



## REQUEST FOR QUOTE (RFQ)

Invitation to Submit Quote for Natatorium Swim Shop Vendor

November 5th, 2024

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

<u>Quantity</u>	<u>Description</u>
	<p><b>During events/competitions hosted by Waukee CSD and outside groups who are renting the facility, vendor would supply, staff, and operate a swim shop on site at the Waukee CSD Natatorium for the purposes of providing competition gear for purchase.</b></p> <p><b>Example gear needed on site would include, but would not be limited to:</b></p> <ul style="list-style-type: none"> <li>- Swim caps</li> <li>- Goggles</li> <li>- Swimsuits (male and female)</li> <li>- Ear plugs</li> <li>- Swim clips</li> <li>- Other apparel, team-branded and generic items to be discussed as needed</li> </ul> <p><b>Please include the below requirements in your quote:</b></p> <ul style="list-style-type: none"> <li>- Items available in stock</li> <li>- Customized gear options</li> <li>- Example pricing</li> <li>- 2 references</li> <li>- Payment structure to Waukee CSD for rental or usage of space (either percentage of gross sales or a set annual amount)</li> <li>- Waukee CSD setup requirements for swim shop (items that need to be provided by school)</li> </ul>

**Quote Due Date:** Quotes must be received at the Waukee Community School District's District Office no later than 4:00 PM CST on November 19, 2024.

Questions to District are due by 11/11 @ 4pm. Responses to questions will be emailed to vendors upon request. All questions should be directed to Brittany Smith via email only. [bsmith@waukeeschools.org](mailto:bsmith@waukeeschools.org)

**Deliver Quotes to:** Email – [bsmith@waukeeschools.org](mailto:bsmith@waukeeschools.org)  
Or mail  
Brittany Smith  
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.