



## PELHAM SCHOOL DISTRICT

### REQUEST FOR PROPOSALS FOR:

#### Custodial Supplies

TO: All Prospective Submitters

FROM: Karen Churchill, Administrative Assistant  
Pelham School District, (PSD)

DATE: May 19, 2022

You are invited to submit a proposal for Custodial supplies for all three schools of the Pelham School District (PSD) in accordance with the guidelines and the requirements contained within this Request for Proposal. Pelham Elementary (PES) is located at 61 Marsh Road in Pelham, NH, Pelham Memorial School (PMS) is located at 59 Marsh Road in Pelham, NH and Pelham High School (PMS) is located at 85 Marsh Road in Pelham, NH.

DEADLINE FOR RECEIPT OF PROPOSALS: **Thursday, June 2, 2022, on or before 11:00 AM EST**

LOCATION OF PROPOSAL RECEIPT: Pelham School District  
59A Marsh Road  
Pelham, NH 03076  
[kchurchill@pelhamsd.org](mailto:kchurchill@pelhamsd.org)

#### Instructions to Vendor

1. The proposal shall be submitted either in paper or electrically with all proposal requirements listed below. Envelopes should be addressed to Pelham School District, 59A Marsh Road, Pelham, NH 03076, Attn: Karen Churchill – “Sealed Custodial Supply Bid”, no later than June 2, 2022 by 11:00 AM. Emails can be sent to [kchurchill@pelhamsd.org](mailto:kchurchill@pelhamsd.org) with “Sealed Custodial Supply Bid” in the subject line.
2. All submitters must meet all qualifications established by the District and must certify that they do not have business or personal relationships with members of the Pelham School Board or Administration. If a business or personal relationship exists, submitters must disclose such relationship as part of the proposal. Proposals must be submitted along with the attached form.
3. Although price will be a critical factor, the District reserves the right to award the contract to someone other than the lowest submitter as determined to be in the best interest of the District, see reservation of rights below.
4. No vendor may withdraw their proposal for at least thirty (30) days after the time and date set for the receipt of proposal to ensure issuance of a formal purchase order.
5. All proposals must be signed by an authorized representative of the company.

## Proposal Submission and Review Timeline

Timeline	
Date	Event
Thursday, May 19, 2022	Post RFP @ <a href="http://www.pelhamsd.org">www.pelhamsd.org</a> , email to vendor list
Thursday, June 2, 2022	Deadline for Receipt of Proposals
Friday, July 1, 2022	Anticipated Award Notification
Friday, July 1, 2022 (any time after)	Earliest Expected Delivery Date

## Proposal Requirements

The Submitter's response should be easy to review without reference to other documents and must include, at a minimum, the following:

1. **Cover Page** – Complete the attached cover page, and include the name and address of the company submitting the proposal and the name, address, email, and telephone number of the person(s) authorized by the company to provide pricing proposal.
2. **Cost Proposal** – Complete the attached custodial bid document with proposed pricing and where allowed, any alternative products being proposed.
  - a. Proposal shall include a complete, itemized price breakdown for each major component contained within the Submitter's proposal.
  - b. Proposal shall provide price commitments for a period of thirty (30) days following the Proposal due date.
  - c. All costs are to be provided for supplies delivered to Pelham Elementary, Pelham Memorial and Pelham High School locations.
  - d. Please complete company name and signature on the custodial supply bid document prior to submitting it for consideration.

## District Reservation of Rights

1. The District reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the District as its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the District to do so.
2. Negotiation, if undertaken by the District, is intended to result in a contract, which is deemed by the District, in its sole discretion, to be in the District's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the Vendor.
3. The District reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including but not limited to, terms and conditions required by funding sources, and additional work which may be identified subsequent to the starting date of the contract.
4. The District reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received.

5. Pelham reserves the right to reduce the supplies needed based on COVID-19 related impacts.

## **Payment**

Payment terms are Net 30 days after the receipt of invoice.

