



# Request for *proposal*

**DISTRICT ELEVATOR AND LIFT INSPECTIONS AND SERVICE  
RFP# 2020-PUR-001**

**PROPOSALS MUST BE RECEIVED BY:  
10:30 AM (CST) ON THURSDAY, MARCH 12, 2020**

Please mark your sealed envelope “**RFP #2020-PUR-001 District Elevator and Lift Inspections and Service Proposal**” and deliver to the following address and person:

Lisa Patrick  
Purchasing Supervisor  
[Lisa\\_Patrick@idschools.org](mailto:Lisa_Patrick@idschools.org)

201 N. Forest Avenue  
Independence, MO 64050  
816-521-5599 extension 61010

*All questions, requests for information or clarification pertaining to this bid must be submitted in writing to the above e-mail address. The deadline for questions is **Friday, February 28, 2020 at 4:00 PM (CST)***

It is the responsibility of interested firms to check the website:  
<http://sites.idschools.org/purchasing/bids-and-rfps> for any addendums or notices of information prior to the opening date and time of this RFP. All addendums must be signed and included with your submitted Proposal.



2020-PUR-001  
District Elevator and Lift  
Inspections and Service  
Lisa Patrick  
Independence School District  
Facilities & Purchasing  
201 N. Forest Avenue  
Independence, MO 64050  
(816)521-5599 ext. 61010

## TABLE OF CONTENTS

<i>Background</i> .....	3
<i>Description of Services (or Project)</i> .....	3
<i>Scope of Services</i> .....	4-7
<i>Required Insurance</i> .....	8
<i>Disclosures and Notifications</i> .....	9
<i>Contract Terms</i> .....	9-12
<i>Interpretation, Questions, Withdrawal</i> .....	12-13
<i>Quote</i> .....	13
<i>Proposal Submission and Opening</i> .....	13-14
<i>Reservation of Rights</i> .....	14
<i>Proposal Evaluation</i> .....	14
<i>Invoicing</i> .....	14-15
<i>Vendor List</i> .....	15
<i>Appendix A - Federal Work Authorization Program Affidavit</i> .....	16
<i>Appendix B - References and Experience</i> .....	17
<i>Appendix C - Personnel Qualifications</i> .....	18
<i>Appendix D - BID Proposal Submission Form-District Elevator &amp; Lift Inspections and Service</i>	19-22
<i>Attachment A</i> .....	23-24



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
Independence School District  
Facilities & Purchasing  
201 N. Forest Avenue  
Independence, MO 64050  
(816)521-5599 ext. 61010

**District Elevator and Lift Inspections and Service**  
**Request for Proposal**  
**2020-PUR-001**

**Proposal Due:**  
**March 12, 2020**  
**10:30 a.m.**

**1. Background**

**1.1. Notice**

1.1.1. Independence School District (the “District”) seeks a contractor (“Contractor”) for District Elevator and Lift Inspections and Service. If your firm is interested, please submit the information requested in this Request for Proposal (RFP) to the Independence School District office by 10:30 a.m. on March 12, 2020. All information necessary for the submittal is contained in this RFP.

**1.2. RFP Schedule**

- 1.2.1. Issue RFP: February 19, 2020
- 1.2.2. Pre-bid Meeting and inspection of property: 1:00 p.m., February 24, 2020 at Facilities Office, 201 N. Forest Avenue, Independence, MO 64050
- 1.2.3. Deadline to submit written questions: 4:00 p.m., February 28, 2020
- 1.2.4. Deadline to submit proposals: 10:30 a.m., March 12, 2020
- 1.2.5. Vendor selection date: 6:00 p.m., April 14, 2020, ISD Board of Education Meeting

**2. Description of Services (or Project)**

**2.1. Type- Monthly Maintenance and Annual Inspection**

**2.2. Locations listed**

2.2.1. All locations are within the Independence School District. A list of all pieces of equipment can be found in Attachment A.

**2.3. Equipment**

2.3.1. All equipment can be found in Attachment A.



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

**2.4. Service Duration**

2.4.1. The monthly service will begin the July 1st and continue through June 30th each contract year.

**2.5. Inspection of Equipment**

2.5.1. Contractor must visit each site before submitting their proposal and be responsible for all measurements and verification of equipment on the project.

**3. Scope of Services**

**3.1. Maintenance Coverage**

3.1.1. The specifications shall cover and include the furnishing of all professional services, skilled services, labor, materials, tools, equipment, insurance, permits and fees, if any, necessary to accomplish the maintenance and permit rendering services at the specified district locations herein designated as Attachment A.

3.1.2. Maintenance records of each piece of equipment must be obtainable by District and preferred to have online access.

