



Request for *proposal*

RESTROOM PARTITIONS FOR DISTRICT BUILDINGS RFP# 2024-PUR-009

PROPOSALS MUST BE RECEIVED BY:
9:30 AM (CST) ON WEDNESDAY, FEBRUARY 21, 2024

Please mark your sealed envelope “**RFP #2024-PUR-009 Restroom Partitions for District Buildings Proposal**” and deliver to the following address and person:

Lisa Patrick
Purchasing Supervisor
Lisa_Patrick@idschools.org

201 N. Forest Avenue
Independence, MO 64050
816-521-5599 extension 10610

*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 **Tuesday, February 6, 2024 at 2:00 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.



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Proposal Due:
February 21, 2024
9:30 a.m.

1. Background

1.1. *Notice*

- 1.1.1. Independence School District (the “District”) seeks to purchase restroom partitions through competitive bidding for district building. If your firm is interested, please submit the information requested in this Request for Proposal (RFP) to the Independence School District office by 9:30 a.m. on February 21, 2024. All information necessary for the submittal is contained in this RFP.
- 1.1.2. **RFP Schedule** - The timeline listed below is the District’s estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.
- 1.1.3. Issue RFP: January 18, 2024
- 1.1.4. **Pre-bid Meeting and inspection of property your attendance is Mandatory in order to submit bid.** It will be held on January 29, 2024 at 1:00 p.m. held at Hanthorn Early Education 1511 Kings Highway, Independence, MO 64055.
- 1.1.5. Deadline to submit written questions: February 6, 2024, 2:00 p.m.
- 1.1.6. Deadline to submit proposals: February 21, 2024, 9:30 a.m.
- 1.1.7. Vendor selection date: March 12, 2024, 6:00 p.m. - ISD Board of Education Meeting

2. Requested Product

2.1. *Description of Product*

2.1.1. *Restroom Partitions*

- 2.1.1.1. *Stiles - 3/4" (19mm) thick, solidly fused plastic laminate with matte-finish melamine surfaces, colored face sheets, and black phenolic-resin core that are integrally bonded. Edges are black.*



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- 2.1.1.2. Leveling Device - 3/16" (5mm), corrosion-resistant, chromate-treated, double zinc-plated steel angel leveling bar bolted to stile; furnished with 3/8" (10mm) diameter threaded rods, hex nuts, lock washers, flat washers, spacer sleeves, expansion anchors, and shoe retainers.
- 2.1.1.3. Instructions - Provide diagram of instruction for installation.
- 2.1.1.4. Include Freight and Delivery Charges, any additional charges and all applicable permits.
- 2.1.1.5. No Substitutions

2.2. Locations

2.2.1. Hanthorn Early Education

- 2.2.1.1. 1511 Kings Highway, Independence, MO 64055
 - 2.2.1.1.1. See specific areas in Attachment B

2.3. Inspection

- 2.3.1. Contractor must visit site before submitting their proposal and be responsible for all measurements on the project. Contractor is responsible for exact measurements.

2.4. Schedule

- 2.4.1. Vendor selection date: March 12, 2024, 6:00 p.m. - ISD Board of Education Meeting.
- 2.4.2. Contract date: March 13, 2024
- 2.4.3. Planned delivery date: By May 28, 2024
- 2.4.4. Planned commencement of service (this date is based on last day of school): May 28, 2024. \$100 per day late fee assessed if after this day. These Location are within the Independence School District.

3. Disclosures and notifications

3.1. Conflicts of interest

- 3.1.1. 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.



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3.2. Cooperative Procurement

3.2.1. 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- currently 20 local district members) and/or located within the greater Kansas City metropolitan trade area.

_____ YES _____ NO SIGNATURE: _____

- 3.2.2. The prices, terms, and conditions of this RFP and any subsequent term agreement would control the terms of any subsequent agreement.
- 3.2.3. 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.
- 3.2.4. The ordering jurisdiction will issue purchase orders and be responsible for all receiving, inspection, payments and other agreement administration.
- 3.2.5. 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.

4. Contract terms

4.1. *Applicable law*

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

4.2. *Proposed sale contract*

- 4.2.1. Proposals must include a copy of proposed contracts or sales agreements if available or disclose terms required by the proposer of this RFP.
- 4.2.2. The District must issue a properly authorized purchase order to complete the purchase.
- 4.2.3. The District will not be liable for additional costs over the quoted price, including taxes, shipping, insurance, penalties, termination payments, attorney fees, liquidated damages, or other fees and costs.



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- 4.2.4.** Indemnity for product liability: The seller shall be responsible for all personal injury (including death) or property damage as a result of the seller’s negligence involving any equipment provided under the terms and conditions, requirements and specifications of the sales agreement. In addition, the contractor assumes the obligation to hold the District, including its Board and employees, harmless from every expense, liability, or payment arising out of such negligent act or defective product.
- 4.2.5.** The seller shall replace any item received in damaged condition at no cost to the District. This includes all shipping costs for returning non-functional items to the contractor for replacement.
- 4.2.6.** Payment terms: Pay off invoice, net 30 days after inspection/verification of product delivered on site.

