



**Lee's Summit R-VII School District**  
**Purchasing and Distribution Services**  
702 SE 291 Highway  
Lee's Summit, MO 64063  
816-986-2190  
Email: christa.battaglia@lsr7.net

**REQUEST FOR PROPOSALS #2017-06 Purchase of Middle School Yearbooks**

The Lee's Summit R-VII School District will accept sealed proposals from qualified persons or firms interested in submitting a response for the following RFP:

**Purchase of Middle School Yearbooks**  
**IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS**

**SIGNED BIDS MUST BE RECEIVED ON THE PUBLIC PURCHASE WEBSITE BY:**  
**3:00 PM (CST) On Tuesday, May 23, 2017**

**All questions, requests for information or clarification pertaining to this bid must be submitted in writing to the Public Purchase E-bidding Website: [publicpurchase.com](http://publicpurchase.com)**

The cutoff date for any written questions for this RFP is Friday, May 12, 2017 at 12:00 PM (CST).

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the commodity and/or services in accordance with all terms, conditions, and pricing specified herein or to offer a "no response." Please type or print the information below. **The Respondent is REQUIRED to complete, sign and return this form with your submitted response for this RFP.**

_____ Company Name		_____ Authorized Person (Print)	
_____ Address		_____ Signature	
_____ City/State/Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ Tax ID #
_____ E-mail		_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

If submitting a "no proposal" please provide a brief explanation for the reason why and return this page:

\_\_\_\_\_  
\_\_\_\_\_

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**REQUEST FOR PROPOSAL FOR  
RFP NO. 2017-06 Purchase of Middle School Yearbooks**

**Legal Notice**

The Lee's Summit R-7 School District is accepting RFPs for Middle School Yearbooks. Specifications, terms, and conditions are specified in the RFP packet. The RFP and required specifications can be found on the Public Purchase website, [www.publicpurchase.com](http://www.publicpurchase.com). Bidders must register on the Public Purchase website with the Lee's Summit School District, to be able to respond to this RFP electronically. All questions and proposals will only be accepted electronically through this website. RFP Submittals must be uploaded to the Public Purchase website on or before 3:00 PM on Tuesday, May 23, 2017. The Lee's Summit R-7 School District reserves the right to reject any and all proposals, to waive technical defects in the proposals, and to select the proposal deemed most advantageous to the District.

**SCOPE:** The district is soliciting proposals from qualified persons or firms to provide Yearbooks for all three of the Lee's Summit Middle Schools. See individual specifications & pricing sheet for each school.

**1.0 INSTRUCTIONS TO RESPONDENTS:**

- 1.1 Direct all questions regarding this proposal to Public Purchase. The District reserves the right to reject any and all proposals, to waive technical defects in proposal, and to select the proposal(s) deemed most advantageous to the District.
- 1.2 Proposals submitted on separate forms are NOT acceptable unless specified in the document. Failure to complete forms to the satisfaction of the District may result in the rejection of your proposal.
- 1.3 It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. All questions, requests for information or clarification pertaining to this bid must be submitted in writing to the Public Purchase E-bidding Website: publicpurchase.com, **by Friday, May 12, 2017 at 12:00 PM Noon (CST).**
- 1.4 Changes to the specifications will not be allowed except by written addendum issued by the District. Oral explanations or instructions given prior to award will not be binding.
- 1.5 Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
- 1.6 There will be no public opening of the proposals.
- 1.7 Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
- 1.8 Respondents shall initial all pages where the proposal document denotes "RESPONDENT'S INITIALS: \_\_\_\_\_".
- 1.9 The District reserves the right to award this contract in its entirety or to split the contract among vendors, whichever is in the best interest of the District.

**2.0 SPECIFIC REQUIREMENTS OF RFP:**

- 2.1 Evaluation: This contract may or may not be awarded to more than one service provider based on all relevant considerations including, but not necessarily limited to: staffing, design services, pricing, support services and any other evaluative aspect which may impact this contract. An example of the evaluation score sheet is attached to this RFP for your reference.

