

# **PURCHASING DEPARTMENT**

**UNIFIED SCHOOL DISTRICT 500  
625 Minnesota Avenue  
Kansas City, Kansas 66101  
(913) 551-3200**

The Board of Education, Unified School District No. 500, Kansas City, Kansas, will receive sealed bids on HANDWASH PRODUCTS AND DISPENSERS for all Kansas City Kansas school buildings not later than November 24, 2009 at 2:00 p.m. in the Purchasing Department Office, 625 Minnesota Avenue, Kansas City, Kansas, 66101.

Bid should be marked on the outside of the envelope "Bid No. 90007 - Handwash Product."

Mandatory specifications are enclosed. Please return quotations on the forms and in the attached envelope. Complete all information requested on these forms. It is imperative that the additional documentation requested in this bid solicitation is included so that your bid may be equitably evaluated.

All quotes offered on this bid solicitation should include delivery charges and be quoted F.O.B. delivered to the Storeroom 2116 N. 18<sup>th</sup> Street, Kansas City, Kansas 66104 or to buildings domiciled within the boundaries of the school district. Please respond according to the quantities requested.

Please be sure to indicate any items that do not meet the written specifications and attach literature and specification sheets for the system that your firm is offering. Please be advised that demonstrations may be required prior to the awarding of the bid. Please quote all options called for in this bid quote as minimum requirements.

If there are any questions concerning the specifications on this bid, please contact Robert Young, 625 Minnesota Avenue, Kansas City, Kansas, and telephone (913) 551-3200.

Unified School District No. 500 reserves the right to reject any and all bids without recourse from the vendor.

If you cannot or chose not to quote on this bid and wish to remain on the list for this type of product please indicate "No Bid" on the enclosed quotation form along with your firm's name and return it to the above address.

Robert Young, CPPO  
Director of Purchasing  
Unified School District 500

**Bid No. 90007**

**STANDARD TERMS & CONDITIONS  
UNIFIED SCHOOL DISTRICT NO. 500**

1. **SCOPE:** The following terms and conditions shall prevail unless otherwise modified by U.S.D. 500 within this bid document. U.S. D. 500 reserves the right to reject any bid, which takes exception to these terms and conditions.

2. **DEFINITIONS AS USED HEREIN:**

The term “bid request” means a solicitation of a formal sealed bid.

The term “bid” means the price offered by the bidder.

The term “bidder” means the offerer or vendor.

The term “U.S.D. 500” means Unified School District No. 500.

The term “Board of Education” Or “BOE means the governing body of Unified School District No. 500

3. **COMPLETING BID:** Bid must be submitted ONLY on the form provided in this bid document. All information must be legible. Any and all corrections and / or erasure must be initialed. The authorized bidder must sign each bid sheet and information must be provided.

4. **CONFIDENTIALITY OF BID INFORMATION:** Each bid must be sealed and submitted in or under corner of the enclosed envelope to provide confidentiality of the bid information prior to the bid opening. Supporting documents and /or descriptive literature may be submitted with the bid or in a separate envelope marked “literature for Bid (Number).” Do NOT indicate bid prices on Literature.

All bids and supporting bid documents become public information after the bid opening and are available for inspection by the general public in accordance with the Kansas Open Records Act.

5. **ACCURACY OF BID:** Each bid is publicly opened and is made part of the public record of U.S.D. 500. Therefore, it is necessary that any and all information presented is accurate and/or will be that by which the bidder will complete the contract. If there is a discrepancy between the unit price and extended total, the unit price will prevail.

6. **SUBMISSION OF BID:** Bids are to be sealed and submitted to the Purchasing Office, Library, Building, 625 Minnesota Avenue, Kansas City, Kansas 66101, prior to the date and time indicated of the cover sheet.

7. **ADDENDA:** The Purchasing Office in the form of a written addendum will issue all changes in connection with this bid. Signed Acknowledgement of receipt of each addendum must be submitted with the bid.

8. **LATE BIDS AND MODIFICATION OF WITHDRAWALS:** Bids received after the deadline designated in this bid document shall not be considered and shall be returned unopened.

9. **BIDS BINDING:** All bids submitted shall be binding upon the bidder if accepted by U.S.D. 500 within sixty (60) calendar days after the bid opening.

