



PELHAM SCHOOL DISTRICT
REQUEST FOR PROPOSALS FOR:
CLASSROOM SUPPLIES FY 2023

TO: All Prospective Proposers

DATE: May 6, 2022

You are invited to submit a proposal for Classroom 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: **Tuesday May 17, 2022, on or before 11:00 AM EST**

LOCATION OF PROPOSAL RECEIPT: Pelham School District 59A Marsh Road Pelham, NH 03076

Instructions to Vendor

1. The proposal shall be submitted in paper or electronically with all proposal requirements listed below. Envelopes should be addressed to Pelham School District, 59A Marsh Road, Pelham, NH 03076, Attn: Deb Mahoney – “Sealed Classroom Supply Bid”, no later than May 17, 2022 by 11:00 AM. Emails can be sent to dmahoney@pelhamsd.org.
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 and the submitted to include the attached spreadsheet completed in Excel format.
5. Prices as submitted by the successful bidder shall apply to all orders commencing immediately and through June 30, 2023.

Proposal Submission and Review Timeline

Date Event Friday May 6, 2022: Post RFP @ www.pelhamsd.org , email to vendor list.

Tuesday May 17, 2022: 11 AM: Deadline for Receipt of Proposals,

Wednesday May 18, 2022: Anticipated Award Notification

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 (Excel File)** – Complete the attached classroom supply bid document with proposed pricing. Also Note. a. Proposal shall include a complete, itemized price breakdown for each major component contained within the Submitter's proposal. b. 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 classroom supply bid document prior to submitting it for consideration and provide requirements as included in instructions to vendor.

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.

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

Any questions or requests for additional information should be directed to: Megan Barr, Receptionist Pelham School District, SAU28 59A Marsh Road Pelham, NH 03076 Tel: (603) 635-1145 X5011 Fax: (603) 635-1283 Email: mbarr@pelhamsd.org

Eric "Chip" McGee, Ed.D.
Superintendent

Sarah Marandos, Ed.D.
Assistant Superintendent

Deb Mahoney
Business Administrator

Joan Cote
Director of Human Resources



Holly Doe
Director of Technology

59A Marsh Road
Pelham, NH 03076

T:(603)-635-1145
F:(603)-635-1283

Brendan Hoffman
Director of Student Services

Request for Proposals for:
Classroom Supplies FY 2023

To: All Prospective Proposers visiting the Pelham School District website
Date: May 9, 2022

The RFP requires that you submit your proposal in the attached Excel spreadsheet.
If you experience difficulty accessing the spreadsheet, please contact
mbarr@pelhamsd.org to request the Excel file be sent directly to you.

Sincerely,

Deborah Mahoney
Pelham School District
Business Manager