



# PORT WASHINGTON-SAUKVILLE SCHOOL DISTRICT

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**Issue Date:** Mar 14, 2025

**RFP Title:** Custodial Supplies

**RFP Number:** 2425-PWSSD-02

**Closing Date:** Mar 28, 2025

## **INTRODUCTION**

The Port Washington-Saukville School District is seeking proposals from qualified vendors to provide custodial supplies for its facilities, which include three (3) elementary schools, one (1) middle school, and one (1) high school. The awarded contract will be for a period of one (1) year with an option for renewal based on performance and mutual agreement.

## **PROJECT OVERVIEW**

This project will help ensure that there is a single source for all custodial supplies throughout the school district.

Port Washington Saukville School District  
100 W. Monroe St.  
Port Washington, WI 53074

## **SCOPE OF WORK**

The selected vendor will be responsible for supplying and delivering custodial products to designated locations within the school district. (All Quantities are Approximates)

1. Cleaning Supplies
  - a. General-purpose cleaners (20 Cases)
  - b. Disinfectants and sanitizers (27 Cases)
  - c. Glass cleaners (6 Cases)
  - d. Restroom cleaners (16 Cases)
  - e. Degreasers (10 Cases)
2. Paper Products
  - a. Toilet paper (standard and jumbo rolls)
    - i. 3.3" x 1000' - 227 Cases
    - ii. Household - 34 Cases
  - b. Paper towels (roll and folded)
    - i. 8" - 428 Cases
    - ii. Center Pull - 1 Case
    - iii. Folded - 6 Cases



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- c. Facial tissues (160 Cases)
- 3. Floor Care Products
  - a. Floor wax and finish (90 Cases)
  - b. Floor stripper (72 Cases)
  - c. Neutral floor cleaner (29 Cases)
  - d. Carpet cleaning solution (27 Cases)
  - e. Mop heads and handles
- 4. Scrubbing and Buffing Supplies
  - a. Scrubbing pads (various sizes and types)
  - b. Buffing pads (various sizes and types)
  - c. Floor machine brushes
- 5. Other Miscellaneous Items
  - a. Trash bags (various sizes)
    - i. 16 Gal - 17 Cases
    - ii. 30 Gal - 118 Cases
    - iii. 33 Gal - 112 Cases
    - iv. 45 Gal - 241 Cases
    - v. 55 Gal - 35 Cases
    - vi. 65 Gal - 3 Cases
    - vii. San. Napkin - 3 Cases
  - b. Hand soap and dispensers (104 Cases)
  - c. Hand Sanitizer and dispensers (14 Cases)
  - d. Laundry Detergent (25 Cases)
  - e. Brooms, dustpans, and squeegees

## **PROPOSAL REQUIREMENTS**

Vendors must submit a comprehensive proposal that includes:

1. Company profile, including years in business and experience in similar contracts.
2. List of products available, including brand names, specifications, and packaging sizes.
3. Pricing for each item, including bulk discounts, if applicable.
4. Delivery schedules and logistics plan.
5. Warranty and return policies.
6. References from at least three (3) current or past customers.
7. Certification of compliance with applicable safety and environmental regulations

## **EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:



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- Pricing (30%)
- Product quality and availability (25%)
- Vendor experience and references (20%)
- Delivery capabilities (15%)
- Compliance with environmental and safety standards (10%)

## **CONTRACT TERMS & CONDITIONS**

The selected vendor will be required to enter into a formal agreement with the Port Washington-Saukville School District. The contract will include:

- Agreed-upon pricing and payment terms.
- Delivery schedules and penalties for non-compliance.
- Quality assurance measures.
- Termination clauses and dispute resolution procedures

## **SUBMISSION GUIDELINES**

All proposals must be submitted by March 19, 2025 to:

Robert Korup

[robert.korup@pwssd.k12.wi.us](mailto:robert.korup@pwssd.k12.wi.us)

Late submissions will not be considered. The school district reserves the right to reject any or all proposals and to award the contract in a manner deemed to be in its best interest.

## **QUESTIONS & CLARIFICATIONS**

For any questions or clarifications regarding this RFP, please contact:

Robert Korup

262-268-6035

[robert.korup@pwssd.k12.wi.us](mailto:robert.korup@pwssd.k12.wi.us)

Thank you for your interest in partnering with the Port Washington-Saukville School District to support the cleanliness and maintenance of our schools.