3.1.3. Contractor will provide a yearly assessment of each piece of equipment to aid the District in capital planning. This includes, but is not limited to;

- Maintenance Records
- Violations incurred
- Suggested Maintenance
- Replacement Cost
- Estimated Life Cycle

3.1.4. The assessment is due by June 30<sup>th</sup> of each contract year.

**3.2. Hours of service**

3.2.1. Under this contract, it is required that the contractor be available for service 7 days a week, 24 hours a day. Some work under this contract can be of an emergency nature. The contractor shall provide a single 24-Hour telephone number to assure prompt response to calls from the District for needed repairs. The method of notification and the assignment of a technician to the call shall be the contractor's responsibility.

3.2.2. It will be the District's responsibility to make the service call and designate an emergency or non-emergency situation.



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

- 3.2.3. The contractor shall verbally confirm to the initial request for emergency service within one (1) hour of notification and shall have a qualified service technician on the job site within three (3) hours of the original notification. In the event that persons are trapped in an elevator, response time shall not be greater than one hour (1).
- 3.2.4. In the event repairs cannot be completed with the initial response, every effort by the contractor shall be made to provide limited repair to allow for effective functioning of the system until complete restoration can be made.
- 3.2.5. Contractor must notify the District within twenty-four hours upon completion of any service call or inspection with description of what services were completed. Online notification systems preferred, but other media acceptable as noted.
- 3.2.6. Contractor must be able to receive service calls via email or by phone.
  - 3.2.6.1. Time stamp on email and phone record become office notification time.
- 3.2.7. Requests for non-emergency service shall have a response time within twenty-four (24) hours from notification. The District reserves the right to schedule times and dates for non-emergency service to be performed under this contract. Primary hours of non-emergency service calls should be performed between the hours of 7:00 a.m. and 4:30 p.m. weekdays.
- 3.2.8. Failure to meet the above requirements may result in the District contacting another vendor and requesting the work be performed by them. In this circumstance, the contractor shall not be entitled to any payment or damages and shall pay the District for any additional costs incurred. Failure to respond or report to the job site within the agreement time frame, may be construed as a breach of this agreement, and at the District's discretion, this contract may be terminated upon written notice by the District.

**3.3. General Terms and conditions**

- 3.3.1. No testing, maintenance or work of any kind shall be performed without authorization from the ISD Facilities Department. Verifiable work order number or purchase order number is required. Contractor will not perform work at any District locations without prior approval by authorized District personnel at the Facilities office only. Discussion of work or maintenance to perform, or needed, will not be discussed with anyone else.
- 3.3.2. Contractor shall not perform more than thousand dollars (\$1,000.00) of non-emergency work, including materials, for a given job without a written estimate and obtaining approval from authorized District personnel. The District reserves the right to obtain other quotes, or bid, any project/repair over the District's threshold amount of \$3,500 or is determined to be in the best interest of the District.



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

- 3.3.3. Hourly charges, if applicable, are to begin when service technician arrives at job site or reports to the Department Head or his designee, whichever is requested by the District. Contractor shall NOT commence any work until he has notified the proper District personnel of his arrival. An acceptable time would be time recorded when checking into the building at the front office and recording the contractor's entrance. District shall not be responsible for payment to contractor for any briefings or meetings held between the District and the contractor, as these meetings are to the mutual benefit of both parties. Contractor will not be allowed fuel surcharges. Contractor will not be allowed travel time. Contractor will not be allowed mileage reimbursement. Contractor should adjust quoted hourly rate as necessary in bid.
- 3.3.4. The District reserves the right to determine if equipment should be serviced, maintained or repaired as an emergency in unusual and unpredictable situations. Prior to commencing any work, the contractor may be required to provide a Work Order Cost Estimate. The estimate shall be reviewed and approved by authorized District personnel. The estimate may be required on work considered NEW or REPAIR at the District's discretion. The estimate may be ORAL or WRITTEN at the District's discretion.
- 3.3.5. All work shall be performed and all complaints handled with due regard to the District public & student relations. The contractor shall utilize competent employees in performing the work. At the request of the District, the contractor shall replace any incompetent, unfaithful, abusive or disorderly person in his or her employ. The District and the contractor shall each be promptly notified by the other of any complaints received.
- 3.3.6. The contractor shall be responsible for providing, maintaining and transporting all necessary and customary equipment, tools and fuel needed to fulfill the contract. In no event shall the District be responsible for any damages to any of the contractor's equipment or clothing, either lost, damaged, destroyed or stolen.
- 3.3.7. Supplies and materials: The District reserves the right to determine the urgency and necessity of emergency shipping and the District shall be responsible for any such charges (i.e. overnight express). Upon notification by the District, the contractor shall make all necessary arrangements and include the emergency shipping costs with invoice. Any emergency shipping costs shown on an invoice shall also designate District personnel authorizing the shipping.
- 3.3.8. General Specifications of work performed Annual Safety Test: Perform annual safety test following the standards set forth by the American National Safety Code ANSI, A17.1 for elevators and State of Missouri Department of Public Safety Code II CSR 40-5.



