

**Request for Bid**

**For**

**Flooring and alcove base install**

**From the**

**Raytown School District**

**Raytown Quality Schools**

**Raytown, Missouri**

**November 12, 2019**

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**Information:**

Raytown Quality Schools is seeking bids for a preferred contractor for flooring and alcove base.

All submitted proposals should be sealed and labeled "Flooring/Alcove Base" on the outside of the envelope containing your company name and will be considered the property of Raytown Quality Schools. The request for proposal does not commit the District to any specific course of action.

**School District:**

Raytown C-2 School District

5911 Blue Ridge Blvd

Raytown, Missouri 64133

**District Contact:**

Josh Hustad

Raytown Quality Schools

5911 Blue Ridge Blvd

Raytown, MO 64133

816-268-7160

[josh.hustad@raytownschools.org](mailto:josh.hustad@raytownschools.org)

**Submit Sealed Proposal:**

Josh Hustad

Raytown School District

5911 Blue Ridge Blvd

Raytown, MO 64133

**Bid Opening Date:** November 2, 2019, (noon)

**Sealed bids will be opened by Josh Hustad**

## **Overview**

Raytown Quality Schools is seeking bids for a preferred flooring and alcove base contractor.

## **Proposal Due Date and Time**

In order to be considered, one (1) sealed copies of the proposal must be received by Raytown C-2 at 5911 Blue Ridge Blvd, Raytown, MO 64133 by personal delivery or by U.S. Mail by the following date and time:

**December 2, 2019 12:00 (noon)**

## **District Terms**

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

Proposals including any additional information other than what is requested may be rejected.

Proposals not following indicated format and/or incomplete may be rejected.

The District reserves the right, after opening the Proposals, to reject any of all or the Proposals, or to accept the Proposal that in its sole judgment may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

### **Payment and Retainage**

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

### **Contact Person and Address for Submission of Proposals**

Interested, qualified firm and persons are invited to submit proposals to the following contact person and address:

Josh Hustad

Raytown C-2 School District

5911 Blue Ridge Blvd

Raytown, MO 64133

Telephone: 816-268-7000

### **Selection Process and Minimum Requirements**

Lowest, best bid in written form

**Required Proposal Format and Content**

- 1. Bid/Proposal/Qualification Submitted By **(See Page 8)**
- 2. Bid in written form

**1. Bid/Proposal/Qualification Submitted By**

The last page of this document contains a form to be filled out and placed on the top of your bid package.

**2. Bid Template**

Use attached template

**Selection**

The Raytown District will select the lowest, best bid according to Board Policy.

**Bid/Proposal/Qualification Submitted By**

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Company Name

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Authorized Name/Title (printed)

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Authorized Signature

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Contact Person for the Bid/Quote/Proposal process

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Date

---

Telephone

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Fax

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Email

Bid Form

VCT- Flooring 12x12 Armstrong Imperial Texture laid with clear adhesive

0-450 sq ft \_\_\_\_\_

451-900 sq ft \_\_\_\_\_

901 sq ft and up \_\_\_\_\_

Alcove Base

0-120 ln ft \_\_\_\_\_

120 ln ft and up \_\_\_\_\_

Hourly rate for prep \_\_\_\_\_

Percentage of markup on materials \_\_\_\_\_%

Price increase added to base year 2 \_\_\_\_\_%

Price increase added to base year 3 \_\_\_\_\_%

Price increase added to base year 4 \_\_\_\_\_%

Price increase added to base year 5 \_\_\_\_\_%