

Public notice is hereby given that the Kansas City Kansas Public Schools, Kansas City, Kansas desires to purchase the following:

**SCHOOL SUPPLY KITS
STUDENT AND TEACHER
Price Agreement**

IFB 20-006

**Commodity Code(s): 62020, 62060, 62080, 62090, 78502, 78530, 87532, 78573, and
7857**

Details and specifications are set forth in the bid documents, copies of which may be obtained from the Purchasing Office 2010 N. 59th Street, Kansas City, KS 66104 (bid opening site).

Sealed bids for such will be received at the Purchasing Office until 2:00 PM (LOCAL TIME) on March 12, 2020 at 2:00 PM. Bids will be opened and read aloud. Envelopes are to be sealed and plainly marked IFB 20-006.

No FAXED BIDS or ELECTRONIC bid submissions nor bids submitted after the specified date and time will be considered and will be returned. The Board of Education reserves the right to accept or reject any or all bids and to waive any formalities on minor inconsistencies.

BID ISSUE DATE: February 11, 2020



KANSAS CITY KANSAS PUBLIC SCHOOLS / USD 500

PURCHASING OFFICE | 2010 N. 59TH STREET | ROOM 370 \ KANSAS CITY, KS 66104

WEB SITE: www.kckps.org/purchasing

SCHOOL SUPPLY KITS (STUDENT & TEACHER) 2020/2021 SCHOOL YEAR

BID No:	IFB 20-006	ISSUE DATE:	FEBRUARY 11, 2020
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REQUEST FOR PROPOSALS

Kansas City Kansas Public Schools will receive sealed bids, on this form at the Purchasing Office, 2010 N. 59th Street, Room 370, Kansas City, KS 66104 until **2:00 PM., March 12, 2020**, at which time proposals received will be publicly opened and proposers identified, all in accordance with bid instructions, specifications and/or bid conditions attached hereto or as shown below.

Contact/Technical Contact:

Wayne C. Correll, Purchasing Manager | (913) 279-2270 | eMail: wayne.correll@kckps.org

BID INSTRUCTIONS:

FAXED BIDS WILL NOT BE ACCEPTED / EMAILED BIDS WILL NOT BE ACCEPTED.

INVITATION TO BID

Please accept this as an Invitation to Bid on the services and/or materials specified on the following pages.

If you desire to submit a bid, enter in the space provided the price for which you agree to supply the items specified. Sign and return your proposal in a sealed envelope.

Clearly mark the outside of the mailing envelope with the IFB Number and bid due date. Highlight this information for identification purposes.

All responses must be returned before the time and date specified on the cover page for this bid.

Any questions regarding this bid may be directed to my office. All verbal information is for clarification purposes only and is not binding. Any binding information **MUST** be in writing. Any deviations from bid specifications should be so stated in your proposal.

Wayne C. Correll
Director of Purchasing

**INDEFINITE QUANTITY BID
GENERAL CONDITIONS
IFB 20-006**

INSTRUCTIONS TO BIDDERS: The purchase of any and all supplies, equipment, or services by the Kansas City Kansas Public Schools / Unified School District No. 500 (hereinafter "KCKPS" or "District"), pursuant to any advertisement or request for bids is subject to the following terms and conditions:

1. **Sealed Bids:** All bids must be submitted in a sealed envelope and shall not be opened and considered if they are not received by the Purchasing Office prior to the time specified for the Bid Opening in the Advertisement for Bids. All sealed bids must be submitted on the Bid Document Originals or Forms, or reasonable facsimile furnished by the District. All proposals must be signed by a responsible and authorized person for the bidding firm; failure to do so may result in disqualification of their respective bid. **NOTE: FAX AND EMAILED BIDS WILL NOT BE ACCEPTED.** Bids submitted after the Bid Opening date and time will not be considered and will be returned unopened.
2. **Contract Type:** The purpose of this solicitation is to establish a Price Agreement with firm fixed pricing and delivery from which KCKPS may place orders as needed.
3. **Contract Terms:** This is an indefinite quantity contract. Quantities listed are estimates of the District's needs for the term of the contract. KCKPS does not guarantee the purchase of any specific minimum quantities, nor may any material be shipped or delivered without a valid purchase order number issued by KCKPS Purchasing Office.
4. **Specifications:** Specifications, as included in this Bid, are intended to indicate the requirements of the District and give an accurate description of minimum standards acceptable. All items equal or equivalent to these requirements and standards will be considered, except where otherwise noted.
5. **Brand Names:** Where a product or brand name is indicated in the specifications, it shall mean "minimum acceptable level or minimum quality required" by the District unless the specifications state that no substitutions or equivalents are allowed. If the Bidder is offering, as an equal or equivalent, an item other than the one specified then the manufacturer's name and model number of that item must be specified in the offer and sufficient specification and descriptive data provided to permit a thorough evaluation. Failure to provide appropriate information may result in disqualification of the offer.
6. **Competency of Bidder:** Bids will be considered only from firms which are regularly engaged in providing the type of materials described in the bid and who can provide evidence that they have established a satisfactory record of performance to insure they can execute the requirements as stated herein. Any determination as to competency shall be made by appropriate KCKPS staff.
7. **Non-Conforming Material:** If KCKPS issues a Purchase Order and upon receipt the material KCKPS finds the items do not meet the specifications, the District will return the material freight collect, and at its option cancel the order and recover from the vendor any damages suffered.

8. **Substitutions:** Any material substituted from that originally bid shall have the prior approval of KCKPS before shipping to the District. If a Purchase Order is issued and upon receipt the material does not meet specifications, KCKPS will return the material freight collect, and may at its option cancel the order.
9. **Samples of Products:** Samples may be requested by direct communication or, in certain instances, may be required by the bid specifications. Samples so required or requested must be submitted to the Purchasing Office, 2010 N. 59th Street, Room 370, Kansas City, KS 66104, or as directed. Such samples must be labeled with the name of the bidder, designation of the bid for which they are submitted, and the bid item number. All expenses of any nature incurred in submitting bid samples must be borne by the Bidder. Bidder agrees and understands that samples are to be furnished at no expense to the District. Samples not destroyed or mutilated during testing, inspection or evaluation will be returned upon request by mail, express or freight, **collect**. KCKPS assumes no special or contractual responsibility for the same keeping of bid samples, although reasonable care will be exercised as a matter of course. All bid samples not claimed or picked up by the bidder within sixty (60) days of the bid award will become the property of KCKPS and will be utilized by KCKPS as its authorized employees deem proper.
10. **Bond: NO BID BOND IS REQUIRED ON THIS BID.**
11. **Billing:** All goods or services must be billed to KCKPS and at prices not exceeding those stated on the Purchase Order. If prices or terms do not agree with your quotation, notify the KCKPS Purchasing Office immediately.
12. **Taxes:** Bidders are hereby notified that the District is exempt from all federal excise, state and city sales tax on most tangible goods. The Purchasing Office is prepared to furnish all necessary exemption certificates as required, upon request.
13. **F.O.B. Point:** All material shall be quoted **F.O.B. DESTINATION/JOBSITE, Freight Prepaid**. Bidders are cautioned that quoting material other than F.O.B. Destination may result in a finding of their bid as Non-Responsive. State Statutes do not allow the District to own tangible goods prior to receiving of said good or payment for services until services have been rendered. All price(s) bid shall be freight prepaid. KCKPS will not pay freight charges.
14. **Payment or Acceptance Not Conclusive:** Vendor will supply KCKPS with invoice for payment. No payment made under this contract shall be conclusive evidence of the performance of this contract, either wholly or in part, and that no payment made for the delivery of the items in whole or in part shall be construed as an acceptance of defective work or improper materials, nor relieve the Bidder from corrections of the defects. The final acceptance shall not be binding upon the District, nor conclusive, should it subsequently develop that the Bidder has furnished inferior items or had departed from the specifications and/or the terms of the contract. Should such conditions become evident, KCKPS shall have the right, notwithstanding final acceptance and payment, to cause the item(s) to be properly furnished in accordance with the specifications (and drawings, if any) at the sole cost and expense of the Bidder.