10. **EQUIVALENT BIDS:** When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent item of substantially the same quality; style and features are invited unless items are marked "No Substitute." Equivalent bids must be accompanied by descriptive literature and / or samples may be required and shall be supplied at no charge to the school district.

11. **NEW MATERIALS, SUPPLIES OR EQUIPMENT:** Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, of recent manufacture, first class in every respect, and suitable for their intended purpose. All equipment shall be assembled and fully serviced, ready for operation when delivered.

12. **WARRANTY:** Supplies or services furnished as a result of this bid shall be covered by the most favorable commercial warranties, expressed or implied, that the bidder and/ or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights separate manufacturer certification of all statements made in the proposal.

13. **METHOD OF AWARD AND NOTIFICATION:** Bids will be analyzed and the award made to the lowest and best, responsive and responsible bidder(s) whose bid is considered to be the best value in the opinion of U.S.D. 500.

U.S.D. 500 reserves the right to reject any or all bids and any part of a bid: to waive informalities, technical defects, and minor irregularities in bids received: and to award the bid on an item by item basis by specified groups of items or to consider bids submitted on an "all or nothing" basis if the bid is clearly designed as such or when it is determined to be in the best interest of U.S.D. 500. The signed bid shall be considered an offer on the part of the bidder: such offer shall be deemed accepted upon the issuance by U.S.D. of a Purchased Order or other contractual document.

14. **DELIVERY TERMS:** All deliveries shall be F.O.B. Destination and all freight charges shall be included in the bid price.

15. **DAMAGED AND/OR LATE SHIPMENTS:** U.S.D. 500 has no obligation to accept damaged shipments and reserves the right to return at the vendor's expense damaged merchandise even though the damage was not apparent or discovered until after receipt of the items. The Vendor is responsible to cancel all or any part of an order if the shipment is not made as promised.

16. **CREDIT TERMS:** Bidder shall indicate all discounts for full and/or prompt payment. Discounts shall be considered as a cost factor in the determination of award, except discounts offered for payment within less than ten (10) calendar days. Discounts offered shall be computed from date of receipt of correct invoice or receipt and acceptance of products, whichever is later.
17. **SELLER'S INVOICE:** Invoices shall be prepared and submitted in duplicate to address shown on the Purchase Order. Invoices shall contain the following information: Purchase Order number, contract number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price and extended totals.
18. **TAX-EXEMPT:** U.S.D. 500 is exempt from Federal, State and Local taxes by KSF2LEKBLQ. Sites of all transactions under the order(s) that shall be derived from this bid request shall be deemed to have been accomplished within the State of Kansas.
19. **SAFETY:** All practices, materials, supplies and equipment shall comply with the federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
20. **DISCLAIMER OR LIABILITY:** U.S.D. 500 will not hold harmless or indemnify any bidder for any liability whatsoever.
21. **HOLD HARMLESS:** The contractor agrees to protect, defend, indemnify and hold the Board of Education, its officers, employees and agents fee and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc. Relating to personal injury, infringement of any patent trademark, copyright (or application for any thereon) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.
22. **LAW GOVERNING:** All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
23. **ANTI-DISCRIMINATION CLAUSE:** No bidder on this request shall in any way, directly or indirectly, discriminate against any person because of age, face, color handicap, sex, national origin, or religious creed.

24. **CONTRACT PERIOD:** The contract derived from this bid shall be effective from the date of Board approval and issuance of a purchase order (contract) immediately and without challenge, will automatically renew May 15, 2006, (if all terms and conditions remain constant). It is specifically understood and agreed that the contract shall be renewable after May 15, 2006 for two (2) successive one-year terms from May 15, through May 14. The Coordinator of Building and Grounds and/or the Director of Purchasing may terminate the contract at on May 15, 2006 and 2007 by providing written notice to the supplier on or before May 15 each renewable year.

25. **LACK OF FUND CLAUSE:** If, during the term of the contract to be derived from his bid, funds are not appropriated for such (services/materials/equipment), Unified School District 500 reserves the right to cancel said contract with thirty (30) days written notice. No expenses shall accrue to the District for such cancellation. The district shall cease immediately. If in any fiscal year during the term of the agreement, the District fails to appropriate. Re-appropriate or otherwise make funds available for the services/materials/ equipment. Such language shall be made a part of the contract resulting from this solicitation.