**3.0 GENERAL SPECIFICATIONS:**

- 3.1 Middle School is a spring delivery book. Distribution day is the beginning of May. Delivery must be guaranteed several days before that.
- 3.2 Each school must retain the ability to have exclusive right and control over the design of their yearbook. The desire is not to have cookie cutter books and give each school the freedom to put its own identity into their project. Each school will work independently with the chosen firm.

- 3.3 Software used by the firm must include the ability to work with Google software, Google images and the company must have the newest version of all Adobe products. Advisor must be able to send in electronic submissions.
- 3.4 The chosen firm must be able to use a portrait flow program. The company may use a CD of photos from the photographer for the portrait images.
- 3.5 The chosen firm must include at least two (2) hours of creative artist time and quick response times for technical issues for each school free of charge.
- 3.6 Custom cover, of each book shall be designed by students, 8½" x 11", 4 color litho application with lamination or embossed vinyl material with one applied color or one foil cover for stamping, hard cover Binder's Board. Board weight shall be 160 Pt. A full color mock shall be provided and mailed to yearbook advisor, at no additional cost for approval from advisor.
- 3.7 Paper Stock shall be 100# glossy or matte finish.
- 3.8 Binding shall be Smyth sewn.
- 3.9 Book shall be 4 color throughout, the chosen firm shall credit the school for the use of those pages.
- 3.7 Proofs shall be in color for every page, including the cover, for staff edits. There shall be no charge for corrections made by the school that are resubmitted by the proof deadline time.
- 3.8 The selected firm must work the deadlines around the school year calendar including vacation dates. School yearbook advisor must be consulted on all deadlines set by the rep and the firm.
- 3.9 The selected firm must provide a representative, solely working on the school account with a set number of visits to the schools as well as have the ability to come to the school to assist, when needed.
- 3.10 Proofs shall be in color for every page, including the cover, for staff edits. There shall be no charge for corrections made by the school that are resubmitted by the proof deadline time.
- 3.11 Offeror shall provide information in their proposal of any additional services they would provide
- 3.12 Damages and Errors:
  - 3.12.1 Chosen firm shall credit the school at the end of the process for any damaged yearbooks, binding problems or misprints. Yearbook advisor shall be able to utilize the credit according to his/her discretion, i.e. contests or allow firm to use for examples, etc.
  - 3.12.2 If errors or any serious problems occur in printing process, the firm must reprint the yearbooks at no cost to the school or District and there shall be no delay in delivery.
  - 3.12.3 The District has the right to cancel this contract with a 30 day written notice, if the chosen firm does not uphold the contract specifications agreed to in this RFP.

**4.0 PRICING**

**BERNARD CAMPBELL MIDDLE SCHOOL**

DESCRIPTION	EST QTY	UNIT COST	TOTAL COST
Yearbook, per specs listed in Section 3, with estimated 120 pages, no minimum pages. Estimated 600 copies	600	\$	\$
Price per Book over the contract number	1	\$	\$
Price for fewer copies per book under contract number	1	\$	\$
Price per page over the contract number	1	\$	\$
Price for 8 extra pages	1	\$	\$
Reduction Price for less number of pages per contract	1	\$	\$
Price for Embossing	1	\$	\$
Price for Foil applications	1	\$	\$
Price for Individual Name Stamping	1	\$	\$
Price for Peel and Stick Autograph Pages Insert (not sewn)	1	\$	\$
Price for World Beat, current trends	1	\$	\$
Cost to Print on End Sheets	1	\$	\$
Price for Correcting a Submitted Pg (school's mistake)	1	\$	\$
Penalty Price for late pages	1	\$	\$
Penalty Price for late proofs	1	\$	\$
Artist Charge per Hour beyond the 2 Hrs included	1	\$	\$
<b>Grand Total</b>		\$	\$

Software used – Proprietary or Outside Program?	
Is there a credit for PDF submissions? If so how much?	
Are we able to use Pictavo?	
When is the deadline for name stamping?	
How many days allowed for proofs?	
Do you provide free training for staff? If so, when?	