15. **Labeling:** All items must be labeled in accordance with instructions issued with Purchase Orders and there shall be **NO CO-MINGLING** of items within a carton. Each carton, package or bundle must show the District's Purchase Order number on the shipping label.
16. **Rejection of Delivery:** If delivery does not conform to the quantity or quality specified, the KCKPS Purchasing Office shall notify the vendor that delivery has been rejected and the vendor shall promptly make satisfactory replacement or supplementary delivery.
17. **Installation:** All items specified herein shall be installed by KCKPS; therefore, prices bid shall **NOT INCLUDE** cost of installation of any item. However, the price shall include all costs of assembly of equipment at KCKPS Warehouse, or when specified in the bid at a particular school site. All items not conforming to this condition shall be specified in writing by the bidder as a part of their bid. KCKPS reserves the right to declare bids non-responsive should the vendor fail to conform to this condition.
18. **Quantities:** Quantities, where listed, are intended to indicate estimated average yearly usage. They do not constitute an order and actual usage may increase or decrease.
19. **Total All or None:** Material on this Bid will be awarded on a Total All or None basis where indicated. If no responsive all or none offers are received, KCKPS reserves the right to award the Bid in whatever it deems to be in its best interest.
20. **Method of Award:** KCKPS reserves the right to award in total or by group of items, on the basis of individual items, or any combination of these which in its judgment best serves the interests of the District.
21. **Award of Contract** – KCKPS intends to award to the lowest responsible bidder for all kits. Award will be to one vendor only.
22. **Purchase Order Required:** Material listed or service requested on this Bid will be ordered on an as needed basis. No material may be shipped or service rendered without a valid KCKPS Purchase Order.
23. **Cancellation for Convenience:** KCKPS reserves the right to cancel any contract resulting from this request for convenience by giving thirty (30) days written notice to the vendor. The District shall be liable to the vendor for any services provided or material ordered and accepted prior to termination.
24. **Cancellation for Cause:** If the vendor fails to fulfill any obligation resulting from this contract in a timely and responsive manner, or if the vendor violates any of the terms of this contract, KCKPS shall have the right to cancel the contract by giving written notice of cancellation to the vendor.
25. **Escalation Clause:** Any price escalation requested by the vendor shall be limited to actual increased cost passed from the supplier/manufacture to the vendor. Any request for price increases shall be submitted in writing and supported with appropriate documentation showing the increased cost to the vendor versus the cost used to determine the price quoted at the Bid Opening.

26. **Information:** If clarification is needed on any part of the General Conditions and Specifications, contact Wayne C. Correll, Director of Purchasing, 2010 N. 59th Street, Kansas City, KS 66104, phone number: (913) 279-2270; fax number (913) 551-3253; email: wayne.correll@kckps.org
27. **Unit Prices:** Discrepancies involving the incorrect extension of unit prices shall be resolved in favor of unit prices.
28. **Appropriations:** The terms of this Agreement are contingent upon sufficient monies being made available by KCKPS for the performance of this Agreement. If sufficient appropriations and authorizations are not made by KCKPS, this Agreement shall terminate upon written notice being given by KCKPS to the Contractor. The District's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.
29. **Addenda:** If any questions or responses require revision to the solicitation as originally published, such revisions will be by formal addendum only. If the solicitation includes a contact person for technical information, bidders are cautioned that any oral or written representations made by this or any person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written Amendment to this solicitation issued by the Purchasing Office. For a determination as to whether any representation made requires that an amendment be issued, contact the Purchasing Office.
30. **Award:** The award, if made, shall be made to the lowest responsible Bidder submitting a responsive Bid that is most advantageous to the District.
31. THE KANSAS CITY KANSAS PUBLIC SCHOOLS RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS IN WHOLE OR IN PART, TO WAIVE TECHNICALITIES AND TO ACCEPT THE PROPOSAL IT DEEMS TO BE IN THE BEST INTEREST OF THE DISTRICT.

**ACCEPTANCE OF CONDITIONS GOVERNING PROCUREMENT
IFB 20-006**

The undersigned certifies that they have read and understands the above general conditions and proposal documents, and that they accept these conditions and submit the attached proposal in full compliance with these conditions, the applicable scope of work, and the contract. I agree that my proposal will remain firm for the period of up to 60 days in order to allow the District adequate time to evaluate the qualifications submitted. Further the undersigned certifies that they are duly authorized to sign, bind, and bid on behalf of the bidding firm.

