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@isdschools.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.isdschools.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.
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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.
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 30th 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.
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.
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.

3.3.8.1. 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
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
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.
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.
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.
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.
7.2. **Questions**

7.2.1. Submit written questions to the following person:

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

9.2. **Opening**
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
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 grant 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

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<tr>
<th>Kone Elevator</th>
<th>Otis Elevator</th>
<th>MEI</th>
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<tr>
<td>430 W 7th St</td>
<td>7048 Universal Ave</td>
<td>1144 Booth</td>
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<td>Kansas City, MO 640105</td>
<td>Kansas City, MO  64120</td>
<td>Kansas City, KS  66103</td>
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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:

2/20/2020 11:59 AM 16 2020-PUR-001
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_________________
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.

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<tr>
<th>EMPLOYEE NAME</th>
<th>QUALIFICATIONS</th>
<th>EXPERIENCE/TRAINING</th>
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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
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)
**APPENDIX D (continue)**

**BID SHEET**

<table>
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**Owner:** Independence School District

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**Total** $  

**Hourly Rate**

- Regular Service
- After Hours Service
- Weekends or Holidays
- Emergency Service

Percentage that will be added to your cost for materials used for repairs

**Testing Cost**

- 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.*
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