**SUMMIT LAKES MIDDLE SCHOOL**

DESCRIPTION	EST QTY	UNIT COST	TOTAL COST
Yearbook, per specs listed in Section 3, with estimated 128 pages, no minimum pages. Estimated 1250 copies.	1250	\$	\$
Price per Book over the contract number	1	\$	\$
Price for fewer copies per book under contract number	1	\$	\$
Price per page over the contract number	1	\$	\$
Price for 8 extra pages	1	\$	\$
Reduction Price for less number of pages per contract	1	\$	\$
Price for Embossing	1	\$	\$
Price for Foil applications	1	\$	\$
Price for Individual Name Stamping	1	\$	\$
Price for Peel and Stick Autograph Pages Insert (not sewn)	1	\$	\$
Price for World Beat, current trends	1	\$	\$
Cost to Print on End Sheets	1	\$	\$
Price for Correcting a Submitted Pg (school's mistake)	1	\$	\$
Penalty Price for late pages	1	\$	\$
Penalty Price for late proofs	1	\$	\$
Artist Charge per Hour beyond the 2 Hrs included	1	\$	\$
<b>Grand Total</b>		\$	\$

Software used – Proprietary or Outside Program?	
Are we able to use Pictavo?	
Is there a credit for PDF submissions? If so how much?	
When is the deadline for name stamping?	
How many days allowed for proofs?	
Do you provide free training for staff? If so, when?	

**PLEASANT LEA MIDDLE SCHOOL**

DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Yearbook, per specs listed in Section 3, with estimated 100 pages, no minimum pages. Estimated 1050 copies.	1050	\$	\$
Price per Book over the contract number	1	\$	\$
Price for fewer copies per book under contract number	1	\$	\$
Price per page over the contract number	1	\$	\$
Price for 8 extra pages	1	\$	\$
Reduction Price for less number of pages per contract	1	\$	\$
Price for Embossing	1	\$	\$
Price for Foil applications	1	\$	\$
Price for Individual Name Stamping	1	\$	\$
Price for Peel and Stick Autograph Pages Insert (not sewn)	1	\$	\$
Price for World Beat, current trends	1	\$	\$
Cost to Print on End Sheets	1	\$	\$
Price for Correcting a Submitted Pg (schools mistake)	1	\$	\$
Penalty Price for late pages	1	\$	\$
Penalty Price for late proofs	1	\$	\$
Artist Charge per Hour beyond the 2 Hrs included	1	\$	\$
<b>Grand Total</b>		\$	\$

Software used – Proprietary or Outside Program?	
Are we able to use Pictavo?	
Is there a credit for PDF submissions? If so how much?	
When is the deadline for name stamping?	
How many days allowed for proofs?	
Do you provide free training for staff? If so, when?	

**SUBMITTAL PAGE:**

**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.

<b>LEE'S SUMMIT R-7 SCHOOL DISTRICT</b>
<b>PROPOSAL RANKING SHEET</b>

**SCORING RANGES**

	<u>40 Point Questions</u>	<u>20 Point Questions</u>
Outstanding	30 – 40	17 – 20
Exceeds Expectations	20 – 29	13 – 16
Satisfactory	10 – 19	9 – 12
Below Satisfaction	0 – 9	0 – 8

<b>Evaluation Criteria Fees</b>	<b>Maximum Points</b>	<b>Score</b>
<p>1. <b>Longevity &amp; Stability</b> The District will review and evaluate any/all proposals for the stability of the company and how long they have been in business.</p>	20	_____
<p>2. <b>References &amp; Experience</b> The District will review and evaluate any/all proposals for the references and experience with similar sized school districts as Indicated on the references form attached to RFP.</p> <ul style="list-style-type: none"> <li>• Reliability of the firm, based on references given</li> <li>• Experience with other similar sized schools band design services.</li> <li>• Methods used are effective and have been proven elsewhere.</li> <li>• Appropriately staffed to meet District demands.</li> </ul>	40	_____