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

5. Interpretation, Questions, Withdrawal

5.1. Interpretation

- 5.1.1.** The District will make no oral interpretations for proposers of meaning of the terms in this RFP.
- 5.1.2.** Requests for interpretations to the meaning of this RFP must also be made in writing to Independence School District no later than 2:00 p.m., February 6, 2024 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.
- 5.1.3.** All interpretations made to the proposers will be issued in addenda to the RFP and will be posted on the ISD website ISDSchools.org and be the sole responsibility of the Bidder to obtain and acknowledge.

5.2. Questions

- 5.2.1.** Submit written questions to the following person:



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5.3. *Withdrawal*

- 5.3.1.** Any Contractor may withdraw his proposal prior to the scheduled closing time for receipt of proposals.
- 5.3.2.** No proposal shall be withdrawn for thirty (30) days after the scheduled closing time for receipt of proposals.

6. Required Proposal Information

6.1. *Description of product:* See Attachment A for description/specs for equipment

6.2. *Pricing*

- 6.2.1.** Please fill out the Bid Sheet
- 6.2.2.** Substitutions of accessories and supplies must be approved in writing prior to bid submittal.

7. Proposal submission and opening

7.1. *Submission*

- 7.1.1.** Submit proposals in a sealed envelope marked “RESTROOM PARTITIONS FOR DISTRICT BUILDINGS PROPOSAL 2024-PUR-009” and deliver to the following address and person:

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7.2. *Opening*



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

Date: February 21, 2024

Time: 9:30 a.m.

Location: Facilities Office - Conference Room
201 N. Forest Avenue
Independence, MO 64050.

8. Reservation of Rights

8.1. 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.

9. Proposal Evaluation

9.1. *Award*

9.1.1. 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, past work completed and general responsiveness to the RFP.

9.1.2. 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 any person who performs work because of race, religion, color, sex, national origin, or ancestry.

9.1.3. 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.

9.2. *Acceptance Period*



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- 9.2.1. All proposal offers must be firm for 120 days to allow for a signed contract. After that, prices are to be good for 1 calendar year from the contract date of March 12, 2024 unless mutually agreed upon.



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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 _____, 202__.

NOTARY PUBLIC

My commission expires:

1/18/2024 9:12 AM



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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 _____



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Appendix C

PERSONNEL QUALIFICATIONS

<p>Bidders are REQUIRED to provide the information below in FULL DETAIL.</p> <p>Indicate the person who will be supervising project and years of experience in similar work.</p> <p>Name: _____ Number of Years: _____</p> <p>Type of Experience: _____</p>		
<p>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.</p>		
EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING



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Appendix D

BID PROPOSAL SUBMISSION FORM – Restroom Partitions for District Buildings

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 – Restroom Partitions for District Buildings*. 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.



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Appendix D (Cont)

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 (Cont)

<i>BID SHEET</i>		
Project:	Restroom Partitions for District Building	
RFP#:	2024-PUR-009	
Owner:	Independence School District	
Date:	February 21, 2024	
Contractor Name		
Schools	Hanthorn Early Education	Total
Location Addresses	1511 Kings Highway, Independence, MO 64055	
<p>Stiles- 3/4" (19mm) thick, solidly fused plastic laminate with matte-finish melamine surfaces, colored face sheets, and black phenolic-resin core that are integrally bonded. Edges are black.</p> <p>Leveling Device: 3/16" (5mm), corrosion-resistant, chromate-treated, double zinc-plated steel angel leveling bar bolted to stile; furnished with 3/8" (10mm) diameter threaded rods, hex nuts, lock washers, flat washers, spacer sleeves, expansion anchors, and shoe retainers.</p> <p>Instructions - Provide diagram of instruction for installation.</p>	\$ -	\$ -
Disposal (Provide dumpster), Removal Charges, Installation Charges, Freight and Delivery Charges	\$ -	\$ -
TOTAL BID	\$ -	\$ -
Warranty in Years		

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____

Attachment A

Specifications on Partitions

#	Description
1	Stiles- 3/4" (19mm) thick, solidly fused plastic laminate with matte-finish melamine surfaces, colored face sheets, and black phenolic-resin core that are integrally bonded. Edges are black.
2	Leveling Device: 3/16" (5mm), corrosion-resistant, chromate-treated, double zinc-plated steel angle leveling bar bolted to stile; furnished with 3/8" (10mm) diameter threaded rods, hex nuts, lock washers, flat washers, spacer sleeves, expansion anchors, and shoe retainers.
3	Instructions - Provide diagram of instruction for installation.

Include any freight charges, delivery charges and any additional charges.
All applicable permits included.

