



WALKER COUNTY DEPARTMENT OF EDUCATION FACILITIES & OPERATIONS

INVITATION TO BID CUSTODIAL SUPPLIES – BID NUMBER 22-02 February 17, 2022

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 the GENERAL TERMS AND REQUIREMENTS DOCUMENT for all details, 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 #22-02. Samples should be brought to the pre-bid meeting at 298 Culberson Avenue, LaFayette, GA 30728 in Walker County. Please do not mail samples with your bid packet. **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. Hover over “quick links” at the top to see the drop down menu, then click on “Open Bids”, and finally click on Custodial Supplies Bid 22-02.

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 Tuesday, March 22, 2022 at 2:00 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 Thursday, March 3, 2022 at 11:00 a.m. EST** in the Facilities & Operations Department Conference Room (The Old LHS Cafeteria) at 298 Culberson Ave, LaFayette, GA 30728. Each vendor bidding must be present for their bid to be considered. We will respect social distancing and wear masks.

BID OPENING: Bids will be opened on **Tuesday, March 22, 2022 at 2:00 p.m. EST.** Bids will not be accepted after this time.

AWARDING OF BIDS: The award of bids may be on groups of items, individual items or the entire bid. Bids will be awarded on the basis of quality of products, service and dependability, performance of product, warranty, training capability, and cost. After the bid opening, we will take time to evaluate each product and tabulate the bids submitted. Once the bid is awarded, an order will be placed.

CONTACT PERSON: If you have any questions concerning this bid, contact Kelia Kimbell at Facilities & Operations at 706-639-0168 or by email at keliakimbell@walkerschools.org.

Respectfully,

Chris Jones
Director of Facilities & Operations