Ranked By: \_\_\_\_\_

TOTAL POINTS  
(100) \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS

### GENERAL INSTRUCTIONS CONCERNING RFP/RFQ/BIDS

1. **AWARD.** The right is reserved, as the interest of the District may require rejecting any or all proposals and to waive any minor informality or irregularity in proposals received. The District may accept any item or group of items of any proposal unless qualified by specific limitation of the respondent. UNLESS OTHERWISE PROVIDED IN THE SCHEDULE, PROPOSALS MAY BE SUBMITTED FOR ANY QUANTITIES LESS THAN THOSE SPECIFIED; AND THE DISTRICT RESERVES THE RIGHT TO MAKE AN AWARD ON ANY ITEM FOR A QUANTITY LESS THAN THE QUANTITY PROPOSAL UPON AT THE UNIT PRICE OFFERED UNLESS THE RESPONDENT SPECIFIED OTHERWISE IN HIS PROPOSAL. The agreement shall be awarded to that responsible and responsive person(s) whose proposal, conforming to the Request for Proposals, will be most advantageous (lowest price and best value) to the District, price and other factors considered. An award mailed (or otherwise furnished) to the successful respondent within the time for acceptance specified in the proposal, results in a binding agreement without further action by either party.
2. **PREPARATION OF PROPOSALS.**
  - A Respondents are expected to examine the drawing, specifications, schedule and all instructions. Failure to do so will be at the respondent's risk.
  - B Each respondent shall furnish the information required by the Request for Proposals (RFP). The respondent shall sign the RFP and print or type his/her name on each sheet thereof on which he/she makes an entry. Erasures or other changes must be initialed by the person signing the offer. Proposals signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the District.
  - C Unit price for each unit shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the total column for each item. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
  - D Alternate proposals for supplies or services other than those specified will not be considered unless authorized by the RFP.
  - E Respondent must state a definite time for delivery of supplies or services unless otherwise specified in the RFP.
  - F Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.
  - G If the item has a trade name, brand and/or catalog number, such must be stated in the proposal.
  - H In submitting proposals, the vendor agrees that the District shall have 90 days in which to accept or reject any of the prices submitted unless otherwise specified on the proposal page.
  - I Specification sheets **MUST** be returned with submittal.
3. **EXPLANATION TO RESPONDENTS.** Any explanation desired by a respondent regarding the meaning or interpretation of the RFP, terms or specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach respondents before the submission of their proposal. Verbal explanation or instruction given before the award of the agreement will not be binding. Any information given to a prospective respondent concerning a RFP will be furnished to all prospective respondents as an addendum to the RFP, if such information is necessary to respondents in submitting proposals on the RFP or if the lack of such information would be prejudicial to uninformed respondents.
4. **ACKNOWLEDGMENT OF ADDENDUM TO REQUEST FOR PROPOSALS.** Receipt of an addendum to a RFP by a respondent must be acknowledged (a) by signing and returning the addendum. Such acknowledgment must be received prior to the hour and date specified for receipt of proposals, or returned with the packet and received prior to closing time and date.
5. **SUBMISSION OF PROPOSALS.**
  - A Proposals and modification thereof shall be uploaded to Public Purchase as specified.
  - B Emailed or faxed proposals will not be considered.

