space provided list the time in calendar days that you firm will exceed this requirement.

(Optional: Numbers only)

**4** (1557) Liquid Antibacterial Hand Soap 16 oz. - Reference: Spectrum Antibacterial Liquid Hand Soap. Mfr. Medline Mfr #: HHABSP16 (Or Equal; end user will determine equivalency)

Quantity: 48 UOM: Each Price: \$  Total: \$

Manufacturer:   
(Required)

Manufacturer #:   
(Required)

- No bid
- Alternate specification  
(Attach separate sheet)

Item Notes: \* Spectrum antibacterial hand soap helps kill harmful germs  
\* Active ingredient: 0.13% benzalkonium chloride  
\* Gentle enough for everyday use  
\* Product is intended for use on the body only

## Item Attributes

### 1. 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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### 2. Warranty

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*(Required: Maximum 25 characters allowed)*

### 3. Pricing:

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*(Optional: Numbers only)*