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

- 3.3.8.1. Annual Safety Test will be completed no later than fourteen (14) days prior to the first day of school, and no earlier than twenty-eight (28) days prior to the first day of school each year.
- 3.3.8.2. Annual Safety test includes, but is not limited to;
  - Relief Valve- check pressure release
  - Cylinder leakage
  - Normal and final terminal stopping devices
  - Simulated operation under fire or other emergency condition
  - Simulated standby (emergency) power operation
  - Emergency terminal speed limit device
  - Governors
  - Safeties
  - Oil Buffers
  - Power operation for doors
  - Tag bearing Company name with inspection date attached to valve
- 3.3.8.3. Annual Testing Procedures; The same person cannot perform Inspections and testing. Under state statute, Inspectors cannot test elevator equipment.
- 3.3.8.4. Contractor is to list the company they will utilize for the testing.
- 3.3.8.5. Contractor is expected to do a preliminary check of all systems and items that will be inspected by licensed inspectors prior to official inspection in order to make sure equipment will pass inspection.
- 3.3.8.6. Contract can be terminated for violations due to improper monthly service maintenance /inspections.
- 3.3.8.7. Testing in Absence: Testing in the absence of a licensed inspector is against Missouri state law. The elevator inspection must be performed by the contractor, in the presence of a state of Missouri licensed inspector. Contractor shall be responsible for any state of Missouri fees and shall include such fees in his bid.
- 3.3.8.8. Preventive Maintenance: Will provide the labor to perform 2 maintenance visits to examine and/or lubricate the following equipment areas per twelve-month period.
  - Control system
  - Power unit and/or machines
  - Hydraulic system accessories
  - Hoistway and pit equipment



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

- Door equipment
- Signals and accessories
- Rails and guides

3.3.8.9. During preventive maintenance check the contractor will systematically examine, adjust, and lubricate, as needed, all elevator equipment. During preventative maintenance the elevator hatch equipment including the door hangers, tracks, hatchway switches, car top, buffers, and pits will also be cleaned and serviced.

3.3.8.10. Lubricants; Furnish all lubricants, grease, wiping clothes, as needed or required for repair or maintenance.

3.3.8.11. Parts; The contractor will maintain and have access to original equipment parts for repair or maintenance as needed.

### **3.4. Exclusions**

#### **3.4.1. Term**

3.4.1.1. The initial award is for three (3) full academic calendar years starting July 1, 2020. All prices MUST remain firm during this time period and either party can terminate with cause.

3.4.1.2. District reserves the right to renew and extend the executed agreement pertaining to all prices, terms and conditions and specifications upon mutual agreement between the District and contractor for one (1) year periods based on pricing and level of service. Either party can terminate agreement for any reason after initial contract period with a 90 days written notice.

3.4.1.3. July 1, 2020 the first date of this contract.

3.4.1.4. Each period shall end on June 30.

## **4. Required Insurance**

### **4.1. Liability**

4.1.1. \$100,000 per incident

4.1.2. \$300,000 per year

### **4.2. Workers Compensation**

4.2.1. Statutory limits





2020-PUR-001  
District Elevator and Lift  
Inspections and Service  
Lisa Patrick  
Independence School District  
Facilities & Purchasing  
201 N. Forest Avenue  
Independence, MO 64050  
(816)521-5599 ext. 61010

**4.3. Bond**

- 4.3.1. Bid: 5 percent of bid amount
- 4.3.2. Payment (executed with connection of Contract): 100 percent of amount of Agreement
- 4.3.3. Performance (executed with connection of Contract): 100 percent of Amount of Agreement Amount of Agreement

**5. Disclosures and notifications**

**5.1. Conflicts of interest**

- 5.1.1. Proposal must state whether proposer has any professional, business, or familial relationship with any current member of the Board of Education of the District or with any administrator of the District.

**5.2. Cooperative Procurement**

- 5.2.1. Indicate whether, if the District accepted your proposal, you would provide the same products and services under the same prices and terms to any public school district or any other non-profit organization having membership Mid-America Council of Public Purchasing (MACPP), Mid-America Regional Counsel (MARC) or Greater Suburban Kansas City Joint Purchasing Cooperative (GSKCJPC) and/or located within the greater Kansas City metropolitan trade area.