26. **QUANTITIES:** Quantities of products shown on the attached are representative of an annual consumption through the warehouse operations. Quantities may be estimated and are provided as such. **The District offers no guarantees the products listed for bid in this document will be purchased in the quantities shown.** The District provides this information for bidding purposes only. **Prices are to be guaranteed for two (2) years from the date of the initial installations of dispensers,** to be used as a pricing agreement through the remainder of the contract. Please price products accordingly. This bid will be used as the basis for an annual pricing agreement with the successful bidder for all additional handwash product purchases.

**BID NO. 90007**

**BID SPECIFICATIONS**

ITEM: Foam Hand Soap and Dispensers

QUANTITY: As Indicated Below

**ACCURACY DISCLAIMER:** The Contractor shall thoroughly acquaint himself/herself with the sites for this Bid to fully understand the facilities, difficulties and restrictions attending to the execution of this proposal. The Contractor will be allowed no additional compensation for his failure to be so informed.

Installation and set-up to be performed at approximately fifty-seven (57) different building locations. Set-up is to be included and must include placing the dispensers at appropriate locations for District students and personnel. Successful vendor will handle the installation, instructions and material safety data sheets within the various buildings and custodial maintenance areas as designated by the office of Director of Building Maintenance. Bid must include training of custodial staff as required. All bid equipment must be installed and ready to operate. New dispensers will be placed where any existing liquid hand soap dispenser are currently located (one to one replacement) and in any other areas deemed appropriate by the Director of Building Maintenance.

Also listed on the attached are specifications. The consumable product and equipment bid must meet the attached specifications (no exceptions).

**BASIS OF AWARD:** The Contract will be awarded to the lowest responsive, responsible bidder based upon the lowest Lump Sum Bid for furnishing and delivering Foam Hand Soap and Dispensers for a two (2) year period. Any bids submitted for this service that are, in the opinion of the Purchasing Manager, manifestly unbalanced will be rejected as non-responsive.

Supplier will provide, free of additional charge, all product dispensers required by the school district during the term of this agreement or any subsequent renewal periods. An approximate count of the foam soap dispensers required is listed below:

Soap Dispensers – 1,500 each

**DELIVERY REQUIREMENTS:** In this contract, time is of the essence. All freight and delivery charges are to be included in the costs entered on the Bid Sheet page. Under no circumstances will the school district be liable for additional delivery charges. The successful Contractor's performance under the terms and conditions of this contract must be satisfactory to the school district.

All items shall be bid F.O.B. destination. The term *F.O.B. Destination* shall mean: delivered to the individual school building or the District Storeroom with addresses listed on the District webpage at [www.kckps.org/directory/school/](http://www.kckps.org/directory/school/) with all charges for transportation and unloading and inside delivery paid by the Contractor. Additional support facilities addresses will be provided upon request. Under no circumstances will the school district be liable for additional delivery charges.

**BID NO. 90007**

Deliveries shall be made Monday through Friday between the hours of 8:00 a.m. and 3:30 p.m. The successful Bidder's delivery performance under the terms and conditions of the contract shall be satisfactory to the school district.

**The successful Bidder shall have a truck with a lift gate, as no loading dock is available at some of the facilities for deliveries. Inside delivery is required.**

**INSPECTIONS:** The school district reserves the right to visit and inspect the premises and operation of any Contractor.

**INVESTIGATION OF CONTRACTORS:** The school district will make such investigations as are necessary to determine the ability of the Contractor to fulfill Bid requirements. The Contractor shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, service and supplies similar to that included in this proposal. It shall be at the sole discretion of the school district to reject any Bid if it is determined the Contractor does not fully demonstrate its ability to carry out the obligations of the contract.

**VENDOR PERFORMANCE MANAGEMENT:**

The Purchasing Department may administer a vendor performance management program as part this proposal and resulting contract. The purpose of this program is to create a method for documenting and advising the Purchasing Department of exceptional performance or any problems related to the purchased goods and services.

Propose as part of your response specific performance measures that may be used to develop a vendor performance management report card. Also provide any other data, criterion or methods that would be effective in measuring vendor performance over the life of this contract.

