



201 North Forest Avenue
Independence, Missouri 64050
(816) 521-5300

[September 25, 2017]

REQUEST FOR PROPOSAL

GRADUATION CAPS AND GOWNS

Sealed proposals will be received by the Independence School District in the Deputy Superintendent's Office, 201 North Forest Avenue, Independence, Missouri 64050, in accordance with the specifications available. Proposals will be received until **[4:00PM Friday, November 3, 2017]**.

Instructions to Proposers

Read Carefully

Instructions: The instructions apply to all proposals and become a part of the terms and conditions, unless proposer takes exception in writing when submitting.

The School District or ISD shall mean Independence School District.

Late Proposals: Proposals must be in the Deputy Superintendent's Office prior to the closing date and time. NO LATE PROPOSALS WILL BE ACCEPTED for any reason. It is the sole responsibility of the proposer to ensure timely delivery of the proposal. ISD will not be responsible for failure of service on the part of the U.S. Postal Office, courier companies, or any other form of delivery chosen by the proposer.

Facsimile: The School District WILL NOT accept faxed proposals.

Acceptance: The right is reserved to accept or reject any or all of the proposals, waive minor technicalities, and to accept the proposal most advantageous to the School District.

F.O.B. Destination, Freight Prepaid: Proposals will not be considered unless F.O.B. Destination, delivery and packaging costs are included. The School District assumes no liability for goods delivered in damaged or unacceptable condition. The successful proposer must handle all claims with carriers, and in case of damaged goods, shall ship replacement goods immediately upon notification of damage by the School District.

Authorized Signature: By signing and executing this contract, the proposer certifies and represents to the District that the proposer has not proposed, conferred, or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient's decision, opinion, recommendation, vote or any other exercise or discretion concerning this proposal. Proposals must show vendor name and address and be manually signed. Failure to do so will disqualify the proposal. Person signing proposal must show title or AUTHORITY TO BIND HIS FIRM IN A CONTRACT.

Invoices: Invoices must be prepared by the successful proposer and submitted to:
Independence Schools District or Email: Accounts_Payable@isdschools.org
Accounts Payable
201 North Forest Avenue
Independence, MO 64050

Cash Discounts: Normal payment terms are approximately 30 calendar days, given that the goods and/or services received are in satisfactory condition. Any discounts available to the School District or early payment discounts should be noted.

Taxes: The Independence School District is exempt from Missouri State Sales tax. TAX MUST NOT BE INCLUDED IN PROPOSAL. A tax exemption certificate will be executed by the Purchasing Department upon request.

Insurance: If insurance and/or worker's compensation is required by the school for said proposal item(s), proof of insurance and/or worker's compensation should be submitted. The School District reserves the right to review all insurance policies pertaining to item(s) to guarantee that the proof of coverage is obtained by the proposer.

Specifications/Samples: Any catalog, brand name or manufacturer's reference in the specifications are descriptive NOT restrictive, and are used to indicate type and quality level desired. Proposals on brands of like nature and quality may be considered unless specifically excluded. If proposing on other than reference or specifications, proposal must show manufacturer, brand, trade name, catalog and/or lot number, etc. on article proposed and certify that article proposed is equivalent to specifications. If other than specified brand of items are proposed, specifications, illustrations, and complete descriptive literature must be submitted with RFP unless previously filed with the Purchasing Department. Samples, if required shall be furnished prior to opening, free of expense to the School District, and if not used or destroyed in examinations and testing, will be returned to the proposer, if requested, at the proposer's expense. Each sample must be marked with the proposer's name, address, item number and RFP number reference. **SAMPLES SHOULD NOT BE ENCLOSED WITH THE RFP.**

Warranty/Maintenance Agreement: Any information regarding warranties and/or maintenance agreements pertaining to said item(s) are to be included in the proposal.

Proprietary Information: All material submitted to the School District becomes public property and is subject to the Missouri Sunshine Law. Specific proposal information is not shared with others until after the approval and the issuance of a contract by the Board of Education.

Addenda: Receipt of an Addendum must be acknowledged by signing and returning the Addendum with the proposal, if requested, or under separate cover prior to the due date. The Addenda containing pricing should be returned in a sealed envelope marked on the outside with the proposer's name, address, RFP number, and due date and time.