**Any questions or requests for additional information should be directed to:**

**Karen Churchill  
Administrative Assistant  
Pelham School District, SAU28  
59A Marsh Road  
Pelham, NH 03076  
Tel: (603) 635-9173  
Fax: (603) 635-1283  
Email: [kchurchill@pelhamsd.org](mailto:kchurchill@pelhamsd.org)**



# Pelham School District



## MAINTENANCE/CUSTODIAN DEPARTMENT

85 Marsh Road (Rear)

Pelham, NH 03076

Tel (603) 635-9173

Email: [kchurchill@pelhamsd.org](mailto:kchurchill@pelhamsd.org)

May 19, 2022

Dear Vendor,

Attached, please find a copy of the FY 2022/2023 Pelham School District Custodial Supply Bid List.

If you would like to submit a proposal, please provide the following information:

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Email Address:</b>	
<b>Telephone Number:</b>	
<b>Total Shipping Charges (if applicable):</b>	
<b>Shipping Method:</b>	
<b>Signature of Authorized Representative:</b>	

All bids may be submitted by mail or electronically to Pelham School District, 59A Marsh Road, Pelham, NH 03076, Attn: Karen Churchill – “Sealed Custodial Supply Bid”, no later than 11:00 a.m., Thursday, June 2, 2022. Emails can be sent to [kchurchill@pelhamsd.org](mailto:kchurchill@pelhamsd.org) with “Sealed Custodial Supply Bid” in the subject line. All bids must include a cover letter as well as the spreadsheet containing all information requested. There will be no exceptions for late bids this year; I will not accept any bids submitted after the due date/time. If your bid is accepted, a P.O. will be issued for shipment as soon as a purchase order has been generated, but invoice date must be July 1, 2022 or after. No invoice dated before then will be accepted.

Please note that Pelham reserves the right to reduce the supplies needed based on COVID-19 related impacts.

If you have any questions, please feel free to send me an email or give me a call at the above number.

Regards,

*Karen Churchill*

**Custodial Supply Bid List to Vendors 2022-2023**

Product/Category	Packaging	Units to Order 2022-2023	Quantity	Price	Winning Vendor	PLEASE READ IF this Column is Marked ***** No Substitutes will be Accepted. Use This Column to Note Your Equal Brand and Packaging if Different than what is listed.		
							PES	PMS
<b>ABSORBENTS</b>								
Emergency Clean-up kits		1				*****		
Scented Absorb compound for sick calls	Nilodor	6-11oz/cs						
<b>BROOMS</b>								
Flat Finish Mop Looped Fringe		1						
24" Fine Sweeping Floor, Flagged		1	3	3				
36" Fine Sweeping Floor, Flagged		1	3	3				
24" Heavy Duty Coarse Sweeping Floor		1						
Corn Broom		1	1	1				
Wood Handle, finished, metal threaded tip		1						
<b>BRUSHES</b>								
Counter Brush, Black Plastic 8"		1	1	1				
Bowl Brush, Plastic handle								
<b>CARPET CLEANERS</b>								
Carpet Spotter - Foam	Reno05009-AM	12-18 oz/cs						
Deodorizer - Cherry Fresh	MC-CHF-01	Gallon						
Grand Slam Super conc. D-2-A	MX-GSSC04	4/1 gals/cs						
Confidence Detergent D-9-A extraction	MXCPED06	Gallon						
<b>CLEANERS</b>								
Bleach	Bleach	6 gals/cs						
Baseboard Cleaner Aerosol	Spartan	12/20oz/cs						
Bowl Cleaner High Acid		12-32 oz/cs						
Degreaser - Heavy Duty	ThreeD	Three-D FC3DX APC	4gals/cs	2	1	3	*****	
Delta Ultra Degreaser & HD cleaner	Gen169	Delta Ultra #2	2/5L/cs				*****	
General Cleaning H2O Orange	Concentrate	Envirox EX117	4/1gals/cs					
Genefect Disinfectant cleaner	Gen100	Genefect #7	4/1gal/cs				*****	
Floor Complete	Concentrate	Envirox EX114	4 gals/cs					
Disinfectant Cleaner	Genesan	Contact-64	4/1gal/cs		1	1	*****	
Floor Cleaner	Gen844	Linpol gloss #44	2,5L/cs	2	3	2	7	*****
Mineral Shock	Concentrate	KCMAD	4 gals/cs					
Biobased Neutral Floor Soap	Gen68	Delta Mild #4	6/2L/cs				*****	
Biological cleaner & Odor eliminator	Gen170	Enzysan2000 #11	2/5L/cs	10	2	12	*****	
Floor Cleaner & Shine Restorer			4/1 gals/cs					
Pumice Stones			12/box					
Gum Remover Aerosol			12-16oz/cs					
Stainless Steel Cleaner Aerosol			12-18 oz/cs					

