

Request for Bid

For

Preferred Vendor for Plumbing and HVAC

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 Plumbing and HVAC.

All submitted proposals should be sealed and labeled “Plumbing and HVAC Contractor” 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

Submit Sealed Proposal:

Josh Hustad

Raytown School District

5911 Blue Ridge Blvd

Raytown, MO 64133

Bid Opening Date: December 3, 2019, 1:00pm

Sealed bids will be opened by Josh Hustad

Overview

Raytown Quality Schools is seeking bids for a preferred plumbing and HVAC 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 1:00 pm

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: 816-268-7160

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

Company Name

Authorized Name/Title (printed)

Authorized Signature

Contact Person for the Bid/Quote/Proposal process

Date

Telephone

Fax

Email

Bid Form

Hourly Rate

Straight time Plumbing _____ HVAC _____

Time and a half Plumbing _____ HVAC _____

Double Time Plumbing _____ HVAC _____

Mobilization (per event) Plumbing _____ HVAC _____

Supervisor Plumbing _____ HVAC _____

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 _____%