\_\_\_\_\_YES\_\_\_\_\_NO SIGNATURE: \_\_\_\_\_

- 5.2.2. The prices, terms, and conditions of this RFP and any subsequent term agreement would control the terms of any subsequent agreement.
- 5.2.3. Organizations themselves or organizations represented by MACPP, MARC or GSKCJPC have no obligation under the cooperative procurement agreement to use the RFP, proposal, or agreement unless they are specifically named in the RFP as a joint respondent.
- 5.2.4. The ordering jurisdiction will issue purchase orders and be responsible for all receiving, inspection, payments and other agreement administration.
- 5.2.5. Each jurisdiction that is a party to the joint proposal may act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments, and handle disputes involving shipment to the jurisdiction.



2020-PUR-001  
*District Elevator and Lift  
Inspections and Service*  
*Lisa Patrick*  
Independence School District  
Facilities & Purchasing  
201 N. Forest Avenue  
Independence, MO 64050  
(816)521-5599 ext. 61010

## 6. Contract terms

### 6.1. E-Verify

- 6.1.1. Missouri law requires all companies doing business under contracts greater than \$5,000 with government entities to attest that all their employees and subcontractor's employees are "lawfully present in the United States."

### 6.2. Prevailing Wage

- 6.2.1. Missouri law requires agreements to contain the following prevailing wage terms, **if the project is over \$75,000**: "A wage of no less than the prevailing hourly rates of wages for work of a similar character in the locality in which the work is performed shall be paid to all workmen employed by or on behalf of any public body engaged in public works exclusive of maintenance work" (§ 290.220) and "Not less than the prevailing hourly rate of wages specified in wage determination as requested from the State shall be paid to all workers performing work under this contract" (§ 290.250). The contractor shall forfeit as a penalty to the State, County, City, and County, City, Town, District or other political sub-division on whose behalf the contract is made or awarded. Ten (\$10.00) Dollars for each worker employed, for each calendar day, or portion thereof such worker is paid less than the said stipulated rates for any work done under this contract by him or by any sub-contractor under him. § 290.250. All payroll records of the contractor are to be submitted to the School District, with the approved Prevailing Wage Statement, prior to final acceptance of the project.

### 6.3. Applicable law

- 6.3.1. Missouri law will govern contracts entered into pursuant to this RFP.

### 6.4. Termination

- 6.4.1. The District may terminate contracts entered into pursuant to this RFP without cause upon 30 day notice.

### 6.5. Compliance with laws and policies

- 6.5.1. Proposer must comply with all federal and state anti-discrimination laws.
- 6.5.2. All work shall be done in strict accordance with the provisions of the current edition of the building codes adopted by the City of Independence, Missouri and all city ordinances in effect during performance of this contract.
- 6.5.3. Contractor must be licensed to do business in the City of Independence.
- 6.5.4. All work shall meet or exceed the Americans with Disabilities Guidelines.



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

- 6.5.5. *A-133 Compliance Supplement:* The contractor must certify that they and their principals are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or Agency.
- 6.5.6. *Excessive Unemployment:* The Missouri Department of Labor and Industrial Relations has determined that a period of “Excessive Unemployment” remains in effect and will remain in effect if the unemployment rate exceeds 5% in the state of Missouri. Only Missouri laborers and laborers from nonrestrictive states are allowed by law to be employed on Missouri’s public works projects. (See Sections 290.550 through 290.580 RSMo).
- 6.5.7. *AHERA Notification:* the District has completed the removal of friable asbestos in all District school buildings. In addition, all facilities have now been inspected by a certified asbestos inspector as required under the ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 (AHERA). A copy of the AHERA Plan has been filed with the State of Missouri and a copy is on file with each building administrator. The AHERA Plan is available for inspection during regular school hours.
- 6.5.8. *OSHA Training:* As a condition of the Contract entered pursuant to this RFP, a Contractor must provide a 10-hour Occupational Safety and Health Administration (OSHA) Construction Safety Program (“Program”) for Contractor’s on-site employees as mandated by RSMo 292.675. Said Program must include a course in construction safety and health approved by OSHA or a similar program approved by the Missouri Department of Labor and Industrial Relations. This requirement includes the following: All of Contractors’ on-site employees must complete the Program within 60 days of beginning work on the Project; Any employee found on the work site subject to this requirement without documentation of the successful completion of the Program will be given 20 days to produce such documentation before being subject to removal from the Project; Contractor’s failure to comply with these requirements will subject it to penalties. Contractor shall forfeit as a penalty to the Owner \$2,500.00 plus \$100.00 for each employee employed by Contractor or Contractor’s Subcontractor, for each calendar day, or portion thereof, such employee is employed to work under this Contract without the required training. Said penalty shall not accrue until the period in subsections 1 and 2 have elapsed. Contractor will be subject to said penalties notwithstanding any other provision to the contrary in this Construction Contract. Contractor shall require its contracts with all Subcontractors to contain these provisions. Contractor shall be responsible for penalties to Owner due to any Subcontractor’s employees’ failure to produce documentary evidence of training in the required Program. Contractor may withhold all sums necessary to cover any penalty from Subcontractor by suing in the circuit court of the county in which the project is located. Contractor shall have no right of recovery against Owner