- C Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the District, at no expense to the District. If not consumed by testing, samples will be returned at respondents request and expense, unless otherwise specified by the RFP.
- D Submission of a proposal constitutes an assignment by you of any and all anti-trust claims that you may have under the federal and/or state laws resulting from this agreement.
6. **FAILURE TO SUBMIT PROPOSAL.** If no proposal submitted, do not return the RFP unless otherwise specified. A letter or postcard should be sent to the Purchasing and Distribution Service office advising whether future invitations for the type of supplies or services covered by this RFP are desired. Failure of the recipient to propose or to notify Purchasing and Distribution office that future invitations are desired may result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by the invitation.
7. **WITHDRAWAL OF PROPOSALS.** Proposals may be withdrawn, by written notice prior to the exact hour and date specified for receipt of proposals. A proposal also may be withdrawn in person by a respondent or his/her authorized representative provided his/her identity is made known and he/she signs a receipt for the submittal, but only if the withdrawal is made prior to the exact hour and date set for receipt of proposals. Telephone requests to withdraw a proposal will be considered only if confirmed by letter or faxed letter.
8. **LATE PROPOSALS.** Proposals will NOT be accepted after the date and time of closing under any circumstances.
9. **DISCOUNTS AND PROPOSAL EVALUATION.** Discounts offered for prompt payment may be considered in proposal evaluation. Example, if the District were to make a bulk purchase of items for a special event.
10. **MATERIAL AVAILABILITY.** Respondents must accept responsibility for verification of material availability, production schedules and other pertinent data prior to submission of proposal and delivery time. It is the responsibility of the respondent to notify the District immediately if materials specified are discontinued, replaced, or not available for an extended period of time.
11. **AWARD OF AGREEMENT.**
- A. **BASIS OF AWARD.**
- (1) Only qualified proposals will be considered.
  - (2) Respondents maybe requested to submit financial statements subsequent to the opening. Such statements shall be submitted to District within three (3) days after being so requested.
  - (3) The award of the agreement, if it is awarded, will be to the lowest responsible and responsive respondent whose qualifications indicate the award will be in the best interest of the District and whose proposal complies with all prescribed requirements.
  - (4) The District reserves the right to reject any and all proposals, and waive any and all informalities, and the right to disregard all non-conforming or conditional prices or counter-proposals.
- B. **EVALUATION OF PROPOSALS.**
- (1) The evaluation of proposals will include consideration of prior experience, financial statements, if requested, sub-contractors, suppliers, and manufacturers to be used in the work and manufacturers' data on the materials and equipment to be incorporated, quality of vending machines, and ability to provide a wide variety of quality products.
  - (2) Whenever the name of a manufacturer is mentioned on the face hereof and the words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designations unless the face hereof specifies "no substitutes". The District may assume that items are equal or it may request samples and proof thereof unless approved before shipment. The District reserves the right to return at respondent's expense all items that are not acceptable as equals, said items to be replaced by respondent with satisfactory items at the original price.

- C. **NOTICE OF AWARD.** After considering the basis of award and evaluation of proposals, the District will within ninety (90) days after the date of opening proposals, notify the successful respondent of acceptance of his/her proposal.
12. **QUALIFICATIONS OF RESPONDENTS.** The District may make such investigations as are deemed necessary to determine the ability of the respondent to perform the work and the respondent shall furnish all such information and data for this purpose as the District may request. The District reserves the right to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the district that such respondent is properly qualified to carry out the obligations of the agreement and to complete the work contemplated therein.
13. **ANTI-TRUST.** Submission of a proposal constitutes an assignment by you of any and all anti-trust claims that you may have under the federal and/or state laws resulting from this agreement.
14. **GUARANTEE.** All customary guarantees for workmanship, quality and performance specific by the manufacturer for any or all items shall apply to the items offered under this proposal.
15. **EXPERIENCE STATEMENT** (if required). Only those proposals will be considered which are submitted by respondents who submit with their proposal an experience statement listing satisfactory service of existing vending agreements. A list of comparable projects, including pertinent information and identification of the districts or local governments, shall be submitted with the proposal. Similar experience statements shall be included for any subcontractors named in the proposal.