**DISCLOSURE OF CONTENTS OF PROPOSALS:**

All proposals become a matter of public record and shall be regarded as Public Records, with the exception of those specific elements in each proposal which are designated by the proposer as Business or Trade Secrets and plainly marked "Trade Secrets", "Confidential", "Proprietary", or "Trade Secret". Items so marked shall not be disclosed unless disclosure is otherwise required under the Open Records Act. If such items are requested under the Open Records Act, the school district will use reasonable efforts to notify the proposer, and it will be the responsibility of the proposer to seek a court order protecting the records, and to defend, indemnify, and hold harmless the school district from any claim or action related to the school district's non-disclosure of such information.

**BID NO. 90007**

MINORITY AND WOMEN BUSINESS ENTERPRISE:

**The Kansas City Kansas Public School District is committed to equal employment opportunity and encourages its contractors to subcontract with Minority Business Enterprises (MBE'S) and Women Business Enterprises (WBE's). We encourage bidders to make a good faith effort to use qualified MBE/WBE's as subcontractors.**

## **BID NO. 90007**

### **Environmentally Preferable Purchasing (EPP) Guidance**

The District defines Environmentally Preferable products and services as having a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose. The District's EPP evaluation may extend to raw materials acquisition, energy consumption in manufacturing and transport, packaging, recyclability, waste disposal, and many other factors.

Applicable EPP considerations may factor in the evaluation process of this Proposal. Vendors are encouraged to describe any EPP attributes of the goods or services they offer to the school district.

Products and services with the following attributes meet basic EPP standards, and are favored for procurement:

- Green Seal approved products and services
- Energy Star certified equipment
- Specific Conformance to Green Seal GS-11 and GS-37 standards
- Conformance with California Code of Regulations for maximum allowable VOC content
- Conformance with SCAQMD Rule #1168, or BAAQMD Regulation 8, Rule 51
- Conformance with Carpet and Rug Institute Green Label/Green Label Plus Programs
- Product listing with the Western Regional Pollution Prevention Network
- Product listed with the Center for the New American Dream
- Disposable janitorial products conformance with USEPA Comprehensive Procurement Guidelines
- Products supplied in concentrate
- Products dispensed through automatic metering and mixing equipment
- Products with high recycled material and post-consumer waste content
- Products with minimal petrochemical content
- Highly durable / long-lasting products and applicators
- Products shipped in bulk
- Neutral pH products
- Non-flammable products
- Fragrance and dyes free products
- Proven rapid bio-, photo-, or chemical degradation
- Non-aerosol products
- Locally reusable / locally recyclable packaging
- Other characteristics that can be shown to:
  - Minimize waste
  - Minimize consumption of energy and resources
  - Minimize release of toxic compounds
  - Minimize exposure of workers and the public to pollutants

**Bid No. 90007**

**SCOPE OF WORK AND TECHNICAL REQUIREMENTS**

**ITEM 1.                      FOAMING HAND SOAP**

<u>Item</u>	<u>Yes</u>	<u>No</u>
Foaming hand soap must function in a self dispensing container	_____	_____
Container must utilize prepackaged bags or containers (not filling from bulk containers)	_____	_____
Soap must be foaming hand soap for general washroom use,	_____	_____
Soap should be PH neutral	_____	_____
Soap must meet Green standards	_____	_____
Indicate Green standard this product meets:		
_____		
Bidder must provide a representative sample of product with dispenser for evaluation at no charge to the school district within 48 hours of notification by the school district	_____	_____
Successful bidder must demonstrate to the satisfaction of the Kansas City Kansas Public schools Director of Building Maintenance that the product meets the requirement of a standard washroom soap (product may be evaluated in an actual school setting under normal conditions	_____	_____
Successful bidder will provide their dispenser at no charge to the school district in an exact replacement for each existing location (this includes the cost of the dispenser and labor)	_____	_____
The area of the installation must be returned to the same condition as it was prior to the new installation	_____	_____

