



**Reorganized School District No. 7
 Purchasing and Distribution Services
 702 SE M291 Highway
 Lee's Summit, Missouri 64063
 (816) 986-2210**

Email: christa.battaglia@leesummit.k12.mo.us

INVITATION TO BID

DATE: February 25, 2016

FOR: Purchase and Installation of Presentation Tools as a Yearly Contract

BID#: 2016-08

DATE OF BID OPENING: March 7, 2016 @ 3:00 PM

THE UNDERSIGNED HEREBY:

1. Agrees to deliver the items and/or services specified herein in accordance with the terms, conditions specifications and prices set forth.
2. Certifies that he/she is an authorized agent of said company and has the authority to legally enter into a binding Service Agreement.

BIDS MUST BE SIGNED IN INK

Name of Vendor	Authorized Representative (Print)	
Street Address	Authorized Signature	
City	State, Zip Code	
Telephone	Date	Contact Email

All questions, requests for information or clarification pertaining to this bid must be submitted in writing to Christa Battaglia, Purchasing Supervisor at the address listed above. Telephone quotes will not be accepted when competitive sealed bids are solicited. In addition, bids sent by electronic devices are not acceptable and will be rejected upon receipt.

1.0 SPECIAL INSTRUCTIONS

1. Purpose of Bid: The Lee's Summit R-VII School District desires to solicit bids relating to the purchase of Classroom Presentation Tools & Devices on an as needed basis. (See Equipment Specifications/Pricing page). The District intends to award this contract to more than one (1) vendor in order to allow the schools and staff to have a variety of items (market basket) to choose from. It is the intention of the District to leverage buying power by an initial order, shortly after contract award for all participating buildings in the District. Quantities are unknown at this time, but the District is comprised of 33 buildings: 18 elementary schools, 3 middle schools, 3 high schools and various other administration and support buildings.
 - 1.1 The specifications shall be for new equipment and include the furnishing of all professional services, skilled services, labor, materials, tools, equipment, insurance, permits and fees, if any, necessary to accomplish the installation services at various buildings within the Lee's Summit R-7 School District.
 - 1.2 All bids shall be quoted per unit unless otherwise specified. All installation services will be performed in accordance with industry standards and shall not void any manufacturer warranties.
 - 1.3 Location – All building locations are within the Lee's Summit R-7 School District.
 - 1.4 Bids shall be awarded in accordance with regulations adopted by the Lee's Summit R-VII Board of Education and adhere to all applicable purchasing policies. Contract(s) will be awarded to the lowest responsible bidder(s) who meets the qualifications for quality, price, terms of bid, service and determined to be in the best interest of the District. The bid award(s) will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid(s) that appears to be in the best interest of the District.
 - 1.5 The successful bidder and installation company, if subcontracted must have a valid business license, hold all applicable certifications and agree to maintain them throughout the duration of the contract. The successful bidder and subcontractors must also maintain a liability insurance policy, not less than \$2 million dollars when working on District premise.
 - 1.6 Work Authorization Affidavit: As a condition for the award of any agreement in excess of five thousand dollars (\$5,000), the selected respondent, as defined in § 285.530, RSMo, shall, by sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this agreement. The required documentation must be from the federal work authorization program provider. The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate an FREE internet-based program called E-Verify that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the vendor's business license, termination of the agreement, and debarment from work for a period of three years or permanently, and withholding 25% of the total amount due the selected respondent.
 - 1.7 The terms of this bid shall remain in effect for at least 90-days from date of award.
 - 1.8 The successful bidder shall provide parts & services as stated on each order. All installation dates shall be made in accordance with an agreed upon schedule and shall be adhered to by the successful bidder(s); except in such cases where the service will be delayed due to acts of God, employee strikes, or other causes beyond the control of the bidder. In these cases, the successful bidder shall notify the District of the delays in advance of the delivery dates so that a revised schedule can be negotiated.
 - 1.9 If the bidder experiences a delay or backorder of products from its manufacturer or distributor, the bidder shall ensure that such order is filled within (10) calendar days from the date of the initial request was placed. The successful bidder shall not invoice the District for equipment, parts & services until such services are delivered and accepted by the District's authorized representative. It is understood and agreed that the

District may, at its discretion, verbally cancel delayed orders after the grace period identified in this paragraph has lapsed, and seek services from another vendor and choose to cancel this bid or agreement.