Evaluation: All proposals are evaluated for compliance with specifications before the price is considered. Proposers may furnish pricing for all or any portion of the proposal (unless otherwise specified). However, the School District may evaluate and award the contract for any item or group of items shown on the proposal, or any combination deemed most advantageous to the ISD. Proposals that specify "all or none" award may be considered, if a single award is advantageous.

Factors that may be considered are the contents of the response, the implementation of the project after award, personnel assigned to a project, the availability of the items or time required to complete a project, and previous job performance of vendors. Failure to comply with the listed General Conditions may result in disqualification.

Reservations: The School District expressly reserves the right to:

1. Specify approximate quantities;
2. Extend the opening date and time;
3. Consider and accept alternate proposals, if specified in the documents, when most advantageous to the School District;
4. Waive any informality, minor deviations from specifications, provided they do not affect competition or result in functionally unacceptable goods or services;
5. Waive any minor informality in any proposal or procedure (a minor informality is one that does not affect the competitiveness);
6. Add additional terms or modify existing terms;
7. Reject any proposal because of unbalanced unit prices;
8. Reject or cancel any or all proposals;
9. Reissue any proposal; and/or
10. Procure any item by other means.

1.0 Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to provide ceremonial caps and gowns for students graduating from high schools within ISD. As a result of this RFP, Independence School District expects to receive, evaluate responses, select a vendor, and enter into a contract. Independence School District makes no express or implied warranties whatsoever that any particular quantity or dollar amount of products and/or services will be received through any contract resulting from this RFP.

2.0 Background/Demographic Information

This RFP is for the graduating students from **[three]** high schools within the Independence School District, which collectively have an expected graduating class of approximately **[1000 students]**. This RFP is for a period of up to **[four years with the option of one or two additional]** years.

3.0 Scope of Work

The following is a non-exhaustive summary of the scope of the awarded vendor's services under this RFP:

3.1 The awarded vendor shall:

1. Provide experienced representatives who work on a regular basis with school personnel to answer question regarding production or financial matters pertaining to the services required;
2. Meet with the Superintendent or authorized representative(s) to review requirements and establish deadlines;
3. Offer online service capabilities;
4. Provide a sufficient number of representatives to meet with administration to determine needs of each high school;
5. Provide a sufficient number of representatives to Attend graduation each of **[three]** graduation ceremonies to assist with last minute cap and gown issues;
6. Provide a sufficient number of representatives to provide courteous and prompt service to students, families, and staff with all issues related to awarded vendor's products.

4.0 Performance Period

Rates and services submitted in this proposal shall be firm for a period of **[four years with the option of one or two additional]** years, beginning **with May 2019** upon signing of contract by the School District and ending **[four years with the option of one or two additional]** years from that date.

5.0 General Information

5.1 Point of Contact: The following individual shall provide clarification of the specifications for this RFP:

Dr. Lance Stout
Deputy Superintendent
201 North Forest Avenue
Independence, MO 64050
816-521-5300
lance_stout@idschools.org

All questions regarding this RFP shall be submitted via e-mail to Lance Stout. The e-mail shall be clearly labeled with the appropriate title, "ISD CAPS AND GOWNS RFP". Questions must be received no later than **Friday, October 20, 2017**. All written inquiries will be answered at the sole discretion of ISD. All questions should, to the degree possible, cite the specific RFP section and paragraph number(s) to which the question refers.

5.2 Right to Amend or Withdraw: Independence School District reserves the right to alter, amend or modify any provision of this RFP, or to withdraw this RFP at any time prior to the award of a contract, if to do so is in the best interest of the District.

5.3 Ownership of Responses: All responses become the property of Independence School District. Responses may be reviewed by any person after selected vendor or vendors and ISD have signed contracts. Independence School District reserves the right to use any and all information and materials presented in reply to this RFP. Disqualification of a vendor does not eliminate this right.

5.4 Pre-agreement Costs: Independence School District is not liable for any cost incurred by any responding vendor prior to signing an agreement.

5.5 Submission Requirements: To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified. Each proposal shall be submitted no later than **4:00PM, Friday, November 3, 2017**. Vendors shall submit three (3) copies of a complete response. One copy should be labeled "ORIGINAL" and contain original signatures. The RFP shall be submitted to Dr. Lance Stout at the address listed below:

Independence School District
201 Forest Avenue
Independence, MO 64050

The external packaging of the response must reference *company name and "ISD CAPS AND GOWNS RFP"*.