**Bid No. 90007**

**ITEM 1.**

**FOAMING HAND SOAP**

<u>Item</u>	<u>Yes</u>	<u>No</u>
Or the successful bidder will provide a cash replacement stipend for each new dispenser to the school district to subsidize district staff in the placement and mounting of the new dispensers _____	_____	_____
All new dispensers will remain the property of the Kansas City Kansas Public School District once Installed _____	_____	_____
Any dispenser that breaks during the life of the contract will be replaced by the contractor at no charge to the school district unless damaged by vandalism (the cost will be vendor cost plus 10% _____	_____	_____
Dispensers shall be generic in nature, more than one manufacturer's foam soap product can be utilized with this dispenser ( <b>No proprietary foam soap dispensers will be considered</b> ) _____	_____	_____
Does dispenser have refill level viewing window? _____	_____	_____
Dispenser must have no drip nozzle _____	_____	_____
Price of consumable product includes approximately (plus/minus) 1,000 each dispensers to be furnished to the school district at no cost _____	_____	_____
Packaging size of foaming soap to be approximately 27 oz. or 800 ML _____	_____	_____

**Bid No. 90007**

**BID SHEET**

Be sure to bid on dispensers and foam soap product that can be utilized in generic applications (non-proprietary dispensers which allow for different manufacturer's consumables).

Estimated annual usage of Foam Soap – 9,000 containers annually

Provide Unit Cost for the following – Quantities are estimated and provided as such – **The District offers no guarantees the products listed below will be purchased in the quantities shown.** The quantity is based on the amount purchased during the last fiscal year by the District. The District provides this information for bidding purposes only. **Prices are to be guaranteed for two (2) years from the date of the initial installations of dispensers,** to be used as a pricing agreement through the remainder of the contract.

1) Cost for Container of Foam Soap Lotion Soap: \_\_\_\_\_ each

Indicate the manufacturer and product number of this soap product:

\_\_\_\_\_

State size of soap container: \_\_\_\_\_

What is the case quantity? \_\_\_\_\_

How many uses (approximately) per refill? \_\_\_\_\_

2) Cost for Container of Foam Antimicrobial Soap \_\_\_\_\_ each

Indicate the manufacturer and product number of this soap product:

\_\_\_\_\_

State size of soap container: \_\_\_\_\_

What is the case quantity? \_\_\_\_\_

How many uses (approximately) per refill? \_\_\_\_\_

Is dispenser screw or tape mounting? \_\_\_\_\_

What is the material and color of the dispenser? \_\_\_\_\_

Indicate the manufacturer and product number of this soap dispensing product:

\_\_\_\_\_

Indicate when delivery can be completed after receipt of order:

\_\_\_\_\_

**Bid No. 90007**

**BID SHEET**

Please attach product literature and manufacturer's safety data sheet (Yes/No):

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Does the above product price include installation costs? (Yes/No)\_\_\_\_\_

If the District were to choose to install the new dispensers, what would your firm reimburse the District for this service?

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WE HEREBY AGREE TO FURNISH ALL ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ FIRM: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Bid No. 90007**

**SCOPE OF WORK AND TECHNICAL REQUIREMENTS**

**ITEM 2.                      HAND SANITIZER GEL**

<u>Item</u>	<u>Yes</u>	<u>No</u>
Hand sanitizer gel must function in a self dispensing container	_____	_____
Container must utilize prepackaged bags or containers (not filling from bulk containers)	_____	_____
Sanitizer must be waterless anti-bacterial gel sanitizer for general purpose use	_____	_____
Sanitizer comes in non-aerosol foaming formula	_____	_____
Sanitizer must kill 99.9% of most common germs known to cause illness	_____	_____
Sanitizer must leave hands without a sticky residue and allows hands to dry in seconds	_____	_____
Sanitizer must be fragrance free & leave no residue	_____	_____
Sanitizer is non-toxic and dye-free	_____	_____
Sanitizer is an alcohol based product	_____	_____
Bidder must provide a representative sample of product with dispenser for evaluation at no charge to the school district within 48 hours of notification by the school district	_____	_____
Successful bidder must demonstrate to the satisfaction of the Kansas City Kansas Public schools Director of Building Maintenance that the product meets the requirement of a standard washroom sanitizer (product may be evaluated in an actual school setting under normal conditions	_____	_____