1.10 In the event that a model specified is discontinued at any time during this contract, the successful bidder shall contact the District and mutually agree on a replacement model and price.

2.0 Response Time Criteria:

2.1 Under this contract, it is required that the contractor be available for service 5 days a week, Monday – Friday. Installation in the schools shall be performed after school operating hours starting at 2:45 pm. All other buildings shall be available from 8:00 am – 4:30 pm, M-F. Some work under this contract may be of an emergency nature. In those rare cases, the contractor shall provide installation services on Saturdays. Installation dates and times will be mutually agreed upon by the IT project manager and the contractor.

2.2 It shall be the District's responsibility, upon placing an order, to designate an emergency or non-emergency situation.

2.1 Post award information:

2.1.1 No installation or work of any kind shall be performed without authorization from one of the following authorized District personnel:

Tony Dixon, Coordinator of Technology Support, or designee
816-986-1034

2.1.2 Contractor shall not perform more than five hundred dollars (\$500.00) of non-emergency work, including materials, for a given job without a written estimate and obtaining written approval from authorized District personnel listed in 2.1.1 or designee. The District reserves the right to bid any project over the District's bid threshold amount of \$5,000.00 and is determined to be in the best interest of the District.

2.1.3 Contractor will be contacted for services as required for ALL work by authorized District personnel listed in 2.1.1 or the supervisors for each individual building. Contractor shall not perform work for any department without prior approval by authorized District personnel listed in 2.1.1 or designee.

2.1.4 Hourly charges, if applicable, are to begin when installation technician arrives at job site or reports to the Department Head or his designee, whichever is requested by the District. Contractor shall NOT commence any work until he has notified the proper District personnel of his arrival. District shall not be responsible for payment to contractor for any briefings or meetings held between the District and the contractor, as these meetings are to the mutual benefit of both parties.

- Contractor will not be allowed fuel surcharges.
- Contractor will not be allowed travel time.
- Contractor will not be allowed mileage reimbursement.

Contractor should adjust quoted hourly rate as necessary.

2.1.5 Prior to commencing any work, the contractor may be required to provide a Work Order Cost Estimate. The estimate shall be reviewed and approved by authorized District personnel listed in 2.1.1 or designee. The estimate may be ORAL or WRITTEN at the District's discretion.

2.1.6 All work shall be performed and all complaints handled with due regard to the District public & student relations. The contractor shall utilize competent employees in performing the work. At the request of the District, the contractor shall replace any incompetent, unfaithful, abusive or disorderly person in his or her employ. The District and the contractor shall each be promptly notified by the other of any complaints received.

- 2.1.7 The contractor shall be responsible for performing complete background checks to include sex offender, child abuse checks and drug screenings of all employees in their employment and shall provide an affidavit to the District explaining their procedure, at the start of this contract and any time the District requests it.
- 2.1.8 The contractor shall be responsible for providing, maintaining and transporting all necessary and customary equipment, tools and fuel needed to fulfill the contract. In no event shall the District be responsible for any damages to any of the contractor's equipment or clothing, either lost, damaged, destroyed or stolen.
- 2.1.9 Proper safety precautions shall be used at all times and shall remain the contractor's responsibility. The contractor shall be equipped to enter all spaces, meeting all Occupational Safety and Health Administration (OSHA) criteria.
- 2.1.10 Supplies and materials: The District reserves the right to determine the urgency and necessity of emergency shipping and the District shall be responsible for any such charges (i.e. overnight express). Upon notification by the District, the contractor shall make all necessary arrangements and include the emergency shipping costs with invoice. Any emergency shipping costs shown on an invoice shall also designate District personnel authorizing the shipping.