In submitting this Proposal, the undersigned represents that they have familiarized themselves with the nature and extent of the Request for Proposals dealing with Federal, State and Local requirements which are a part of this solicitation. Further this proposal is made without prior understanding, agreement, connection discussion or collusion with any other person, firm or corporation submitting a proposal for the same product or service. The Offeror will comply with all applicable Federal and State Laws, Local Ordinances and the Rules and Regulations of all Authorities having jurisdiction over this solicitation.

The Offeror further warrants that they are not currently debarred or suspended by any governmental entity, that is presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required un the Agreement.

Name of Firm

Authorized Signature

Email Address

Name Printed or Typed

Title

Address

Date

Phone

Fax

SPECIAL CONDITIONS
IFB 20-006

1. **Purpose and Scope:** To establish a price agreement, multi-term (firm fixed price), indefinite quantity contract for Kansas City Kansas Public Schools / Unified School District No. 500 (KCKPS or "District") for purchase of School Supply Kits for Students and Teachers.
2. **Term of Contract:** The term of this contract shall be from Date of Award through June 30, 2021. KCKPS reserves the option to renew this agreement for three (3) each additional, one (1) year periods.
3. **Quantities:** Quantities where listed are estimated average yearly usage. They do not constitute an order and actual usage may increase or decrease. KCKPS makes no guarantee to purchase minimum or specific quantities.
4. **Pricing:** Pricing for is intended to be firm fixed price for the duration of the contract. See paragraph 10 for price adjustments.
5. **Delivery Schedule:** Intent of the bid is to provide School Supply Kits for Students and Teachers, for the 2020/2021 school year. It is anticipated that additional kits or refills will be needed mid-school year (c. December 2020-January 2021). Successful bidder(s) shall state lead times necessary to fulfill needs. **Initial order delivery shall be no later than July 27, 2020.**
6. **Shipping/Freight:** All material shall be quoted **F.O.B. DESTINATION/JOB SITE, Freight Prepaid.** The District SHALL NOT PAY FREIGHT CHARGES. Ownership of goods will transfer at KCKPS Shipping Dock (Storeroom).
7. **Liquidated Damages:** Performance of the successful bidder(s) is critical to the mission of the District. Liquidated Damages shall be assessed in the amount of \$1,000.00 per calendar day past the bidder(s) stated delivery date.
8. **Competency of Bidder:** Bids will be considered only from firms who can provide evidence that they have established a satisfactory record of performance and integrity to insure they can execute the requirements as stated herein. Any determination as to competency shall be made by appropriate KCKPS staff.
9. **Payment or Acceptance Not Conclusive:** Vendor will supply the District with invoice(s) for payment. No payment made under this contract shall be conclusive evidence of the performance of this contract, either wholly or in part, and that no payment made for the delivery of the items in whole or in part shall be construed as an acceptance of defective work or improper materials, nor relieve the Bidder from corrections of the defects. The final acceptance shall not be binding upon the District, nor conclusive, should it subsequently develop the bidder has furnished inferior items or had departed from the Specifications and/or the terms of the Contract. Should such conditions become evident, the District shall have the right, notwithstanding final acceptance and payment, to

cause the item(s) to be properly furnished in accordance with the Specifications (and drawings, if any) at the cost and expense of the Bidder.

10. **Price Adjustments:**

- a. Any price escalation requested by the vendor shall be limited to actual increased cost passed from the supplier/manufacturer to the vendor. Any request for price increases shall be submitted in writing and supported with appropriate documentation showing the increased cost to the vendor versus the cost used to determine the price quoted at the Bid Opening.
- b. Price decreases shall be immediately passed on to the District for both sections.

11. **Samples:** Bidders shall provide one (1) kit as described herein, at no cost to the District. Samples shall NOT be enclosed with the bid, and shall be submitted under separate cover. Samples shall be due at the same time and date as the bid opening. Bidders shall clearly state on the outside of the box which the sample is being delivered in, the Bid Number and "SAMPLE ENCLOSED." Samples shall be delivered to:

Kansas City Kansas Public Schools
Attn: Wayne Correll, Director of Purchasing
2010 N. 59th Street, Room 370
Kansas City, KS 66104

"IFB 20-006 "SAMPLE ENCLOSED"

Bidders who fail to submit a sample as stated above, their bid shall be deemed as Non-Responsive and will not be evaluated.