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

6.5.9. *Lead Paint Guidelines:* After April 22, 2010, contractors and their individual crew members working in pre-1978 school buildings that are child occupied and residential properties will be required to obtain their Renovator Certification by an accredited EPA Training Provider.

#### **6.6. Background Checks**

6.6.1. Contracts entered pursuant to this RFP must require that all employees who will interact with students will be fingerprinted and background checked under the background checks required by the District's Board Policies. Results of background checks of employees working directly with students must be provided to District. District reserves the right to refuse to allow any employee access to students if the employee completes no background check acceptable to the District.

#### **6.7. Indemnity**

6.7.1. The District will not agree to indemnify any contractor for its own negligence, for injuries or damages that do not arise from acts or omission of the District, or for injuries or damages for which the District has sovereign immunity.

#### **6.8. Change orders**

6.8.1. Change orders that exceed the greater of \$15,000 or 5% of the total originally contracted amount are subject to Board approval prior to performance of the work and are subject to re-bid. (See Board Policy 7210.)

#### **6.9. Proposed contract**

6.9.1. Proposals must include a copy of proposed contracts or service agreements if available or disclose terms required by the proposer of this RFP.

### **7. Interpretation, Questions, Withdrawal**

#### **7.1. Interpretation**

7.1.1. The District will make no oral interpretations for proposers of meaning of the terms in this RFP.

7.1.2. Requests for interpretations to the meaning of this RFP must also be made in writing to Independence School District no later than 4:00 p.m., February 28, 2020 and failure by the successful proposer to do so shall not relieve the proposer of the obligations to execute such services under a later interpretation by the school district.

7.1.3. All interpretations made to the proposers will be issued in addenda to the RFP and will be sent to all proposers.



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
Independence School District  
Facilities & Purchasing  
201 N. Forest Avenue  
Independence, MO 64050  
(816)521-5599 ext. 61010

**7.2. Questions**

7.2.1. Submit written questions to the following person:

Lisa Patrick  
Purchasing Supervisor  
[lisa\\_patrick@idschools.org](mailto:lisa_patrick@idschools.org)  
201 N. Forest Avenue  
Independence, MO 64050  
816-521-5599 extension 61010

**7.3. Withdrawal**

7.3.1. Any Contractor may withdraw his proposal prior to the scheduled closing time for receipt of proposals.

7.3.2. No proposal shall be withdrawn for thirty (30) days after the scheduled closing time for receipt of proposals.

**8. Quote**

**8.1. Amount & Rate**

8.1.1. Please fill out information requested in this RFP including Exhibit A, B, C & D.

**8.2. Rate**

**9. Proposal submission and opening**

**9.1. Submission**

9.1.1. Submit complete proposals, Exhibit A, B, C, & D, in a sealed envelope marked "DISTRICT ELEVATOR AND LIFT INSPECTIONS AND SERVICE PROPOSAL" including all forms filled out and deliver to the following address and person:

Lisa Patrick  
Purchasing Supervisor  
[lisa\\_patrick@idschools.org](mailto:lisa_patrick@idschools.org)  
201 N. Forest Avenue  
Independence, MO 64050  
816-521-5599 extension 61010

**9.2. Opening**



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

9.2.1. The proposals will be opened and publicly read at the following location on the following date and time:

Date: March 12, 2020  
Time: 10:30 a.m.  
Location: Facilities Office  
201 N. Forest Avenue  
Independence, MO 64050

## **10. Reservation of Rights**

**10.1. INDEPENDENCE SCHOOL DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS AND WAIVE ANY INFORMALITY IN THE PROPOSAL OR REQUEST FOR PROPOSAL.**

## **11. Proposal Evaluation**

### **11.1. Award**

11.1.1. The contract will be awarded to the firm submitting the best responsible proposal complying with this RFP if the proposal is reasonable and in the best interest of the District to accept. The firm selected will be notified at the earliest practical date. The decision regarding acceptability of any firm's qualifications/proposal shall remain entirely with the District, at the District's sole discretion. The criteria for making this judgment will include but not be limited to price, demonstrated capability and general responsiveness to the RFP.