2.2 Invoices and payment:

- 2.2.1 The contractor shall submit, with each invoice, an itemized detailed statement of services rendered, including the following information:
 - 2.2.2.1 Name of District personnel authorizing the work,
 - 2.2.2.2 Name of the employees who performed the work,
 - 2.2.2.3 The hours and rates spent on each job for each given day,
 - 2.2.2.4 A list of all materials used for each job and the location,
 - 2.2.2.5 Make and Model of equipment that was installed,
 - 2.2.2.6 The purchase order number shall be designated on all invoices.
 - 2.2.2.7 Certified payroll for any new work performed.
- 2.2.2 The contractor shall keep complete records of all the work performed under the contract. Work covered under this contract shall be invoiced separately from any other work and/or purchases by the District. Requests for payment shall be submitted by job.
- 2.2.3 For prompt payment, all invoices (an original and one duplicate), and copies of work orders shall be sent directly to Business Services, Lee's Summit R-7 School District, 301 NE Tudor Rd, Lee's Summit, MO 64086, or faxed to 816-986-1168.
- 2.2.4 The District reserves the right to audit the successful contractor's financial records.

3.0 SPECIFICATIONS

For the purposes of this bid, the District has divided it into 4 categories: TV's, Projectors, Sound Systems and Installation labor of all devices.

- 3.1 TV's include but are not limited to the following specifications:
 - Screen size: Small (39" – 42"), Medium ("45" – 55"), Large (60" – 70")
 - Professional or Consumer Grade (indicate on Pricing Sheet)
 - Multiple input sources: VGA (PC), HDMI (2 minimum), USB, Composite (analog)
 - LED screen only
 - Detachable stand for mounting unit on the wall
 - Sound output (analog)
 - Warranty: 1 – 3 years preferred

3.2 Projectors include but are not limited to the following specifications:

- Multiple input sources – VGA (PC), HDMI (2 minimum), Composite (analog)
- Professional or Consumer Grade (indicate on Pricing Sheet)
- Compatible with widescreen display source ratios
- LED model and a Bulb model
- Minimum 3600 lumens
- Warranty 1 -3 years preferred

3.3 Sound Systems include but are not limited to the following specifications:

- Sound bar or powered external speaker
- Professional or Consumer Grade (indicate on Pricing Sheet)
- Must be able to plug into laptop and other aux devices
- Must be Bluetooth compatible
- Warranty: 1 – 3 years preferred

3.4 Labor for Installation shall include but is not limited to the following:

- Prevailing Wage will apply for new installation. Please reference Annual Wage Order number 22.
- Installation of TV's may require mounting on the wall and the installation of an interface panel.
- The distance for USB connections from the TV to the interface panel, and then from the panel to the laptop needs to be no longer than 10 - 12 feet.
- Cable in ceiling or behind walls shall be plenum rated.

4.0 PRICE SHEET

**This Section Left Intentionally Left Blank
Pricing Sheet provided in a separate Excel File**

GENERAL INVITATION TO BID INSTRUCTIONS

1. These General Terms, Conditions and Instructions apply to all proposals made to Lee's Summit R-VII School District (herein after referred to as "District") by each prospective vendor (herein after referred to as "Bidder") in response to District solicitations including, but not limited to, Invitations to Bids, Requests for Proposals and Requests for Quotes. As such, the words "Bid" and "Proposal" are used inter-changeably in reference to any and all offers submitted by prospective vendors.
2. **Late Bids will not be accepted or considered.** It is the responsibility of the bidder to ensure that the bid arrives at the District's Purchasing and Distribution Services Department prior to the time indicated in the "Invitation to Bid". Telephone quotes will not be accepted when competitive sealed bids are solicited. In addition, bids sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their bids either by airfreight, postal service, or other means. Late bids will be time and date stamped late and may be returned to the bidder.
3. Each Bidder shall furnish the information required; the unit price and/or hourly cost for each Inspection, service or repair must be shown.
4. Specifications can be provided to identify the product required and to establish an acceptable quality level. Bids on products of equal quality and usability will normally be considered unless otherwise stated. Brochures and/or specifications must be submitted where applicable. Samples of item or items, when required, must be furnished free of expense to the District, and if not destroyed by tests, may upon request made at the time the sample is furnished, be returned at the Bidder's expense. Failure to furnish brochures,