12. **Bid Submission:** Bidders are advised that if submitting their bid by utilizing overnight method (Federal Express, UPS Next Day Air, USPS Overnight, etc.), please be sure to note bid number on exterior of envelope. Failure to do so will not constitute a liability on the District if the Bid is misplaced or lost. Further, Bidders are cautioned that the District does not accept liability for such carriers' delay in delivery.

SPECIFICATIONS
IFB 20-006

I. STUDENT KITS

A. General

1. All Kits are to be delivered preassembled and packaged in clear packaging so that the contents may be easily identifiable.
2. Kits shall be **CLEARLY MARKED "STUDENT KIT" AND GRADE CATEGORY** as described herein:
 - i. Preschool
 - ii. Grades K thru 2
 - iii. Grades 3 thru 5
 - iv. Middle School (6-8)
 - v. High School (9-12)
3. All kit contents shall be NO SUBSTITUTE unless item specifically states "OR EQUIVALENT." If there is a shortage due to a documented marketplace allocation shortage from the manufacturer, a copy of the documentation shall be included with the submitted bid. In this instance it is acceptable to substitute with an item of equal or better quality.
 - a. Bidder to clearly state, the equivalent item being bid and provide specification/cut sheets which fully describes the substitute item(s).
 Failure to do so may result in bid being deemed as Non-Responsive.
 - b. The decision as to equivalency of an item is at the sole discretion of the District.
4. Student Count by Grade (2019/2020 School Year)

<ul style="list-style-type: none"> • Kindergarten – 1,727 • Grade 1 – 1,711 • Grade 2 – 1,779 • Grade 3 – 1,630 • Grade 4 – 1,713 • Grade 5 – 1,772 • Grade 6 – 1,717 	<ul style="list-style-type: none"> • Grade 7 – 1,700 • Grade 8 – 1,734 • Grade 9 – 1,840 • Grade 10 – 1,519 • Grade 11 – 1,433 • Grade 12 – 1,332
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5. Teacher Count: Teacher Pack counts can be determined by dividing the number of student kits by 22. For example: Grade 1 has 1,711 Students, and optimal class size is 22 students
 $1,711 \div 22 = 78$ (Rounded Up)

B. Kit Contents

1. **Preschool Student Kits** shall contain the following items:

Qty	Unit	Description
1	EA	Fiskars Safe Scissors (5" Blunt Tip) #94167797
1	BX	Crayola Classic Crayons (24 Count) #5203024
1	PK	Ticonderoga No. 2 Pencils, Unsharpened, 12 Count #13882
1	ST	Expo Dry Erase Markers, 4 Pack, Assorted Colors, Low Odor, Chisel Tip #80074
1	EA	Elmer's School Glue, Washable, 4 oz. #E301
1	EA	Dry Erase, Eraser, Expo #81505
1	PK	Index Cards, Ruled, 3" x 5", White #

2. **Preschool Teacher Kits** shall contain the following items:

Qty	Unit	Description
1	PK	Kleenex, Ultra Soft, 110 Tissues per Box, 6 Pack
1	BX	Ziplock 1G Pinch & Seal Storage Bags, 250 Count
1	BX	Ziplock 1Q Pinch & Seal Storage Bags, 500 Count
1	PK	Clorox Wipes, 225 Count/3-Container Pack
1	PK	Post-It Notes – Greener Sticky Notes Cabinet Pack, 3” x 3”, 24 Pads, Helsinki
1	PK	Black Retractable Sharpie Permanent Markers, Fine Point, 3 Pack
1	PK	Sentence Strips, Ruled, 3” x 24”, 5-100 Pack

3. **Grades K thru 2 Student Kits** shall contain the following items:

Qty	Unit	Description
1	BX	Crayola Crayons, 24/box Crayola #523024
2	BX	Dixon Ticonderoga Pencils, #2, 12/box Dixon #13882
1	EA	Fiskars Safe Scissors, 5" Blunt Fiskars #94167797
1	PK	Glue Stick, 4/Package, Elmer's #E542
1	ST	Dry Erase Markers, Expo #80074
4	EA	Twin Pocket Portfolio w/Fasteners, Oxford (Red/Blue/Yellow/Green) #57713
1	EA	View Binder, 1 inch, Avery #0331
1	PK	Eraser, Wedge, 3/Package, Paper Mate #70501
1	EA	School Glue, liquid, 4 oz. Washable, Elmer's #E301
4	EA	Spiral Notebook, 70 sheets, Wide Ruled, 1 subject, Mead (Red/Blue/Yellow/Green) #05510
1	BX	Markers, 8 Count, Crayola #52008
1	PK	Filler Paper, wide ruled 150 sheets, Mead #15103
2	EA	Highlighter, Yellow, Chisel tip, Sharpie #25025
1	EA	Dry Erase, Eraser, Expo #81505
1	EA	Primary Composition Notebook, 100 Sheets, Mead # – K & 1 st Grade Only
2	EA	Composition Book, Wide Ruled, 100 sheets, Mead #09910 – 2 nd Grade Only

4. **Grades K thru 2 Teacher Kits** shall contain the following items:

Qty	Unit	Description
1	PK	Kleenex, Ultra Soft, 110 Tissues per Box, 6 Pack
1	BX	Ziplock 1G Pinch & Seal Storage Bags, 250 Count
1	PK	Clorox Wipes, 225 Count/3-Container Pack
1	PK	Purell, Hand Sanitizer, 20oz. 3 Pack
1	DZ	Highlighters, Sharpie, Tank Style, Chisel Tip, Assorted Colors
1	PK	Post-It Notes – Greener Sticky Notes Cabinet Pack, 3” x 3”, 24 Pads, Helsinki

5. **Grades 3 thru 5 Student Kits** shall contain the following items:

Qty	Unit	Description
1	BX	Crayola Crayons, 24/box Crayola #523024
3	BX	Dixon Ticonderoga Pencils, #2, 12/box Dixon #13882
1	EA	Fiskars Safe Scissors, 5" Blunt Fiskars #94167797
1	PK	Glue Stick, 4/package, Elmer's #E542
1	ST	Dry Erase Markers, Expo #80074
5	EA	Twin Pocket Portfolio, Oxford #57713 w/Fasteners (Red/Blue/Yellow/Green/Purple)
2	EA	View Binder, 1 inch, Avery #0331
1	PK	Eraser, wedge, 3/package, Paper Mate #70501
1	EA	School Glue, liquid, 4 oz. Washable, Elmer's #E301
5	EA	Spiral Notebook, 70 sheets, Wide Ruled, 1 subject, Mead #05510 (Red/Blue/yellow/Green/Purple)
1	BX	Markers, 8 count, Crayola #52008
2	PK	Filler Paper, wide ruled, 150 sheets, Mead #15103
1	PK	Highlighters, Sharpie, Tank Style, Chisel Tip, Multi Color #32318
1	EA	Dry Erase, Eraser, Expo #811505
3	EA	Composition Book, Wide Ruled, 100 sheets, Mead #09910
1	BX	Colored Pencils, 24/box, Crayola #684024

6. **Grades 3 thru 5 Teacher Kits** shall contain the following items:

Qty	Unit	Description
1	PK	Kleenex, Ultra Soft, 110 Tissues per Box, 6 Pack
1	BX	Ziplock 1G Pinch & Seal Storage Bags, 250 Count
1	PK	Clorox Wipes, 225 Count/3-Container Pack
1	PK	Purell, Hand Sanitizer, 20oz. 3 Pack
1	DZ	Highlighters, Sharpie, Tank Style, Chisel Tip, Assorted Colors
1	PK	Post-It Notes – Greener Sticky Notes Cabinet Pack, 3" x 3", 24 Pads, Helsinki

7. **Middle School (6-8) Student Kits** shall contain the following items:

Qty	Unit	Description
1	EA	View Binder, 2" Avery #19700
1	EA	View Binder, 1" Avery #19600
4	EA	Composition Notebook, College Ruled, Mead #09932
2	PK	Glue Stick, 4/package, Elmer's #E542
4	EA	Twin Picket Portfolio w/Fasteners, Oxford #57713 Red/Blue/Yellow/Green
1	EA	School Glue, Liquid, 4 oz. Washable, Elmer's #E301
5	EA	Spiral Notebook, 70 Sheets, College Ruled, 1 Subject, Mead #05512
3	PK	Filler Paper, Wide Ruled, 200 Sheets, Mead #15200
1	PK	Dry Erase Markers, 4 Pack, EXP#800721
1	PK	Highlighters, Sharpie, Tank Style, Chisel Tip, Multi Color #32318
1	BX	Colored Pencils, 24/Bx, Crayola #684024
1	BX	Pencils, #2, Wood, 24/Box, Dixon Ticonderoga #13924
1	PK	Ballpoint Pens, Black ink, Medium Point 10/Pkg., Bix #GSMP101DC
1	PK	Ballpoint Pens, Red ink, Medium Point 10/Pkg., Bix #GSMP101DC
2	PK	Tab Dividers, Multicolor, Write-On, Avery #23079

8. Middle School (6-8) Teacher Kits shall contain the following items:

Qty	Unit	Description
1	PK	Kleenex, Ultra Soft, 110 Tissues per Box, 6 Pack
1	BX	Ziplock 1G Pinch & Seal Storage Bags, 250 Count
1	PK	Clorox Wipes, 225 Count/3-Container Pack
1	PK	Purell, Hand Sanitizer, 20oz. 3 Pack
1	DZ	Highlighters, Sharpie, Tank Style, Chisel Tip, Assorted Colors
1	PK	Post-It Notes – Greener Sticky Notes Cabinet Pack, 3” x 3”, 24 Pads, Helsinki

9. High School (9-12) Student Kits shall contain the following items:

Qty	Unit	Description
1	EA	View Binder, 2" Avery #19700
1	EA	Heavy Duty View Binder, 1" Avery #79199
4	EA	Composition Notebook, College Ruled, Mead #09920
1	PK	Eraser, Wedge, 3/Pkg., PaperMate #70501
5	EA	Spiral Notebook, 70 Sheets, College Ruled, 1 Subject, Mead #05512
1	BX	Markers, 8 Count, Crayola #52008
3	PK	Filler Paper, Wide Ruled, 200 Sheets, Mead #15200
1	PK	Highlighters, 4/Pack, Assorted Colors, Bic #32318
1	BX	Colored Pencils, 24/Box, Crayola #684024
1	EA	Graph Paper, Spiral Notebook, 100 Sheets, 4 squares/inch, Staples #716522 or Equivalent
1	PK	Index Cards, Ruled, 4” x 6”, Oxford/Esselette #/E041
1	BX	Pencils, #2, Wood, 24/Box, Dixon Ticonderoga #13924
1	PK	Ballpoint Pens, Black ink, Medium Point 10/Pkg., Bix #GSMP101DC
2	PK	Tab Dividers, Multicolor, Write-On, Avery #23079

10. High School (9-12) Teacher Kits shall contain the following items:

Qty	Unit	Description
1	PK	Kleenex, Ultra Soft, 110 Tissues per Box, 6 Pack
1	BX	Ziplock 1G Pinch & Seal Storage Bags, 250 Count
1	PK	Clorox Wipes, 225 Count/3-Container Pack
1	PK	Purell, Hand Sanitizer, 20oz. 3 Pack
1	DZ	Highlighters, Sharpie, Tank Style, Chisel Tip, Assorted Colors
1	PK	Post-It Notes – Greener Sticky Notes Cabinet Pack, 3” x 3”, 24 Pads, Helsinki

Spare Student & Teacher Kits:

The District will require spare Student Kits per level per building, and spare Teacher Kits per level per building. See Bid Form for Quantities. The spare kits will be stored at the District’s Storeroom located at:

1112 Cheyenne Avenue
 Kansas City, KS 66105

School Locations

Kits will be palletized by grade level and delivered to each location during the last 2 weeks of July, 2020. Liftgates and inside delivery are required at all locations.