11.1.2. District has the right to award all, or any portion, of this RFP to multiple contractors if deemed in the best interest of the District.

11.1.3. The District notifies all proposers that minority business enterprises will be afforded full opportunity to submit proposals in response to this Request and will not be discriminated against on the grounds of race, color, or national origin in consideration of an award. Proposer agrees that, should proposer be awarded this contract, proposer will not discriminate against any person who performs work under it because of race, religion, color, sex, national origin or ancestry.

11.1.4. The District reserves the right to reject any or all proposals, to waive any informalities or technical defects in proposals, and unless otherwise specified by the District, to accept any item or groups of items in the proposal, as in the best interest of the District.

### **11.2. Acceptance Period**



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

11.2.1. All proposal offers must be firm for 90 days.

## **12. Proposal Evaluation**

### **12.1.1. Invoicing and Payments**

12.1.1.1. Contractor shall submit, with each invoice, an itemized detailed statement of services rendered, including the following information;

- Name of District Personnel authorizing work.
- Name of employee performing work.
- Hours and rates spent on each job for each day.
- List of all materials used for each job and the location.
- Purchase order number and work order number.
- Certified payroll for any new work performed.
- Contractor shall keep complete records of all work performed under contract. Work covered under this contract shall be invoiced separately from any other work and/or purchased by the District.

12.1.2. Invoices shall be prepared and submitted in duplicate to the Independence School District, 201 N Forest Ave., Independence, MO 64050, Attn: Facilities Department Invoices shall contain the following information; contract number, item number, description of services, unit prices and extended total by location serviced with a grand total at bottom. District shall receive one (1) invoice of service per building.

12.1.2.1. The District reserves the right to audit the successful contractor's financial records.

## **1. Vendor List**

Kone Elevator  
430 W 7<sup>th</sup> St  
Kansas City, MO 640105

Otis Elevator  
7048 Universal Ave  
Kansas City, MO 64120

MEI  
1144 Booth  
Kansas City, KS 66103



2020-PUR-001  
District Elevator and Lift  
Inspections and Service  
Lisa Patrick  
Independence School District  
Facilities & Purchasing  
201 N. Forest Avenue  
Independence, MO 64050  
(816)521-5599 ext. 61010

**APPENDIX A**  
**FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am over twenty-one years of age; and know of the matters set forth.
2. I am employed by \_\_\_\_\_ (“Company”) and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify federal work authorization program regarding Company’s employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_  
(individual signature)

For \_\_\_\_\_  
(company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:





2020-PUR-001  
District Elevator and Lift  
Inspections and Service  
Lisa Patrick  
Independence School District  
Facilities & Purchasing  
201 N. Forest Avenue  
Independence, MO 64050  
(816)521-5599 ext. 61010

## APPENDIX B

### REFERENCES AND EXPERIENCE

How many years has your firm been in business? \_\_\_\_\_ Years

**List references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed.**

School District/Business \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone# \_\_\_\_\_

Description of services performed and completion date \_\_\_\_\_

---

School District/Business \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone# \_\_\_\_\_

Description of services performed and completion date \_\_\_\_\_

---

School District/Business \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone# \_\_\_\_\_

Description of services performed and completion date \_\_\_\_\_

---



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
 Independence School District  
 Facilities & Purchasing  
 201 N. Forest Avenue  
 Independence, MO 64050  
 (816)521-5599 ext. 61010

**APPENDIX C**

**PERSONNEL QUALIFICATIONS**

Bidders are **REQUIRED** to provide the information below in **FULL DETAIL**.

Indicate the person who will be supervising project and years of experience in similar work.

Name: \_\_\_\_\_ Number of Years: \_\_\_\_\_

Type of Experience:  
\_\_\_\_\_

Complete the following for employees that would be working on this project. List any previous work directly relating to the scope of this project for other school districts and/or governmental agencies or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

## **APPENDIX D**

### **BID PROPOSAL SUBMISSION FORM–DISTRICT ELEVATOR AND LIFT INSPECTIONS AND SERVICE**

Proposal of \_\_\_\_\_ (hereinafter called "Bidder"),  
organized and existing under the laws of the State of \_\_\_\_\_, doing business as  
a corporation, a partnership, an individual (circle one) to the Board of Education, School District of  
Independence, Missouri (hereinafter called "Owner").