specifications, and/or samples as requested may be sufficient cause for rejection of Bids. Materials and/or services are to be supplied as specified. The District shall be the sole judge in determining "equals" in regard to quality, price, and performance.

5. The District reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received, and to accept any or all portions of a bid if deemed to be in the best interest of the District. The Invitation to Bid implies no obligation on the part of the District, and the District's silence does not imply any acceptance or rejection of any bid or quotation offer. The District reserves the right to select a bid with higher prices than the lowest of all prices received, if, in the opinion of the District, its interests will be best served by such bid.
6. Bidders are expected to examine the specifications, schedule of treatments of inspections and all instructions. Failure to do so will be at the bidder's risk.
7. Prices shall include all applicable discounts. If the successful bidder is offering a discount for quick payments, please state all payment terms in your bids.
8. The bid will be awarded to the responsive and responsible bidder(s) whose bid will be most advantageous to the District, price, specifications and other factors considered. The District reserves the right to waive any technical or formal error or omissions and reject any or all bids, or to award an agreement for the items thereon, either in part or in whole, if it is deemed to be in the best interest of the District to do so. Criteria that may be considered by the District in the award of this bid includes, but is not limited to, the following:
 - A. Superior quality and adherence to specifications
 - B. Adequate maintenance and service
 - C. Delivery and/or completion time
 - D. Guarantees and warranties
 - E. Company's reputation and financial status
 - F. Past experience and cost with same or similar equipment or service
 - G. Anticipated future cost and experience
9. Any deviation from the specifications MUST be noted in detail, and submitted in writing with the bid packet. Complete specifications must be attached for any substitutions offered, or when amplifications are desirable or necessary. In the absence of a specification deviation statement and accompanying specifications, the bidder shall be held strictly accountable for full compliance with the specifications. Failure to submit a specification deviation statement, if applicable, shall be grounds for rejection of the item when offered for delivery. If specifications or descriptive papers are submitted with bids, the bidder's name must be clearly shown on each document.
10. The Invitation to Bid does not obligate the District to pay any costs incurred in the preparation or the submission of such bids, or to purchase or contract for materials or services, including costs of any required bonding.
11. Bidders who are not selected must submit objection documents, exhibits or other evidence within five (5) business days of opening if they wish to protest any portion of the Invitation to Bid.
12. The Bid price shall be exclusive of any federal or state taxes, from which the District is exempt. The District's Federal Tax Identification Number is 44-6004933. The District's State of Missouri Tax Exemption Certificate number is 12585521.
13. Bidder understands and agrees that the District may increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier.
14. The District shall not be responsible for any goods delivered or services performed without an approved purchase order, signed by an authorized representative of the District.
15. Other governmental agencies may be extended the opportunity to purchase off any Bid with the agreement of the successful vendor and the participating agencies. Due to all the variables in this type of bid, the District will contact the successful bidder and make it aware of the interest by another agency (if any). The successful bidder

and the interested agency will then be able to design the successful bid around their parameters, i.e., delivery locations and specialty products.

16. **Provider must have the ability to accept the Lee's Summit R-VII School District Visa purchasing card.** The District has implemented a Visa Purchasing Card Program for ease of purchasing items, especially for smaller items. Use of the District Visa purchasing card is at the discretion of the ordering agency. If there are additional fees associated with accepting a District Visa purchasing card, this must be notated and explained on the bidder's response.
17. The bid process is open and fair to everyone. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all bidders will be advised via the issuance of an amendment to the Invitation to Bid, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the Invitation to Bid, any questions received less than five (5) calendar days prior to the opening date may not be answered.