#### **GENERAL CONTRACT REQUIREMENTS.**

##### **1. DEFINITIONS.**

- A "District" shall refer to:  
Lee's Summit R-7 School District, 301 NE Tudor Road, Lee's Summit, MO, 64086-5702.
- B "Selected respondent" shall refer to the corporation, company, partnership, firm, or individual, named and designated in the agreement and who has entered into this agreement for the performance of the work covered thereby, and its, his or their duly authorized agents or other legal representatives.
- C The "specifications" includes Instruction to Respondents, the Terms and Conditions of Purchase, the Definitions and the technical specifications of the work.
- D A "sub-contractor" is a person, firm or corporation supplying labor or materials, or only labor for work at the site of the project for, and under separate agreement or agreement with the contractor.
- E The term "sample" as used herein includes natural materials, fabricated items, equipment, devices, appliances or parts thereof as called for in the specifications and any other samples as may be required by the district to determine whether the kind, quality, construction, workmanship, finish, color and other characteristics of the materials, etc., proposed by the vendor conform to the requirements of the agreement documents.  
Samples approved by the District shall establish the kind, quality, and other required characteristics, and all work shall be in accordance with the approved samples. Samples, when requested, shall be supplied at no cost to the District.
- F The term "estimated" represents quantities estimated for the period of time stated.
- G The term "minimum" means the District will order this quantity of supplies during the period of this agreement at the price bid.

2. **BACKGROUND CHECKS.** If selected respondent will be coming in contact with the student population of the District, the Service Provider is required to provide the District with a thorough background check of each employee that will be on District property, before the event. If the Service Provider cannot provide this information to the District, a SOR (Sex Offender Registry) check may be obtained by appointment at the Purchasing and Distribution office located at 702 SE 291 Highway, Lee's Summit, MO 64063 (816-986-2190).

3. **AGREEMENT TERMS.** The performance of this agreement shall be governed solely by the terms and conditions as set forth in this agreement and any specifications or documents notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the District of any terms or conditions contained in such document which is inconsistent with the terms and conditions set forth in the agreement.
4. **TRANSPORTATION CHARGES.** When terms of delivery or conditions of this order are F.O.B. destination, all transportation charges shall be paid by the selected respondent.
5. **PACKAGING.** The District will not be liable for any charges for delivery, packing, cartage, boxing, crating or storage in excess of the purchase price of this order unless stated otherwise herein.
6. **INSPECTION AND ACCEPTANCE.** No material received by the District under the terms and conditions of this document shall be deemed accepted until the District has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the selected respondent or herein, upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the selected respondent's expense for full credit or replacement.
7. **GENERAL GUARANTY AND WARRANTY.** The selected respondent warrants that all materials, fixtures, and equipment furnished by the selected respondent's and his/her sub-contractors shall be new, of good quality, and of good title, and that the work will be done in a neat and workmanlike manner. The selected respondent also guarantees the workmanship and materials for a period of one year from the date of final acceptance of all the work required by the agreement. Furthermore, he/her shall furnish the District with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the agreement.
8. **PATENTS.** The selected respondent warrants that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent and selected respondent covenants that he will at his own expense, defend every suit which may be brought against the District, or those selling or using district's product (provided selected respondent is promptly notified of such suit and all papers therein are delivered to selected respondent) for any alleged infringement of any patent by reason of the sale or use of such articles and selected respondent agrees that he will pay all cost, damages and profits recoverable in any such suit.
9. **QUANTITIES.** The District assumes no obligation for products or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to District's rejection and return at selected respondent's expense.
10. **ACTS OF GOD.** Neither party shall be liable for delays, or defaults in the performance of this agreement due to acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental action of any kind or any other causes of a similar character beyond its control and without its fault or negligence.
11. **BANKRUPTCY OR INSOLVENCY.** In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of selected respondent, or in the event of breach of any of the terms hereof including the warranties of the selected respondent, the District may cancel this agreement or affirm the agreement and hold selected respondent responsible in damages.
12. **COMPLIANCE WITH APPLICABLE LAWS.** The vendor shall comply with all federal, state or local laws, ordinances, rules, regulations and administrative orders, including but not limited to Wage, Labor, Unauthorized Aliens, EEO and OSHA-type requirements which are applicable to the vendor's performance under this agreement. Vendor shall indemnify and hold the District harmless on account of

any violations thereof relating to Vendor's performance under this agreement, including imposition of fines and penalties which result from the violation of such laws.