1. In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all work for the  
INDEPENDENCE SCHOOL DISTRICT – DISTRICT ELEVATOR AND LIFT INSPECTIONS AND SERVICE.  
In strict accordance with the Contract Documents, within the time set forth herein and at the prices stated  
below, bidder should propose on individual base bids for specific project locations as noted below. Owner  
will award contract per individual base bid.
2. By submission of this Bid, each Bidder certifies, and in the case of a joint Bid each party thereto certifies as  
to its own organization, that this Bid has been arrived at independently, without consultation, communication,  
or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.
3. Bidder acknowledges receipt of the following ADDENDA: \_\_\_\_\_.
4. The undersigned, having familiarized itself with local conditions affecting the cost of the work at the place  
where the work is to be done and with all Bidding Documents, including the Instructions to Bidders, Plans  
and Specifications, General and Supplementary Conditions, the Standard Form of Agreement and the other  
Contract Documents, and having examined the location of the proposed work and considered the availability  
of labor and materials, hereby proposes and agrees to perform everything required to be performed, and to  
provide and furnish any and all labor, materials, supervision, necessary tools, equipment, and all utility and  
transportation service necessary to perform and complete in a workmanlike and timely manner all of the  
work required for the project, all in strict conformance with the Instructions to Bidders and other Contract



2020-PUR-001  
District Elevator and Lift  
Inspections and Service  
Lisa Patrick  
Independence School District  
Facilities & Purchasing  
201 N. Forest Avenue  
Independence, MO 64050  
(816)521-5599 ext. 61010

Documents (including Addenda noted above, the receipt of which is hereby acknowledged), for the lump sums hereinafter specified.

**APPENDIX D** (continue)

RESPECTFULLY SUBMITTED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Please type or write clearly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone Number      Fax Number

\_\_\_\_\_  
Street

\_\_\_\_\_  
Email address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
License number (if applicable)

By signing, he/she certifies that they are an authorized agent of said company and has the authority to legally enter into a binding Service Agreement.

SEAL - (if BID is by a corporation)



2020-PUR-001  
 District Elevator and Lift  
 Inspections and Service  
 Lisa Patrick  
 Independence School District  
 Facilities & Purchasing  
 201 N. Forest Avenue  
 Independence, MO 64050  
 (816)521-5599 ext. 61010

**APPENDIX D (continue)**

***BID SHEET***

<b>Vendor Name:</b>
<b>Project Name:</b> <i>District Elevator and Lift Inspections and Service</i>
<b>Bid Number:</b> <i>2020-PUR-001</i>
<b>BID Due Date:</b> <i>March 12, 2020</i>
<b>Owner:</b> <i>Independence School District</i>

<b>BUILDING</b>	<b>EQUIPMENT</b>	<b>STATE ID #</b>	<b>Monthly Service \$</b>	<b>Annual Service \$</b>
Blackburn	Platform Lift	15101		
Bridger	South Center	5818		
Bridger	Eastside Gym	21218		
Cassell Park	Passenger Traction	24151		
Ennovation Ctr	Passenger Traction	9895		
Ennovation Ctr	Passenger Traction	9898		
Ennovation Ctr	Passenger Traction	9899		
Ennovation Ctr	Freight Hydraulic	9900		
Ennovation Ctr	Passenger Traction	9905		
Ennovation Ctr	Passenger Traction	9906		
Fairmount	Passenger Traction	12446		
Indep. Academy	Passenger Traction	2718		
Korte	Passenger Traction	3570		
Korte	Platform Lift	8956		
Luff	Passenger Traction	20431		
Mill Creek	Chairlift	7501		
Nowlin	Passenger Traction	3510		
Nowlin	Passenger Traction	3511		
Nowlin	Passenger Traction	3512		
Ott	Platform Lift	15100		
Procter	Platform Lift	17533		
Santa Fe Annex	Chairlift	20380		
Southern	Platform Lift	20400		



2020-PUR-001  
 District Elevator and Lift  
 Inspections and Service  
 Lisa Patrick  
 Independence School District  
 Facilities & Purchasing  
 201 N. Forest Avenue  
 Independence, MO 64050  
 (816)521-5599 ext. 61010

BUILDING	EQUIPMENT	STATE ID #	Semi-Annual Service \$	Annual Service \$
Sugar Creek	Passenger Hydraulic	3571		
Sycamore	Passenger Hydraulic	5820		
Three Trails	Passenger Hydraulic	3508		
Three Trails	Passenger Hydraulic	3509		
Truman	Passenger Hydraulic	5821		
Van Horn	Passenger Hydraulic	3506		
Van Horn	Passenger Traction	3553		
Van Horn	Dumbwaiter	8968		
Van Horn	Passenger Hydraulic	24221		
Wm Chrisman	Passenger Hydraulic	5822		
Wm Chrisman	Stairway Lift	5823		
Wm Chrisman	Passenger Hydraulic	8881		
Wm Chrisman	Passenger Hydraulic	8882		
Wm Chrisman	Stairway Lift	23648		
Total			\$	\$