Authorized Representative Signature: \_\_\_\_\_

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

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				PES	PMS	PHS				
Vandal Mark Remover Spray			12-20oz/cs		1		1			
<b>DEFOAMER</b>										
Defoamer	Simonize	No-Foam	4 gals/cs	2			2			
<b>DEODORANTS</b>										
Enzymes			12-32oz/cs	2		2	4			
<b>EYE WASH STATIONS</b>										
Eye Wash Station			Eyesaline 16 oz single	1						
Eye Wash Stations Refill			Eyesaline Solution	32oz/case		1	1			
<b>FLOOR PADS</b>										
Black - Stripping			13"	5/cs						
Black - Stripping			20"	5/cs	4	2	6			
Black - Stripping			14"	5/cs						
Blue - Scrubbing			14"	5/cs						
Blue - Scrubbing			17"							
Blue - Scrubbing			20"	5/cs						
Red - Buffing			13"	5/cs	10		10			
Red - Buffing			14"	5/cs						
Red - Buffing			17"							
Red - Buffing			19"	5/cs						
Red - Buffing			20"	5/cs	4		4			
Green - Deep Scrubbing			20"	5/cs						
Pink - Eraser Burnishing			20"	5/cs						
Natural Blend White - Burnishing			20"	5/pk	2		2			
Natural Blend Tan - Burnishing			20"	5/pk	2		2			
White Polishing			20"	5/cs						
Doodle Bug Pad Holders				1		1	1			
Doodle Bug Handle-Standard Threaded Laquered Hardwood			60" x 1-1/8"	1						
Doodle Bug Pads - Brown				4/5 pads/box						
Doodle Bug High Productivity Stripping Pad Black				24/cs						
Synthetic Applicator Pad			Hillyard	EZWay Applicator Pad	1					
Scotchbrite pads			3M	MMM09541					*****	
<b>FLOOR STRIPPER</b>										
Floor Stripper LOE			MISOPU	One Pass	12 qts/cs/ea qt makes 5gals	10	2	10	22	*****
<b>FLOOR TOOLS</b>										

Authorized Representative Signature: \_\_\_\_\_

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

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Straight Squeegee 18"						
Straight Squeegee 24"						
Tapered Wood Handle for Squeegee		60"X 1 1/8				
Floor Scrapers - Short Handle 4"		short handle 4"	1			
Blades For Above 4"			10/pk		1	
Floor Scrapers - Long Handle 48"		long handle 48"	4			
Blades For Above 4"			10/pk		1	
Dust Pan - 12" 20 Gauge			1			
Gum Getter (gum scraper)			1			
Heavy duty handle flat mop 60"						
Nifty Nabber 36"						
<b>FLOOR WAX</b>						
Wax	Stetson	Night Owl	5 gal pail	10	10	20 *****
Spray Buff	Spartan	3040 Spraybuff	qts/cs		1	1 ***** must be spartan
<b>GLOVES,BOOTS &amp; HEADGEAR</b>						
Heavy Duty Gloves, Nitrile Disposable (Non-Powdered)	Medium		1000/cs		1	1 Prefer Black
	Large		1000/cs	4		4 Prefer Black
	X-Large		1000/cs		2 2	4 Prefer Black
	Small		1000/cs			
Stripping Boots	Small		1		1	1 Prefer Black
	Medium					
	Large			2		2
	X-Large			2	1 2	5
			1	2	2	4
<b>HAND &amp; BODY SOAP &amp; DISPENSERS</b>						
Hair & Body Soap	Estelsol	Hair & Body Soap	6-2000mls/cs			
Green Foaming Handsoap wall	Buckeye	Symmetry	6/1250ml/cs	75	9 30	114
Symmetry Soap Wall Dispenser			1			*****
Alcoholic sanitizer pump individual	Buckeye	Symmetry	12/550ml/cs	4	4 4	12
Alcoholic sanitizer pump wall	Buckeye	Symmetry	6/1250ml/cs			
Symmetry Sanitizer Wall Dispenser	Buckeye	Symmetry	1			*****
<b>INSECTICIDES</b>						
Ant and Roach Spray		Ant & Roach	1/cs	1	1	2
Wasp & Hornet 20' Spray		6820	1/cs	1	1	2
Lubricants	Spray		12-18oz/cs			
<b>MOPS &amp; EQUIPMENT</b>						