5.5.1 Proposals: Submitted proposals should be organized in the following order and at a minimum include the following information:

1. Proposal cover sheet – provided in the RFP, page 10;

2. Introduction of company, history, qualifications for this project;
3. Proposers questionnaire – provided in the RFP, page 11-12;
4. References – provided in the RFP, page 13;
5. E-verify – page 14;
6. Sample contract for such proposal;
7. Discrepancies – identify by item number any terms, conditions, or specifications that your proposal may be differ from the RFP;
8. Additional information, offers, alternatives, additional items for consideration as a part of the final contract.

Additional materials: Each proposer shall be provided to ISD under separate cover prior to the deadline:

1. Sample cap and gown, per the RFP Section 7.0 Samples
2. Marketing materials (e.g., catalog, etc.) for products meeting RFP specifications

5.6 Timeline: The following timeline will be used as a guide for ISD CAPS AND GOWNS RFP:

Posting of RFP	[Monday, September 25, 2017]
Question Deadline	[Friday, October 20, 2017]
RFP Submittal Deadline	[Friday, November 3, 2017]
Board of Education Approval	[Tuesday, November 14, 2017]

*In the event that additional time is needed to reach a quality decision, the recommendation would be taken to the Board of Education at its next regular meeting [Tuesday, December 12, 2017].

5.7 Notice of Award: The award of this RFP shall be sent out upon execution of a contract with the proposer. All responses and working papers pursuant to this RFP are considered confidential information until all contracts have been executed.

6.0 Pricing

The proposer shall provide pricing based on the specifications of the caps and gowns, as set forth in Section 11. Prices submitted shall include all the services and equipment needed to complete the scope of work with no additional charges.

7.0 Samples

Each proposer shall submit, with the proposal, literature on the proposed items desired. **Exemplar samples of caps and gowns, consisting of one each of sizes S, M, L, and XL, are required to be submitted with this proposal.** The cap and gown should meet the specifications set forth in Section 11.0 of this RFP, and should be representative of the final product to be provided if the vendor is selected.

Samples must be picked up, at proposer's expense, no later than ten (10) days after award announcement. After that time they will become the property of ISD.

Failure to submit samples with proposal submission may result in vendor's disqualification from the proposal process.

8.0 Basis of Award

8.1 The proposal evaluation committee shall choose the proposer who is deemed to be in the best interest of the District based on, but not limited to, the following factors:

- 8.1.1 Responsiveness and completeness of the vendor's proposal, including whether or not the vendor has provided all information requested in the RFP.
- 8.1.2 Proposer's understanding of and ability to address the RFP requirements.
- 8.1.3 Experience of the vendor as provided by the references. References from current customers regarding past performance, quality of printing, and expertise of the representative will be considered.
- 8.1.4 Quality of the samples submitted.
- 8.1.5 Quality of the services provided.
- 8.1.6 Number of services available to School District and its students.
- 8.1.7 Cost.
- 8.1.8 Proposed delivery schedule.

8.2 Independence School District will review all responses submitted and select one or more proposers for further negotiations.

8.3 Proposers are advised that, in the event of receipt of an adequate number of proposals which, in the opinion of Independence School District, require no clarification and/or supplementary information, such proposals may be evaluated without further discussion. Thus, the initial proposal from each vendor should represent the vendor's most complete and favorable terms from a technical standpoint. Should the proposals submitted require clarification and/or supplementary information, vendors should be prepared to submit such additional information in a timely manner, when requested to do so.

9.0 Other General Terms and Conditions

9.1 All proposals will include inside delivery of caps and gowns to each high school, to one (1) designated location within the building.

9.2 The use of specific manufacturer's names and models are for brevity only and do not necessarily mean the items are required; indicate the equivalent.

9.3 Transfer or assignment of the contract by the proposer is prohibited.

9.4 Any item that does not perform or meet tests as specified or as claimed by the proposer will be replaced at no cost to the District.

9.5 Products which are defective or were damaged by the proposer or in shipping will be credited at full price by the proposer on the final invoice.

9.6 Collusive Bidding: Any proposer that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more proposers that agree to fix their respective proposals in such a manner as to be awarded the bid shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

9.7 Bribery: Any proposer that attempts to influence a District official to award this contract to such proposer by promising to provide or by providing to such District official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such proposer shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

9.8 Conflict of Interest: Any proposer that knows of any District official having a material direct or indirect financial interest in such proposer shall be required to submit a written statement, along with the Request for Proposal, detailing such interest. Failure to disclose such a known financial interest shall result in the proposer's disqualification from further consideration of award of this contract.