Purchase Orders

1. **OFFER/ACCEPTANCE:** If the Purchase Order refers to Vendor's bid, then the Purchase Order is an ACCEPTANCE of Vendor's OFFER TO PROVIDE SERVICE, as stated in Vendor's bid. If no bid is referenced, the Purchase Order is an OFFER TO ORDER SERVICES, subject to Vendor's acceptance; which can be demonstrated by Vendor's performance of the order or by a formal acknowledgement. This section deals with items to purchase that may be provided by the successful bidder, but not listed on actual bid documents.
2. **CHANGES:** Any changes in prices to a Purchase Order shall be verified in writing, signed by an authorized representative of Lee's Summit R-VII School District and acknowledged by Vendor. Each service performed shall be deemed to be only upon the terms contained in the Purchase Order, notwithstanding any terms that may be contained in any invoice or other act of vendor other than acknowledgement of a written change submitted and approved by the District.
3. **DELIVERY:** In its acceptance of any quotation offer, Lee's Summit R-VII School District is relying on the promised delivery date, installation, and/or service performance as material and basic to its acceptance. In the event of Vendor's failure to deliver as and when promised, Lee's Summit R-VII School District reserves the right to cancel its order, or any part thereof, and vendor agrees that Lee's Summit R-VII School District may return all or part of any shipment so made, and may charge vendor with any loss or expense sustained as a result of such failure to deliver as promised.
4. **QUALITY:** Lee's Summit R-VII School District shall be the sole judge in determining "equals" in regard to quality, price and performance.
5. **INSPECTION:** Receipt of goods or services in response to the Purchase Order can result in authorized payment on the part of Lee's Summit R-VII School District. However, it is understood that final acceptance is dependent upon completion of all applicable required inspection procedures. Should the goods or services fail to meet all of Lee's Summit R-VII School District inspection requirements, Lee's Summit R-VII School District may exercise any or all of its rights allowed by law or in equity, including those provided in the Uniform Commercial Code. Vendor shall be responsible for inspection and replacement of all items damaged in shipment.
6. **WARRANTIES:** All goods covered by the Purchase Order are conveyed by vendor to Lee's Summit R-VII School District subject to the warranties and buyer's remedies described in the Uniform Commercial Code.
7. **TERMINATION:** In the event of the vendor's failure to deliver as and when specifically promised, Lee's Summit R-VII School District reserves the right to cancel the Purchase Order, or any part thereof, without prejudice to its other rights, and vendor agrees that Lee's Summit R-VII School District may return all or part of any shipment so made and may charge vendor any loss or expense sustained as a result of such failure to deliver as promised.