Authorized Representative Signature: \_\_\_\_\_

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

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				PES	PMS	PHS				
Flat Finish Mop Looped Fringe	18"	RUB E052	case							***** cases
Heavy Duty Flat Mop Handle for Waxing	60"	RUBQ749	1							*****
Aluminum Micro Fiber Frame	18"		1							
Snap-on Dust Mop Handle, Fiberglass	60"	RUB M146	1							*****
Snap on Dust Mop Handle - Hardwood	60"	RUB M116	1		1		1			*****
Washing Mops - Swinger Loop, Blue	Large	O'Dell	Cases 10pk							case
Washing Mops - Swinger Loop, Green	Large	Appeal APP18030	1							
Dry - Dusting, Cotton 4 Ply, 5" Wide, Launderable Snap-on White Half Tie Back	18"	SSS-36664	1	2			2			
	24"	SSS-36665	1		6		6			
	36"	SSS-36667	1		1		1			
	48"	SSS-36668	1	2			2			
	60"		1	2			2			
Mop Frame - Dry Dusting, Plated Wire Frame Clip On Handle, Swivel 5"	18"	RM M252								
	24"	REN02613-IB	1							
	36"									
	48"									
Sponge Mops			1		1		1			
Sponge Mop Refills			1		2		2			
Ostrich Feather Duster		UNG FEDU	1							
Telescoping Duster 30" - 42"		HYDLS2T	1							
Telescoping Duster 102"		RUB T130	1							
Wet Mop, Gripper Jaws, Fiberglass Handle	60"	RUBH236	1							
35 Qt. Mop Bucket, Down Press Wringer Combo with 3" Castors		RUB 7580	1	2			2			
<b>PAPER PRODUCTS &amp; DISPENSERS</b>										
Hand Towels, White 8" x 600'		1249	6/cs							
Hand Towels, White 8" x 1000'			6/cs		25	55	80			
Dispenser for Above, Smoke Grey		KC09990 Touchless	1		7	3	10			*****
Toilet Tissues, 2 Ply Perforated 3.7" x 750' mini max	Kruger	5625	18 rls/cs	60	40	90	190			*****
Dispenser for Above (3.7" x 750' mini max)			1		5	5	10			
Toilet Tissues, 4-¼" x 3-¼" Sheet x 550 Sheets/Roll 2 ply	Cascade	Gen800	96rls/cs	4	50		54			*****
Dispenser for Above (4-1/4"x3-1/4 550 sheets)			1							*****
White Facial Tissues, 2 Ply 100 Sheets/Box		APM030A	30 boxes/cs	20			20			
Plastic Cups 3.5oz.			2500/cs							
Maxi Pads 8" (folded)			250/cs		2	2	4			