Bldg. #	School Name	Address & Zip Code (Kansas City, KS)
SECONDARY / ADULT/ALTERNATIVE SCHOOLS		
101	J.C. Harmon High	2400 Steele Rd. 66106
100	F.L. Schlagle High	2214 N. 59 th St, 66104
102	Sumner Academy	1610 N. 8 th , 66101
104	Washington High	7340 Leavenworth Rd 66109
106	Wyandotte High	2501 Minnesota Ave, 66102
204	Argentine Middle	2123 Ruby., 66106
304	Arrowhead Middle	1715 N. 82 nd St., 66112
306	Central Middle	925 Ivandale, 66101
308	Gloria Willis Middle	1735 N. 64 th Terr, 66102
309	Eisenhower Middle	2901 N. 72 nd St, 66109
312	Northwest Middle	2400 N. 18 th St, 66104
206	Rosedale Middle	3600 Springfield, 66103
493	Bridges/Wyandot Academy	3101 N. 10 th St., 66104
108	Fairfax Learning Center	3016 N. 9 th St., 66104
710	Juvenile Detention Ctr	710 N. 7 th St., 66101
	KVC Academy	4300 Brenner Dr., 66104
ELEMENTARY SCHOOLS / HEAD START		
404	Banneker	2026 N. 4 th St., 66101
405	Bethel	7850 Yecker, 66109
435	Caruthers	1100 Waverly, 66104
413	Claude Huyck	1530 N. 83 rd St., 66112
415	Douglass	1310 N. 9 th , 66101
421	Emerson	1429 S. 29 th St., 66106
423	Eugene Ware	4820 Oakland, 66102
427	Frances Willard	3400 Orville, 66102
429	Frank Rushton	2605 W. 43 rd Ave., 66103
433	Grant	1510 N. 4 th St., 66101
437	Hazel Grove	2401 N. 67 th St., 66104
441	John Fiske	625 S. Valley, 66105
439	John F. Kennedy	2600 N. 72 nd St, 66109
449	Lindberg	641 N. 57 th St., 66102
455	Mark Twain	2300 Minnesota Ave, 66102
457	McKinley	1301 Armstrong, 66102
458	M.E. Pearson	310 N. 11 th St., 66102
411	New Chelsea	2500 Wood, 66104
475	New Stanley	3604 Metropolitan, 66106
461	Noble Prentis	2337 S. 14 th , 66103
469	Quindaro	2800 Farrow, 66104
474	Silver City	2515 Lawrence Ave, 66106
477	Stony Point North	8200 Elizabeth, 66112
479	Stony Point South	150 S. 78 th St, 66111

Bldg. #	School Name	Address & Zip Code (Kansas City, KS)
483	T.A. Edison	1000 Locust, 66103
497	W.A White	2600 N. 43 rd Terr., 66104
489	Welborn	5200 Leavenworth Rd 66104
491	White Church	2226 N. 85 th St., 66109
495	Whittier	295 S. 10 th St, 66102
PRESCHOOL		
436	Earl Watson Jr. ECC	6611 Waverly, 66104
465	KCK Early Childhood Ctr	1708 N. 55 th St, 66102
459	Morse Early Childhood	912 S. Baltimore, 66105
800	NCO Early Childhood	2212 N. 59 th St, 66104
404	Banneker Elementary	2026 N. 4 th St, 66101
435	Caruthers Elementary	1100 Waverly, 66104
429	Frank Rushton Elementary	2605 W. 43 rd Ave., 66103
458	M.E Pearson Elementary	310 N. 11 th , 66102
474	Silver City Elementary	2515 Lawrence Ave, 66106
483	T.A. Edison	1000 Locust, 66103

KCKPS reserves the right to add and remove locations on an as needed basis.

BID FORM

Student Supply Kits			
Description	Estimated Quantity Actual + Spares = Total	Unit Cost	Total
Preschool Student Kits	975 + 200 = 1,175	\$	\$
K-2 Student Kits	5,217 + 500 = 5,717	\$	\$
3-5 Student Kits	5,115 + 500 = 5,615	\$	\$
6-8 Student Kits	5,151 + 250 = 5,401	\$	\$
9-12 Student Kits	6,124 + 100 = 6,224	\$	\$
Total Student Kits			\$

Teacher Supply Kits			
Description	Estimated Quantity Actual + Spares	Unit Cost	Total
Preschool Teacher Kits	45 + 20 = 65	\$	\$
K-2 Teacher Kits	237 + 100 = 337	\$	\$
3-5 Teacher Kits	233 + 100 = 333	\$	\$
6-8 Teacher Kits	234 + 50 = 284	\$	\$
9-12 Teacher Kits	278 + 50 = 328	\$	\$
Total Teacher Kits			\$

Total All Kits \$