8. **DISCOUNT:** Any discount periods will start from the date of Lee’s Summit R-VII School District receipt of an acceptable invoice or from the date of its receipt of acceptable service.
9. **TAXES:** Lee’s Summit R-VII School District is exempt from Federal and State Taxes under the State of Missouri Tax Exemption Certificate #12585521.
10. **PRICES:** Vendor agrees, if its bid is accepted by Lee’s Summit R-VII School District within the time specified, to furnish the goods and/or services in strict accordance with the specifications, and at the price set forth for each item. In case of error in extension, the unit price shall prevail. If the price is omitted on the Purchase Order, vendor’s price shall be the lowest prevailing market price.
11. **PROMPT PAYMENT:** It is Lee’s Summit R-VII District policy to promptly pay vendors for goods and services it purchases. Payments are processed monthly.
12. **ASSIGNMENT:** Except for assignment of antitrust claims, neither party to the agreement created by the Purchase Order may assign any portion of the agreement or Purchase Order without the prior written consent of the other party. Vendor, and Lee’s Summit R-VII School District as purchaser, recognizes that in actual economic practice antitrust violations ultimately impact on the purchaser.
13. **O.S.H.A.:** All chemicals, equipment and materials proposed and/or used by vendor in satisfaction of the terms of the Purchase Order shall conform to the standards required by O.S.H.A.
14. **MATERIAL SAFETY DATA SHEETS (MSDS)** shall accompany each shipment, when applicable.
15. **INDEMNIFICATION:** In the event any goods sold or services delivered under the Purchase Order are covered by any patent, copyright or trademark, or application therefore, vendor shall indemnify and hold harmless Lee’s Summit R-VII School District from any and all loss, cost, expenses and legal fees on account of any claims, legal actions or judgments on account of manufacturer, sale or use of such goods in violation, infringement or the like or rights under such patent, copyright, trademark or application.
16. **GOVERNING LAW AND VENUE:** All issues regarding the formation, performance and/or legal enforcement of this Purchase Order shall be governed by and construed in accordance with the laws of the State of Missouri. Venue for the resolution of any disputes arising out of or relating to the Purchase Order shall be in Lee’s Summit R-VII School District, Lee’s Summit, Missouri.

**SPECIAL CONDITIONS
GOVERNING RESPONSES AND SUBSEQUENT CONTRACTS**

1. INSURANCE:

The consultant shall be required to maintain and carry in force, for the duration of the contract, insurance coverage of the types and minimum liability as set forth below:

- a. PROFESSIONAL LIABILITY
Not applicable.
- b. COMMERCIAL GENERAL LIABILITY
Limits:

Each Occurrence:	\$ 2,000,000
Personal & Advertising Injury:	\$ 2,000,000
Products/Completed Operations Aggregate:	\$ 2,000,000

General Aggregate: \$ 2,000,000

Policy must include the following conditions:

Contractual Liability
Products/Completed Operations
Personal/Advertising Injury
Independent Contractors
Additional Insured: Lee's Summit R-7 School District

c. AUTOMOBILE LIABILITY

Policy shall protect the consultant against claims for bodily injury and/or property damage arising out of the ownership or use of any owned, hired and/or non-owned vehicle and must include protection for either:

- 1. All owned autos; hired autos; and non-owned autos

Limits of auto liability insurance shall be the same as required in the Commercial General Liability section.

d. WORKERS' COMPENSATION

This insurance shall protect the consultant against all claims under applicable State Workers' Compensation Laws. The consultant shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a Workers' Compensation Law. The policy limits shall not be less than the following:

Workers' Compensation: Statutory

Employer's Liability:

Bodily Injury by Accident: \$ 500,000 Each Accident
Bodily Injury by Disease: \$ 500,000 Policy Limit
Bodily Injury by Disease: \$ 500,000 Each Employee

Before, entering into contract, the successful respondent shall furnish to the District, Purchasing Office a Certificate of Insurance verifying all of the foregoing coverage's and identifying the District as an "additional insured" on both the general liability and automobile policies. This inclusion shall not make the District a partner or joint venture with the contract consultant in its operations hereunder.

Prior to any material change or cancellation, the District will be given thirty (30) days advance notice by registered mail to the stated address of the certificate holder. Further, the District will be immediately notified of any reduction or possible reduction in aggregate limits of any such policy where such reduction, when added to any previous reductions, would exceed 10% of the aggregate.

In the event of an occurrence, it is further agreed that any insurance maintained by the District, shall apply in excess of and not contribute with insurance provided by policies named in this contract.

The certificate holder on the Certificate of Insurance shall be as follows:

Lee's Summit R-7 School District
Purchasing and Distribution Services Department
702 SE M-291 Highway
Lee's Summit, MO 64063

2. INVOICING AND PAYMENTS:

- a. Invoices shall be prepared and submitted in duplicate to the Lee's Summit, R-7 School District, 301 NE Tudor Road, Lee's Summit, MO 64086, Attn: Business Services. Invoices shall contain the following information: contract number, date of services, description of services, price per person, and extended totals.

