



MEMO

Ridgefield Public Schools

90 East Ridge Road • Ridgefield, CT 06877

(p) 203-894-5550 (f) 203-431-2811

May, 2026

INVITATION TO BID

Written proposals must be submitted no later than **10:00 a.m. on Monday, June 22, 2026** to Ridgefield Public Schools, Facilities Office, **90 East Ridge Road, Ridgefield, CT 06877**, for the custodial supplies listed on the enclosed bid. Any bids received after 10:00 a.m. will be disallowed.

Ridgefield Public Schools reserves the right to reject any and all submittals. Awarded contracts may not be based solely on lowest cost per item. Each bid submittal will be carefully reviewed and Ridgefield Public Schools reserves the right to award contracts based on past delivery histories, quality and compatibility of item(s), prior history of unsolicited substitutions, and overall delivery and product availability performance of vendors.

As stated in bid packet – substitutions for specified product(s) are NOT PERMISSIBLE except where noted. Once the bid is awarded, substitutions of contracted item(s) are not permitted unless approved by the Director of Facilities - Ridgefield Public Schools.

Inquiries or questions regarding this document should be made to Nancy Gherna, Facilities & Business Operations Administrative Assistant via email only at ngherna@ridgefieldps.net. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

In addition to the above stated guidelines, supplies will also be selected based upon the following criteria:

1. Any change, when indicated, in dispensable products (i.e.; chemicals, soaps, paper) must be installed with no additional costs to Ridgefield Public Schools.
2. All major cleaning products must be **green sealed certified**.
3. Ridgefield Public Schools reserves the right to group types of materials and award groups to a single vendor to facilitate ordering.

- Vendors shall, when making any substitutions to products indicated, provide full descriptive literature with their proposals. Such literature shall be used as a basis for award, so substitutions made without backup literature may be rejected. Safety Data Sheets (SDS) must accompany all chemical products BEFORE delivery.
- Vendors proposing a substitute to what is specified **must submit a sample** with bid.
- Vendors may submit proposals on any or all materials listed. Proposal shall remain firm for the period of 7/1/26 – 6/30/27 unless proposal is qualified in writing.
- Vendors shall indicate packaging size if different than that indicated in bid. All proposal prices shall include delivery costs and any fuel surcharges. Shipments will be made to each of our schools and the administrative building on an "as needed" basis throughout the year.

NOTE: Mailing envelope must be marked:

CUSTODIAL SUPPLIES-2026 BID opening Monday, June 22, 2026

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FACILITIES