



# Request for *proposal*

**DISTRICT LAMINATION FILM  
RFP# 2024-PUR-013**

**PROPOSALS MUST BE RECEIVED BY:  
9:00 AM (CST) ON FRIDAY, APRIL 26, 2024**

Please mark your sealed envelope “**RFP #2024-PUR-013 District Lamination Film 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 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 **Friday, April 12, 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.



2024-PUR-013  
District Lamination Film  
Lisa Patrick  
Independence School District  
Facilities & Purchasing  
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**District Lamination Film**  
**Request for Proposal**  
**RFP 2024-PUR-013**

**Proposal Due:**  
April 26, 2024  
9:00 a.m.

**1. Background**

**1.1. Notice**

1.1.1. Independence School District (the “District”) seeks to purchase Lamination Film through competitive bidding. If your firm is interested, please submit the information requested in this Request for Proposal (RFP) to the Independence School District office by 9:00 a.m. on April 26, 2024. All information necessary for the submittal is contained in this RFP.

**1.2. RFP Schedule**

- 1.2.1. Issue RFP: March 29, 2024
- 1.2.2. Deadline for written questions: April 12, 2024
- 1.2.3. Bids due: April 26, 2024, 9:00 a.m.
- 1.2.4. Bid Evaluation: May 1, 2024
- 1.2.5. Bid Acceptance: May 1, 2024 Suburban Co-Op
- 1.2.6. Bid Acceptance: May 14, 2024 ISD

**2. Requested product**

**2.1. Description of product requested:**

2.1.1. Product List is provided in Appendix A

**2.2. Delivery:**

2.2.1. All delivery charges are to be included in pricing.

2.2.2. The majority of products will be ordered up front for one-time delivery, but additional orders can be done from term of contract May 15, 2024 to May 15, 2025 with same price.



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2.2.3. Primary ordering will take place during May/June for June/July delivery, but additional orders can be done throughout the contract term as needed.

2.2.4. Deliveries must be made within 14 calendar days of receipt of PO.

### **2.3. Schedule**

2.3.1. Vendor selection date:

2.3.1.1. May 1, 2024 Suburban Co-Op

2.3.1.2. May 14, 2024 ISD

2.3.1.3. Contract date: May 15, 2024 to May 15, 2025. All prices MUST remain firm during this time period.

2.3.2. Primary delivery in June/July 2024, but additional delivery done throughout term of contract.

## **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.

### **3.2. Cooperative Procurement**

3.2.1. Please verify on submission that all terms and pricing reflected in your RFP are extended to all members of the Greater Suburban Kansas City Joint Purchasing Cooperative. See Appendix B for list of voting Districts. GSKCJPC is not limited to this list only.

3.2.2. 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 in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Counsel (MARC) and/or located within the greater Kansas City metropolitan trade area.

3.2.3. The prices, terms, and conditions of this RFP and any subsequent term agreement would control the terms of any subsequent agreement.

3.2.4. Organizations themselves or organizations represented by MACPP or MARC 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.



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- 3.2.5. The ordering jurisdiction will issue purchase orders and be responsible for all receiving, inspection, payments and other agreement administration.
- 3.2.6. 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 any costs for items received that do not meet specifications, or accepted substitutions of the RFP including; taxes, shipping, insurance, penalties, termination payments, attorney fees, liquidated damages, or other fees and costs.
- 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 or stops functioning, at no cost to the District, within 90 days or the extent of the manufacturer's warranty whichever is greater. This includes all shipping costs for returning non-functional or damaged items to the contractor for replacement.
- 4.2.6. Payment terms: District will pay from approved invoice received for each shipment made.

#### **5. Interpretation, Questions, Withdrawal**

##### **5.1. Interpretation**



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- 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 April 12, 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 website and be the responsibility of the proposer to acknowledge.

**5.2. Questions**

- 5.2.1. Submit written questions to the following person:

Lisa Patrick  
Purchasing Supervisor  
201 N. Forest Avenue  
Independence, MO 64050  
[Lisa\\_patrick@idschools.org](mailto:Lisa_patrick@idschools.org), (816)-521-5599 ext. 10610

**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. Appendix A in Full**

- 6.1.1. All other information must be filled out completely.
  - 6.1.1.1. Data file of Appendix A filled out is also acceptable, preferred, and available on Website as down load or by email upon request.

**7. Proposal submission, Opening**

**7.1. Submission**

- 7.1.1. Submit complete proposals, Appendix A in a sealed envelope marked “2024-PUR-013 District Lamination Film” and deliver to the following address and person:



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**7.2. Opening**

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

Date: April 26, 2024  
Time: 9:00 a.m.  
Location: ISD Facilities  
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(s) 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.

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 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.



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- 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.
- 9.1.4. Pursuant to § 171.181 RSMo., the District will give preference to all commodities, manufactured, mined, produced or grown within Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations, or individuals, when quality and price are approximately the same.

**9.2. Acceptance Period**

- 9.2.1. All offers must be firm for 365 days.

**10. Invoicing and Payments**

- 10.1.** Invoices shall be prepared and submitted in duplicate to the Independence School District, 201 N Forest Ave., Independence, MO 64050, Attention: Facilities Department. Or, directed to each District providing acceptable Purchase Order. 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 per order.





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## Appendix A

### BID PROPOSAL SUBMISSION FORM – DISTRICT COSTOIDAL AND OPERATIONAL SUPPLIES ISD 2024-PUR-013

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 – ISD 2024-PUR-013. 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 A**  
(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)



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**Appendix A**  
(Continue)

**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 A  
(continue)**

**Bid Sheet - Lamination Film 2024 - 2025**

Item#	Item Description	U/M	Sample Required	EST. QTY Per Item	Notes	Bid Amount \$
<b>Laminating Film</b>						
A-01	25"x500' Roll, 2 1/4" Core, 1 1/2mil	Roll	NO	30		
A-02	25"x500' Roll, 1" Core, 1 1/2mil	Roll	NO	300		
A-03	27"x500' Roll, 1" Core, 1 1/2mil	Roll	NO	256		
A-04	18"x500' Roll, 2 1/4" Core, 1 1/2mil	Roll	NO	0		
A-05	18"x500' Roll, 1" Core, 1 1/2mil	Roll	NO	2		
A-06	25"x500' Roll, 1" Core, 3mil	Roll	NO	120		
A-07	27"x250' Roll, 1" Core, 3mil	Roll	NO	100		
A-08	40" x 250' Roll, 1" Core, 3 mil	Roll	NO	0		



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### **Appendix B**

Archie R-V
Belton School District
Blue Spring R-IV School District
Center School District
Fort Osage School District
Grain Valley School District
Grandview School District
Harrisonville Case R-IX
Hickman Mills School District
Independence School District
Lee's Summit R-7 School District
Logan Jack School District
Midway R-I School District
North Kansas City School District
Park Hill School District
Platte County School District
Pleasant Hill School District
Raymore-Peculiar School District
Raytown C-2 School District
Strasburg C-3 School District

The above districts are voting members, but this doesn't limit who participates.