



# Moniteau School District

Administrative Offices  
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## 2022/23 Custodial Supply Bid

**To: Approved Vendors**

**Subject: Custodial Supply RFP**

### Tentative Timeline:

- 2/14/22– The Moniteau School Board will approve to go out to bid for 2022/23 custodial supplies.
- 3/14/22 – Advertisement will be sent to the Butler Eagle newspaper for public advertisement.
- 3/14/22 – RFP bid packets will be sent to approved vendors. Vendors MUST have a current Costars Vendor Number at the time of submittal.
- 4/5/22 – 1:00 PM EST. Bid Deadline. Bids will be received in a sealed envelope addressed to the Moniteau School District, Administration Office, and 2022/23 Custodial Supply Bid. Envelopes will be stamped with time and date of receiving. No bids shall be accepted after 1:00 Pm EST.
- Bid documents will be opened in a public session starting at 1:05 PM EST on Monday April 25, 2022. Any vendor is welcome to attend the bid opening.
- The Moniteau School District reserves the right to accept or reject any and or all bids, any or all products without any reservation.
- “Samples” MUST be provided for ANY product that does not meet the “compare to” standards. This does not apply to compare to standards identified as ANY.
- Date TBD in April – Bids will be discussed in the special scheduled Buildings and Grounds meeting. A recommendation will be then forwarded to the Superintendent and entire school board.
- 4/25/22 – Winning bids will be publicly announced and documented at the School Board Meeting and will appear on the agenda.
- 4/26/22 – Pending a favorable vote by the Moniteau school board, the final tally sheet will become part of the 2022/23 Custodial / Maintenance Budget. Purchase orders will be created and will be mailed or e-mailed to winning vendors based on their preference.
- 5/13/22 – Deadline – Vendors have to review their bids and contest any other bid. If you do not want your bid made public, you must notify the district in writing. But be aware, Full Disclosure will be followed. Any vendor can submit a right to know request and request to see any public document.

## Notes to Vendors:

- No orders will be accepted prior to July 1, 2022 unless prior written approval and arrangements are coordinated with Jeff Campbell.
- No substitutes will be accepted unless samples are provided and written (E-Mail) permission has been granted by school officials.
- No invoices will be sent to the Moniteau School District prior to July 1, 2022.
- No invoices will be accepted or paid until orders are completed. No Partial Billing!
- Vendors will be issued a purchase order for each product; No invoices will be accepted or paid without the purchase order number on it.
- ALL BID PRICING – MUST – remain in effect for a period of one year from the bid date. Any additional orders submitted from the Moniteau School District for the specified products shall be billed at the bid amount.
- Fuel Surcharges – The Moniteau School District WILL NOT recognize or pay any fuel surcharges on any invoice associated with the 2022/23 supply bid.
- Delivery Fees – No Delivery Fees will be accepted or paid on any invoice associated with the 2022/23 supply bid.
- COSTARS NUMBER – Your vendor Costars number MUST appear on your official bid documents and also on any invoice associated with the 2022/23 supply bid. Note: This does not mean you must bid Costars pricing. Vendors are open to bid any pricing.
- The Moniteau School District reserves the right to increase the quantities of any product. The bid shall reflect a minimum bid order status.
- The Moniteau School District reserves the right to accept or reject any bid or any product without reservation.

ALL questions regarding the 2022/23 Moniteau School District annual custodial supply bid must be submitted in writing by e-mail to [jcampbell@moniteau.org](mailto:jcampbell@moniteau.org) with a Cc to [drock@moniteau.org](mailto:drock@moniteau.org).