



# WALKER COUNTY DEPARTMENT OF EDUCATION FACILITIES & OPERATIONS

---

## INVITATION TO BID CUSTODIAL SUPPLIES – BID NUMBER 16-02 March 29, 2016

The Walker County Board of Education invites your company to submit a bid for CUSTODIAL SUPPLIES to be used by the Walker County School System. Bidders should thoroughly review all terms, conditions, and specifications.

**SEALED BID:** This will be a sealed bid process. **Please bid on any or all items. Bids will be awarded on a per item basis or in groups of items. Submit your sealed bid package marked clearly on the outside of the envelope or box – CUSTODIAL SUPPLIES – BID #16-02. Samples should be brought to the pre-bid meeting at 298 Culberson Avenue, LaFayette, GA 30728 in Walker County. If samples are not provided, it is difficult to determine the quality of the item bidding and may result in disqualification of the item bid.**

**TO OBTAIN BID:** Please visit our website at [www.walkerschools.org](http://www.walkerschools.org) at the bottom of the page “2015-2016 Open Bids”, then click on Custodial Supplies Bid 16-02.

**MAILING INSTRUCTIONS:** Walker County Schools, Facilities & Operations, Attn: Kelia Kimbell, 298 Culberson Ave., LaFayette, Georgia 30728. **All packages or envelopes must be sealed and mailed or hand delivered to the Walker County Department of Education, Facilities & Operations Department. Bids will not be accepted after Thursday, April 21, 2016 at 2:30 pm EST.** Postmark by the U S Postal Service or Express Services will not be considered in relation to the deadline. Therefore, please consider the inconsistent delivery of mail when submitting your bid.

**PRE-BID MEETING:** There will be a mandatory Pre-Bid Meeting on Friday, April 15, 2016 at 11:00 a.m. EST in the Facilities & Operations Department Conference Room at 298 Culberson Ave, LaFayette, GA 30728.

**BID OPENING:** Bids will be opened on **Thursday, April 21, 2016 at 2:30 p.m. EST.** Bids will not be accepted after this time.

**AWARDING OF BIDS:** **The award of the bid may be made on individual items or could be in groups of items.** The bids will be evaluated and awarded according to what is most advantageous for Walker County Schools. The Walker County Board of Education reserves the right to accept or reject any or all bids and to waive any informality. This bid requires a pre-bid meeting on Friday, April 15, 2016 at 11:00 a.m. at the Facilities & Operations Department located at 298 Culberson Ave, LaFayette, GA 30728. All Vendors must have a representative at the pre-bid meeting in order to submit a bid. Note: This bid will be for one year with the option to extend the bid for additional one year periods upon mutual agreement of both parties as long as prices do not increase. We will purchase the awarded bids in one order, but reserve the right to order more if needed at the same price.

**CONTACT PERSON:** If you have any questions concerning this bid, contact Kelia Kimbell at Facilities & Operations at 706-638-2270 or by email at [keliakimbell@walkerschools.org](mailto:keliakimbell@walkerschools.org).

Respectfully,

Chris Jones

Director of Facilities & Operations

**WALKER COUNTY BOARD OF EDUCATION – FACILITIES & OPERATIONS**

298 Culberson Avenue • LaFayette • GA 30728 • Phone: 706-639-0168 • Fax: 706-639-3475