



REQUEST FOR QUOTE (RFQ)

Invitation to Submit Quote for Waterford Elementary Library Opening Day Collection

December 19, 2023

Description: The RFQ is issued with the intent of submitting a Quote for goods/services with the Waukeee Community School District. Waukeee Community School District is accepting quotes for the goods/services listed below:

Quantity	Description
	<p>Proposals for the Opening Day Collection for Waterford Elementary School Library</p> <p>Preferences include:</p> <ul style="list-style-type: none"> ● Strong values of representation, diversity, and inclusion in texts, stories, and authors ● A minimum of 9,000 books, with 2+ copies of the most popular titles ● Preferred balance of approximately 60% fiction / 40% nonfiction appropriate for K-5 reading levels <ul style="list-style-type: none"> ○ Of the fiction books, a balance of roughly 55% chapter books and 45% “Everybody / Easy” books ○ Graphic novels, roughly 5-7% of collection ● Books (fiction and nonfiction, chapter and Everybody) that serve our speakers of multiple languages and their families <ul style="list-style-type: none"> ○ Spanish and Arabic (most spoken second languages) ○ Bosnian, Vietnamese, and Telugu (next most spoken second languages) ● Fiction and nonfiction texts focused on aspects of social-emotional learning ● Non-fiction genres should include: <ul style="list-style-type: none"> ○ Informational texts ○ Narrative nonfiction ○ Biographies ○ Books that discuss the geography and culture of our students’ countries of origin: Bosnia, Vietnam, India, Central & South America, Middle East ○ To better inform the prospective vendor of non-fiction topics covered in our curriculum for which the library may provide related or supplemental materials, we have included a Science topic guide as well as our Social Studies unit guides, available here as a pdf ● Award-winning texts, including books with a publication year of 2010 or newer that have received the following honors: <ul style="list-style-type: none"> ○ Iowa Goldfinch Award ○ Iowa Children’s Choice Award ○ Caldecott Award ○ Newbery Award ○ Pura Belpre Award

	<ul style="list-style-type: none">○ Goldfinch Award● Vendor will provide unboxing, shelving, and removal of debris <p>Following acceptance of a bid, vendors will work in collaboration with Waukee Community School District staff to confirm a final book list as well as binding and processing options. Depending on the construction schedule and ability to get into the building, delivery and setup will happen late summer 2024 and at the customer's discretion.</p>
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Quote Due Date: Quotes must be received at the Waukee Community School District’s District Office no later than 1:00 PM CST on January 19, 2024.

Questions to the District are due by January 17, 2024 at 1:00 PM. Responses to questions will be emailed to vendors upon request. All questions should be directed to Brittany Smith via email only. bsmith@waukeeschools.org

Deliver Quotes to: Brittany Smith
bsmith@waukeeschools.org
Waukee Community School District
560 SE University Ave
Waukee, IA 50263

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. Selection criteria will be based on many factors, including but not limited to price, inclusions/exclusions, contract terms, service levels, etc.

The District reserves the right to reject any or all bids or to seek clarification upon responses received.