REFERENCES AND EXPERIENCE

A **MINIMUM of five (5) years** of experience is required of the successful respondent, in similar services, as described in the scope. Experience and references provided by respondent shall be verified and will be a significant factor in the evaluation process. Respondents are **REQUIRED** to provide the information below in **FULL DETAIL**.

How many years has your firm been in business?		YEARS:	
List references showing agreements, held by your company, providing the same services for other Districts or private companies. Attach a separate sheet of paper, if needed.			
COMPANY NAME & ADDRESS:	CONTACT NAME & PHONE NUMBER:	DATE OF TRAVEL:	DESCRIBE IN DETAIL SERVICES YOUR COMPANY PROVIDED:

PERSONNEL QUALIFICATIONS

Respondents are REQUIRED to provide the information below in FULL DETAIL.

Indicate person who will be supervising project and years of experience in similar work.

Name: _____ Years of Experience: _____

Type of Experience: _____

Complete the following for employees that will be working on this project. List any previous work directly relating to the scope of this project for other school districts or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAMES	QUALIFICATIONS	EXPERIENCE/TRAINING /CERTIFICATIONS

PROPOSAL SHEET

Respondent must complete the following section in its entirety and sign and date where indicated. This agreement shall take effect upon the approval of the District.

The undersigned respondent hereby proposes to furnish all transportation, equipment, supplies, materials and perform all necessary labor to complete all work stipulated in, required by, and in conformity with the proposed agreement documents and specifications attached hereto and other documents referred to therein for and in consideration of prices as follows:

- A. **Acceptance of proposal by District:** The District shall have maximum ninety (90) calendar days from the date of the proposal opening to accept respondent's offer.

- B. **Response time/delivery:** As specified in requirements

- C. **District standard payment terms are Net 30 after receipt of invoice. Payment terms are negotiable. Please state any discounts offered:** _____

- D. **Submittals:** The following must be submitted with proposal
 - 1. **References and experience**
 - 2. **Personnel Qualifications**
 - 3. **Certificate of Insurance**
 - 4. **Return all parts of this complete document (respondents to keep copy of proposal submitted)**

- F. Please list the name of your company and street address below:

Company Name

Address

City, State, Zip Code

COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:

- 1) This section is optional; it will not affect the agreement. If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement 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 Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

YES _____ NO _____ SIGNATURE: _____

- 2) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.
- 4) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other agreement administration will be the responsibility of the ordering jurisdiction.
- 5) Each jurisdiction that is a party to the joint proposal has authority to 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.

Verification Affidavit for Selected Respondent to Complete:



Lee's Summit R-VII School District

301 NE Tudor Road
Lee's Summit, Missouri 64086
(816) 986-1000 • FAX (816) 986-1168
Business Services

As a condition for any service provided to the Lee's Summit R-VII School District, a business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Every such business entity shall complete the following affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contract services. [RSMO 285.530 (2)]. The completed affidavit must be returned as part of the contract documentation or mailed to Lee's Summit R-VII School District, Attn: Accounts Payable, 301 NE Tudor Road, Lee's Summit, Missouri 64086.

This affidavit affirms that _____ (Company Name) is enrolled in, and is currently participating in, E-verify or any other equivalent electronic verification of work authorization operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA); and _____ (Company Name) does not knowingly employ any person who is unauthorized alien in conjunction with the contracted services.

Name (Please Print) of registered agent, legal representative or corporate officer

Title

Signature of registered agent, legal representative or corporate officer

Subscribed and sworn to before me this _____ of _____. I am commissioned as
(DAY) (MONTH, YEAR)
a notary public within the County of _____, State of _____, and my commission
(NAME OF COUNTY) (NAME OF STATE)
expires on _____.
(DATE)

Signature of Notary

Date

Failure to respond will cause payments due to you to be held until affidavit is received. Once the affidavit is received, payments will be released.