10.0 Cancellation/Default of Contract

In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the District shall have the right to terminate its contract by specifying the date of termination in written notice to the selected vendor at least thirty (30) days prior to termination date. The ISD also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred. No contract assignment will be allowed. The District also has the right to terminate the contract for no reason upon thirty (30) days' written notice.

11.0 Production Specific Requirements

For purposes of evaluation, the following specifications will be used to set a base price. These specifications may be changed at the discretion of the school prior to ordering, but shall be used for proposal pricing. Graduation caps and gowns shall meet the following non-exhaustive specifications:

1. Caps and gowns should be available in a variety of sizes sufficient to meet the needs of all students and staff;
2. The caps and gowns must be of excellent material quality;
3. The caps, tassels, ropes, stoles, and gowns shall be available in the school's choice of colors.

Independence School District

Cover Sheet

Proposal ISD CAPS AND GOWNS RFP

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL TAX ID #: _____

WEB SITE: _____

WHAT IS THE NUMBER OF CALENDAR DAYS REQUIRED TO PLACE MATERIALS IN THE SCHOOL'S RECEIVING POINT AFTER RECEIPT OF ORDER UNDER NORMAL CONDITIONS? _____

ADDITIONAL INFORMATION: _____

By signing and submitting a proposal the proposer has read and understands the statements about 9.8 Collusive, 9.9 Bribery, and 9.10 Conflict of Interest.

AUTHORIZED SIGNATURE: _____

Print/Typed

AUTHORIZED SIGNATURE: _____

Signed

DATE: _____

If unable to respond to this proposal and you wish to receive future proposal invitations, please return this sheet to the following address:

Independence School District
Lance Stout, Deputy Superintendent
201 North Forest Avenue
Independence, MO 64050

PROPOSER'S QUESTIONNAIRE
Attach additional sheet if necessary

Proposer's Name:

Proposer's Address:

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Toll Free Numbers: _____

Name of Representative living within 50 miles of school. Must list representative, address, phone number, fax number, e-mail address, and other contact information:

How many years has the sales representative been with the company? _____

Name of in-plant customer service representative and any other technical support personnel who will be available and their contact information:

Please provide the address and phone number for the facility where the products will be manufactured (NOTE: facility does not have to be located in the state of Missouri).

How many years has your company been in this type of business? _____

Do you currently hold any school District contracts? Yes _____ No _____
If so, please indicate below:

Minimum Order Requirements: _____

How are late fees assessed? _____

What is the average charge (late fee)? _____

How are change fees assessed? _____

What is the average charge (change fee)? _____

How are shipping fees assessed? _____

What is the average charge (shipping fee)? _____

The undersigned swears to the truth and accuracy of all statements/answers contained herein:

DATE: _____

AUTHORIZED SIGNATURE: _____

REFERENCES

Provide references with similar scope of work per specifications.

(References must be provided for each company involved in the completion of the work.)

SCHOOL NAME_____

SCHOOL NAME_____

ADDRESS_____

ADDRESS_____

CONTACT_____

CONTACT_____

PHONE_____

PHONE_____

FAX_____

FAX_____

EMAIL_____

EMAIL_____

TIME WORKED_____

TIME WORKED_____

TYPE OF TASK PERFORMED_____

TYPE OF TASK PERFORMED_____

SCHOOL NAME_____

SCHOOL NAME_____

ADDRESS_____

ADDRESS_____

CONTACT_____

CONTACT_____

PHONE_____

PHONE_____

FAX_____

FAX_____

EMAIL_____

EMAIL_____

TIME WORKED_____

TIME WORKED_____

TYPE OF TASK PERFORMED_____

TYPE OF TASK PERFORMED_____

E-Verify

As a condition for the award of any service contract or grant in excess of \$5,000 by the district, the service provider must submit this affidavit.

This affidavit affirms that _____ [name of provider] is enrolled in, and is currently participating in, E-Verify or any other equivalent electronic verification of work authorization program operated by the U.S. Department of Homeland Security and _____ does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

Name of Registered Agent, Legal Representative or Corporate Officer

Title of Registered Agent, Legal Representative or Corporate Officer

Signature of Registered Agent, Legal Representative or Corporate Officer

(Notary)