Hourly Rate	Amount\$
Regular Service	
After Hours Service	
Weekends or Holidays	
Emergency Service	
Percentage that will be added to your cost for materials used for repairs	
<b>Testing Cost</b>	
Price of Annual Testing	
Name of Testing Firm: _____	

\*All charges should be included in the above pricing including service charges.  
 \*\*Include in the above to perform 2 maintenance visits to examine and/or lubricate  
 \*\*\*The above Service Pricing must include the Annual Safety Testing as required by the state of Missouri. We will need to approve the Test Inspector.



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

## Attachment A

<b>BUILDING</b>	<b>EQUIPMENT</b>	<b>STATE ID #</b>	<b>MANUFACTURER</b>	<b>INSTALLED</b>	<b>SERIAL #</b>
Blackburn	Platform Lift	15101	Assess Industries	2004	1203WL5L14421355230L
Bridger	South Center	5818	Montgomery	1970	CT-25590
Bridger	Eastside Gym	21218	Garage Enclosure	2012	52870A
Cassell Park	Passenger Traction	24151	Kone	2018	43197740
Ennovation Ctr	Passenger Traction	9895	Montgomery	1975	CT-33283
Ennovation Ctr	Passenger Traction	9898	Montgomery	1975	CT-33287
Ennovation Ctr	Passenger Traction	9899	Montgomery	1975	CT-33286
Ennovation Ctr	Freight Hydraulic	9900	Montgomery	1975	CT-33289
Ennovation Ctr	Passenger Traction	9905	Montgomery	1975	11895
Ennovation Ctr	Passenger Traction	9906	Montgomery	1975	11896
Fairmount	Passenger Traction	12446	Dover	1993	ED-9708
Indep. Academy	Passenger Traction	2718	Montgomery	1981	C-45995
Korte	Passenger Traction	3570	Dover	1990	EB-4725
Korte	Platform Lift	8956	Porch Lift		
Luff	Passenger Traction	20431	Thyssen Krupp	2010	EAP251
Mill Creek	Chairlift	7501	Thyssen Krupp-Access	2011	0611WLB1682203079LW
Nowlin	Passenger Traction	3510	US Elevator	1993	529830
Nowlin	Passenger Traction	3511	Montgomery	2001	2547



**2020-PUR-001**  
**District Elevator and Lift**  
**Inspections and Service**  
**Lisa Patrick**  
**Independence School District**  
**Facilities & Purchasing**  
**201 N. Forest Avenue**  
**Independence, MO 64050**  
**(816)521-5599 ext. 61010**

BUILDING	EQUIPMENT	STATE ID #	MANUFACTURER	INSTALLED	SERIAL #
Nowlin	Passenger Traction	3512	Vertitson	2000	1929
Ott	Platform Lift	15100	Assess Industries	2004	11031LAC134514BB
Procter	Platform Lift	17533	National Wheel-O-Vator		97909
Santa Fe Annex	Chairlift	20380	Thyssen Krupp	2010	0710WLSB14422013432
Southern	Platform Lift	20400	Thyssen Krupp-Access	2010	0810WLAB14420148LW
Sugar Creek	Passenger Hydraulic	3571	Otis	1998	455581
Sycamore	Passenger Hydraulic	5820	Otis	1977	2579718-P
Three Trails	Passenger Hydraulic	3508	Dover	1992	EH-3167
Three Trails	Passenger Hydraulic	3509	Dover	1989	EB-0306
Truman	Passenger Hydraulic	5821	US Elevator	1989	001546
Van Horn	Passenger Hydraulic	3506	Schindler	1988	87662-01
Van Horn	Passenger Traction	3553	Kimball Bros Co	1954	14447
Van Horn	Dumbwaiter	8968	DA Malot		63112
Van Horn	Passenger Hydraulic	24221	Otis	2018	643922
Wm Chrisman	Passenger Hydraulic	5822	Dover	1978	E-53415
Wm Chrisman	Stairway Lift	5823	Carrier Lift	1997	309954
Wm Chrisman	Passenger Hydraulic	8881	Kone	2001	8001934
Wm Chrisman	Passenger Hydraulic	8882	Kone	2001	8001935
Wm Chrisman	Stairway Lift	23648	Garaneota	2017	73182