



REQUEST FOR QUOTE (RFQ) - Invitation to Submit Quote

Publish Date: January 22, 2021

Description: The RFQ is issued with the intent of inviting vendors to submit a quote for “*Package K – Color Guard*” to assist in equipping Waukee Community School District’s second comprehensive high school (Northwest High School) as per the specifications below. Northwest High School will open in the fall of 2021.

Package K – Color Guard

Please see attached listing for the following:

- Item Description
- Make
- Model
- Additional Specifications (if applicable)
- Quantity

Quote Due Date: Sealed quotes must be received no later than 2:00 PM CST on February 12, 2021.

Deliver/Mail Quotes to:

Waukee Community School Operations Facility
Attention: Kirk J. Johnson, Chief Operations Officer
1000 6th Street
Waukee, Iowa 50263
Notated: “*Northwest HS: Package K – Color Guard*”

Quotes should be physically delivered or mailed to the address above and must be received by the deadline.

Notice to Vendors:

- Subject to the conditions, provisions and the specifications associated with this RFQ, quotes will be received at the designated location until the stated date and time.
- Waukee Community School District reserves the right to reject any or all quotes received, waive irregularities or technicalities in any quote, which it deems to be in its best interest.
- Quotation should include shipping, delivery, installation and all related components. Waukee Community School District is a tax-exempt school district in Iowa. Payment will be made in full within (30) days after delivery of product is completed.
- Quotes must include all items within a specific package.
- Successful company shall comply with all requirements set for by the district for installation, including, but not limited to background checks being completed for all installers.
- Delivery and applicable installation may occur after June 1, 2021 and must be completed by July

15, 2021. Deliveries must be arranged with the district in advance and will be delivered to:
Northwest High School - 655 NW 10th Street, Waukee, Iowa 50263

- The District reserves the right to reject any or all bids or to seek clarification upon responses received. RFQ submissions will be evaluated based on a variety of factors, including but not limited to:
 - Best value to Waukee Community School District
 - Ability to meet specifications
 - Warranty
 - Responsiveness to RFQ terms
 - Cost
 - Vendor experience and references
- All vendors will be notified via email of the district's decision.
- Questions may only be submitted via e-mail to Kirk J. Johnson, Chief Operations Officer at kjohnson3@waukeeschools.org. Questions are allowed between January 22 – February 12, 2021. The district will provide responses to those questions deemed appropriate to all vendors via the district's website: <https://waukeeschools.org/departments/business-services/notice-to-bidders-rfp/>. Responses will not be provided on an individual basis.

Item	Make	Model	Specs	Quantity
Aluminum Flag Pole - Silver, 6'	Bandshoppe	58102	Silver	100
Practice Silks	McCormicks	300V099		40
Practice Swing Silks	McCormicks	300X099		40
Equipment bags- Flags	6' Super Strength Pole Bag			3
Pregame Uniform (circle skirt)	Lyrical Flow Skirt	502		20
Rifles	Bandshoppe	600610		12
Sabres	Excaliber Sabre 36"			12
Equipment Bag- Weapons	42" Super Strength Bag			1
DSI 6' Command Center Podium	DSI	66582		2
DSI 6' Command Center Podium Transport Package	DSI	66859		2
DSI Foldable Equipment Cart	DSI	66538		1