**Bid No. 90007**

**ITEM 2.**

**FO HAND SANITIZER GEL**

<u>Item</u>	<u>Yes</u>	<u>No</u>
Successful bidder will provide their dispenser at no charge to the school district (this includes the cost of the dispenser and labor)	_____	_____
The area of the installation must be returned to the same condition as it was prior to the new installation	_____	_____
Or the successful bidder will provide a cash replacement stipend for each new dispenser to the school district to subsidize district staff in the placement and mounting of the new dispensers	_____	_____
All new dispensers will remain the property of the Kansas City Kansas Public School District once Installed	_____	_____
Any dispenser that breaks during the life of the contract will be replaced by the contractor at no charge to the school district unless damaged by vandalism (the cost will be vendor cost plus 10%)	_____	_____
Dispensers shall be generic in nature, more than one manufacturer's sanitizer gel product can be utilized with this dispenser ( <b>No proprietary hand sanitizer dispensers will be considered</b> )	_____	_____
Does dispenser have refill level viewing window?	_____	_____
Dispenser must have no drip nozzle	_____	_____
Price of consumable product includes approximately (plus/minus) 150 each dispensers to be furnished to the school district at no cost	_____	_____
Packaging size of hand sanitizer gel to be approximately 1200 ML	_____	_____

**Bid No. 90007**

**BID SHEET**

Be sure to bid on dispensers and hand sanitizer products that can be utilized in generic applications (non-proprietary dispensers).

Estimated annual usage of Hand Sanitizer Gel – 1,000 containers annually

Provide Unit Cost for the following – Quantities are estimated and provided as such – **The District offers no guarantees the products listed below will be purchased in the quantities shown.** The quantity is based on the amount purchased during the last fiscal year by the District. The District provides this information for bidding purposes only. **Prices are to be guaranteed for two (2) years from the date of the initial installations of dispensers,** to be used as a pricing agreement through the remainder of the contract.

1) Cost for Container of Hand Sanitizer Gel: \_\_\_\_\_ each

Indicate the manufacturer and product number of this soap product:

\_\_\_\_\_

State size of sanitizer container:

\_\_\_\_\_

What is the case quantity? \_\_\_\_\_

How many uses (approximately) per refill? \_\_\_\_\_

Is dispenser screw or tape mounting? \_\_\_\_\_

What is the material and color of the dispenser? \_\_\_\_\_

Indicate the manufacturer and product number of this sanitizer dispensing product:

\_\_\_\_\_

Indicate when delivery can be completed after receipt of order:

\_\_\_\_\_

Please attach product literature and manufacturer's safety data sheet (Yes/No):

\_\_\_\_\_

Does the above product price include installation costs? (Yes/No)\_\_\_\_\_

**Bid No. 90007**

**BID SHEET**

**SPECIFICATIONS**

If the District were to choose to install the new dispensers, what would your firm reimburse the District for this service?

\_\_\_\_\_

2) Cost for 8 oz. Hand Sanitizer Gel: \_\_\_\_\_ each  
with pump dispenser

3) Cost for 1 Gal Hand Sanitizer Gel: \_\_\_\_\_ each  
with pump dispenser

Indicate the manufacturer and product number of this soap product:

\_\_\_\_\_

State size of soap container: \_\_\_\_\_

What is the case quantity? \_\_\_\_\_

Indicate when delivery can be completed after receipt of order:

\_\_\_\_\_

Please attach product literature and manufacturer's safety data sheet (Yes/No):

\_\_\_\_\_

**WE HEREBY AGREE TO FURNISH ALL ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ FIRM: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ADDENDUM NUMBER 1  
BID NUMBER 90007**

**PURCHASING DEPARTMENT  
UNIFIED SCHOOL DISTRICT 500  
625 MINNESOTA AVENUE  
KANSAS CITY, KANSAS 66101  
(913) 551-3200**

Note the following changes to the above mentioned bid. This information is to be taken into consideration when responding to the original bid document.

**Change to Read as Follows:**

Page 1: The Board of Education, Unified School District No. 500, Kansas City, Kansas, will receive sealed bids on a HANDWASH PRODUCTS AND DISPENSERS for all Kansas City Kansas school buildings not later than December 1, 2009 at 2:00 p.m. in the Purchasing Department Office, 625 Minnesota Avenue, Kansas City, Kansas, 66101.