Authorized Representative Signature: \_\_\_\_\_

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



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		PES	PMS	PHS				
Tampax - regular	Hospeco T-500	500/cs		2	2	4		
<b>SPONGES &amp; HAND PADS</b>								
Easy Erasing Pad 2.5" s 6" x 4-1/4"	Mr. Clean Mag. Eraser	24/cs						
Chem Sponges 8"		12/cs						
Sponges 1-3/4" x 6" x 4-1/4"		12/cs						
General Purpose Nylon Scrubbing Pad 6" x 9"		20/bx						
<b>SPRAY BOTTLES &amp; TRIGGER SPRAYERS</b>								
Envirox Quart Spray Bottles & Triggers		1	10	20		30		
Envirox Spray Triggers ONLY for Spray Bottles								
<b>TRASH LINERS</b>								
24" X 33" 8 Mic, Hy Density, Coreless Rolls, <b>Black</b>		1000/cs	10		15	25		
38" x 58" 2 Mil, Low Density, Flat Pack, <b>Black</b>		100/cs			50	50		
33" X 40" 16 Mic, Hi Density, Coreless Roll, <b>Black</b>		250/cs	40			40		
23" x 17" x 46" Heavy, <b>Black</b>		100/cs		60		60		
38" x 60" 16 Mic, <b>Black</b>		200/cs						
40" x 46" 1.2 Mil, <b>Black</b>		200/cs	50			50		
Feminine Napkin Courtesy Disposable Bag	Hospeco NEC-500	500/cs						*****
Feminine Napkin Waste Receptacle Liner	Hospeco 260 KL	500/cs	1	1	1	3		*****
<b>TRASH RECEPTACLES</b>								
32 Gallon Brute Barrel, Grey	RUB 2632	1						
44 Gallon Brute Barrel, Grey	RUB 2643							
44 Gallon Brute Barrel Dolly	RUB 2640	1		1		1		
14" X 10" X 15"h black	RUB 2956	1						
<b>VACUUMS BAGS</b>								
Pro-Team Super Coach Vac Micro Lined Bags	PRO100331	10/pkg						
<b>WINDOW TOOLS</b>								
Ergo Tee Squeegee 14"		case						
Ergo Tee Squeegee 18"		case						
Short Handle Squeegee Holder		10/cs						
Razor Blade Holders		1						
Razor Blades Single Edge		100/pkg						
<b>WIPERS AND RAGS</b>								
Bar Towels, White Cotton	Hospeco 534.25 14"x17"	25 lbs/cs		1		1		
<b>EQUIPMENT/PARTS</b>								

Authorized Representative Signature: \_\_\_\_\_

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

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		PES	PMS	PHS				
Pro-Team Super Coach Vac Floor Tool 14" EZ Glide		PRO101446	1					
Pro-Team Super Coach Vac Wands		PRO100102	1					
Pro-Team Super Coach Vac Hose Assembly w/ elbow & cuff		PRO103048	1					
Pro-Team Super Coach Vac Power Cord Assembly		PRO100641	1					
Pro-Team Super Coach Filter Foam Dome		PRO100343	1					
ProTeam Super Coach Pigtail Assembly		POR100641	1					
Pro-Team Super Coach Vac Switch Cord Assembly		PRO101610	1					
Pro-Team Super Coach Shoulder Strap Assembly		PRO100356	1					
Pro-Team Super Coach Backplate System Compl		PRO100631	1					
Pro-Team Super Coach Cloth Bags		PRO100565	1					
Pro-Team accessories kit								
ProTeam Dust Brush 3" round		PRO100110	1					
ProTeam 17" Crevice Tool		PRO100108	1					
Pro Team Super Coach Swivel Cuff		PRO100694	1					
Pro Team 103483 intercept bags		103483	10/pk	10		10		
Nobles Ez Rider Squeegee Blades Front (PES)		NOB390943	1					
Nobles EZ Rider Squeegee Blades Back (PES)		NOB390936	1					
Nobles SpeedGleam Dust Bag		900210	1					
Nobles Typhoon 14" Squeegee Floor Tool		NOB13840	1					
Nobles Typhoon Wand		NOB6108.1	1					
Nobles Independence Bags		NOB9017544	6/pk			8	8	
Nobles Typhoon Frame Filter Foam		NOB180626	1					
<b>MISC</b>								
Drain Opener		Hercules Glug	1					
Extension Cords			1		1			
WD40		WD40	1		1			
ProTeam vacuum bags		106960	10/pk	8		8		
Hoover Commercial backpack bags		HOOAH10330	10/pk		2	2		
ProTeam Running Canister Vacuum bags		PRO104544	10/pk					
High Speed Fans				2	2	4		
Wet Vac for stripping			1					
Toilet Brush			1	6	12	18		
Shower Curtains-White-Vinyl Heavy Duty Anti Mildew 70"x72"			1		1	1		
Shower Curtain hooks			1		1	1		
Boardwalk Glass Cleaner - squirt bottles			1/cs	2	2	6		

Authorized Representative Signature: \_\_\_\_\_

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

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				PES	PMS	PHS				
Plungers				6			6			
Caution Wet Floor Signs				2			2			
Microfiber Floor Finish Applicator Pad	3M	55424	1			2	2			
Distilled Water for Batteries			1 gallon	2		2	4			
Limeaway/Rust Remover		Zep	1		1		1			
Long handle dustpan combo with brush				3	1	2	6			
Safety Eye Glasses				6		12	18			
Googone			1	2	2	1	5			

Authorized Representative Signature: \_\_\_\_\_

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