

USD 258 Humboldt  
801 New York Street, Humboldt KS



March 18, 2025

USD #258 is requesting proposals from qualified companies to replace flooring in eight (8) elementary classrooms.

The selected dealer will be responsible for meeting or exceeding all specifications listed in the Request for Proposal (RFP). Proposals that are incomplete in form or content will be deemed non-responsive and will not be considered. Once accepted, proposals become the property of the District. The District reserves the right to request additional information or clarification if needed, upon review of your proposal. This RFP should not be construed as a guarantee of business or contract. The objective of this RFP is to select a company which, based on the content and evaluation of the proposals received, will best serve the needs of the District at this time. However, the District may also, upon review of proposals, elect not to award a contract to any respondent.

Questions regarding this RFP may be submitted by email or phone to:

**CONTACT PERSON**

Amber Wheeler OR Terry Piper

801 New York St

Humboldt KS 66748

620-473-3121

[amber.wheeler@usd258.net](mailto:amber.wheeler@usd258.net)

**SUBMISSION DETAIL MEETING:**

**Monday, March 31, 2025 3:30 pm**

1100 Central Street, Humboldt, KS 66748

Classrooms will be open for measurements and viewing. Personnel will be available to answer questions for the group.

**MINIMUM REQUIREMENTS:**

1. Carpet Field (3): J&J Game Changer 3437-Twist 24"x24"  
Accent (1): J&J Downtown 3153-Route 66 24"x24"
2. Resilient Flooring Rikett Quartz Camo 8904 Urban Gray 24 x 24"

**ALTERNATE #3:**

Add 6 additional classrooms with same components as above.

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**INSTRUCTION, TERMS AND CONDITIONS**

- By signing and submitting a response to this RFP, the dealer acknowledges receipt and acceptance of these Instructions, Terms, and Conditions.
  - Proposals will be evaluated by District personnel familiar with the requirements of this RFP and the needs of the District.
  - The District reserves the right to reject any and all responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified organizations
  - The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs.
  - The District reserves the right to request any dealer submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process.
  - The Dealer agrees that failure on its part to list all cost components related to the purchase will not constitute an acceptable justification to re-quote the proposal.
  - The Dealer acknowledges that the original proposal and costs provided stand. However, the dealer has the option of withdrawing a proposal at any time until a final contract is executed.
  - The District reserves the right to cancel or renegotiate the purchase any time prior to an order being submitted.
  - The District reserves the right to negotiate terms and scope of work with the lowest responsible bidder. If an agreement cannot be negotiated, the District reserves the right to negotiate with another bidder.
  - The District may, at its option, request additional information or ask for clarification from respondents, if necessary
  - A final contract will be awarded to the lowest responsible bidder per KSA 72-5211
- NOTE: Although price is of prime consideration in determining the lowest responsible bidder, it is not the sole determining factor. The determination may involve all or some of the following factors: price, previous experience and performance, conformity to specifications, delivery schedule, compatibility, other costs, other objective and accountable factors which are reasonable and any other considerations that may be deemed relevant by the District.

**SUBMISSION OF PROPOSALS**

- Proposals may be submitted (in writing or through email) to:  
USD #258  
Attention: Amber Wheeler  
801 New York Street  
Humboldt, KS 66748

**USD 258 Humboldt**  
801 New York Street, Humboldt KS

620-473-3121

Email: [amber.wheeler@usd258.net](mailto:amber.wheeler@usd258.net)

• **By deadline date: April 10 by 3:00 p.m.**

**ASSIGNMENT PROHIBITED**

• No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Education

**TIMELINE**

Work must be completed June - July 2025.

**NO CONTACT WITH SCHOOL BOARD MEMBERS**

• Respondents may not contact any member of the USD 258 School Board (or any District employee, except as provided herein) regarding this RFP, unless specifically invited to an interview conducted by the Board

**NON-DISCRIMINATION**

• Humboldt USD 258 does not discriminate in the selection, acceptance, or treatment of any contractor based on race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran status, or medical condition

**HOLD HARMLESS**

• The Dealer shall defend, indemnify, and hold the District, its officers, agents, volunteers, and employees harmless from any and all causes of action of damage arising out of or related to the dealer's performance under this contract