**Instead of as Previously Stated:**

Page 1: The Board of Education, Unified School District No. 500, Kansas City, Kansas, will receive sealed bids on a HANDWASH PRODUCTS AND DISPENSERS for all Kansas City Kansas school buildings not later than November 24, 2009 at 2:00 p.m. in the Purchasing Department Office, 625 Minnesota Avenue, Kansas City, Kansas, 66101.

**Change to Read as Follows:**

**Item 1**

Page 10: Foaming hand soap must function in a self dispensing container (wall mounted dispensers are **not** to be "hands free" but rather push type dispensers)

**Change to Read as Follows:**

Page 11: Dispensers shall be able to accommodate consumable soap products that are available to and can be sold by several firms in the metropolitan area (no single source distributors for consumable soap products in the metro area).

**Instead of as Previously Stated:**

Page 11: Dispensers shall be generic in nature, more than one manufacturer's foam soap product can be utilized with this dispenser (**No proprietary foam soap dispensers will be considered**) -

**Change to Read as Follows:**

Page 11: Is dispenser translucent or have refill level viewing window?

**Change to Read as Follows:**

Page 11: Price of consumable product includes approximately (plus/minus) 1,500 each dispensers to be furnished to the school district at no cost

**Change to Read as Follows:**

Page 11: Packaging size of foaming soap to be a minimum of 27 oz. or 800 ML

**Change to Read as Follows:**

Page 12: Be sure to bid on dispensers and foam soap product that can be utilized in generic applications (non-proprietary dispensers which shall be able to accommodate consumable soap products that are available from and can be sold by several firms in the metropolitan area - no single source distributors for consumable soap products in the metro area).

**Change to Read as Follows:**

**Item 2**

Page 14: Hand Sanitizer Gel must function in a self dispensing container (wall mounted dispensers are **not** to be “hands free” but rather push type dispensers)

**Change to Read as Follows:**

Page 15: Dispensers shall be able to accommodate consumable sanitizer gel products that are available to and can be sold by several firms in the metropolitan area (no single source distributors for consumable soap products in the metro area).

**Instead of as Previously Stated:**

Page 15: Dispensers shall be generic in nature, more than one manufacturer’s sanitizer gel Product can be utilized with this dispenser (**No proprietary foam soap dispensers will be considered**)

**Change to Read as Follows:**

Page 15: Is dispenser translucent or have refill level viewing window?

**Change to Read as Follows:**

Page 15: Packaging size of hand sanitizer to be a minimum of 1200 ML

**Change to Read as Follows:**

Page 16: Be sure to bid on dispensers and hand sanitizer products that can be utilized in generic applications (non-proprietary dispensers which shall be able to accommodate consumable soap products that are available from and can be sold by several firms in the metropolitan area - no single source distributors for consumable soap products in the metro area).

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

FIRM: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

**ADDENDUM NUMBER 2  
BID NUMBER 90007**

**PURCHASING DEPARTMENT  
UNIFIED SCHOOL DISTRICT 500  
625 MINNESOTA AVENUE  
KANSAS CITY, KANSAS 66101  
(913) 551-3200**

Note the following changes to the above mentioned bid. This information is to be taken into consideration when responding to the original bid document.

**Add to Read as Follows:**

Page 16: 1a) Cost for Container of Hand Sanitizer Foam Soap: \_\_\_\_\_ each

Indicate the manufacturer and product number of this soap product:

\_\_\_\_\_

State size of sanitizer container:

\_\_\_\_\_

What is the case quantity? \_\_\_\_\_

How many uses (approximately) per refill? \_\_\_\_\_

Is dispenser screw or tape mounting? \_\_\_\_\_

What is the material and color of the dispenser? \_\_\_\_\_

Indicate the manufacturer and product number of this sanitizer dispensing product:

\_\_\_\_\_

Indicate when delivery can be completed after receipt of order:

\_\_\_\_\_

Please attach product literature and manufacturer's safety data sheet (Yes/No):

\_\_\_\_\_

Does the above product price include installation costs? (Yes/No)\_\_\_\_\_

If the District were to choose to install the new dispensers, what would your firm reimburse the District for this service?

\_\_\_\_\_

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

FIRM: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_