13. **LAW GOVERNING.** All agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri. Any dispute regarding this agreement will be decided by a Missouri Court.
14. **TIME OF DELIVERY.** The District requires that all materials ordered will be delivered when specified. Time is therefore of the essence of this purchase order. If deliveries are not made at the time agreed upon, the District reserves the right to cancel or to purchase elsewhere and hold vendor accountable for any damages sustained as a result thereof.
15. **INTERPRETATION OF AGREEMENT AND ASSIGNMENTS.** This agreement shall be construed according to the laws of the State of Missouri. This agreement, or any rights, obligations, or duties hereunder may not be assigned by the selected respondent without the District's written consent and any attempted assignment without such consent shall be void.
16. **SELECTED RESPONDENT'S INVOICES.** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain the following information: agreement number (if any), purchase order number, item number; agreement description of supplies or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the Lee's Summit R-7 School District's Business Services Department. Any delay in receiving invoices, or errors and omissions, on statement or invoices will be considered just cause for withholding settlement without losing discount privileges.
17. **NOTICE AND SERVICE THEREOF.** Any notice to any vendor from the District relative to any part of this agreement will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the said selected respondent at his/her last given address or delivered in person to said selected respondent or his/her authorized representative on the work or service.
18. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED.** Each and every provision of law and clause required by law to be inserted in this agreement will be deemed to be inserted herein and the agreement will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the agreement will forthwith be physically amended to make such insertion or correction.
19. **TERMINATION OF AGREEMENT.** This agreement may be terminated by either party upon thirty (30) days prior notice in writing to the other party. The District may terminate this agreement immediately, under breach of agreement, if the selected respondent fails to perform in accordance with the terms and conditions. In the event of any termination of agreement by the selected respondent, the District may purchase such supplies and/or services similar to those so terminated, and for the duration of the agreement period the selected respondent will be liable for all costs in excess of the established agreement pricing.
20. **INDEMNITY AND HOLD HARMLESS.** The selected respondent agrees to indemnify, release, defend, and forever hold harmless the District, its officers, agents, employees, and elected officials, each in their official and individual capacities, from and against all claims, demands, damages, loss or liabilities, including costs, expenses, and attorneys fees incurred in the defense of such claims, demands, damages, losses or liabilities, or incurred in the establishment of the right to indemnity hereunder, caused in whole or in part by the selected respondent, his/her sub-contractors, employees or agents, and arising out of services performed by the selected respondent, his/her subcontractors, employees or agents under this agreement to the extent permitted by the Constitution and the Laws of the State of Missouri.

21. **SUB-AGREEMENTS.**

- A. The selected respondent shall not execute an agreement with any sub-contractor to perform any work until he/she has written the District to determine any disapproval of the use of such sub-contractor.
- B. The selected respondent shall be fully responsible to the District for the acts and omissions of his/her sub-contractors, and of persons either directly or indirectly employed by them, as he/she is for the acts and omissions of persons directly employed by him/her.
- C. The selected respondent shall cause appropriate provisions to be inserted in all sub-contracts relative to the work to require compliance by each sub-contractor with the applicable provisions of the agreement.
- D. Nothing contained in the conditions shall create any contractual relationship between any sub-contractor and the District.

22. **UNIFORM COMMERCIAL CODE.** This agreement is subject to the Uniform Commercial Code and shall be deemed to contain all the provisions required by said Code that apply to said agreement.

23. **CHANGES.** The District may at any time, by written order, without notice to any surety, make changes or additions, within the general scope of this agreement in specifications, instructions for work, methods of shipment or packing or place of delivery. If any such change causes an increase or decrease in the cost of or in the time required for performance of this agreement, the selected respondent shall notify the District in writing immediately and an appropriate equitable adjustment will be made in the price or time of performance, or both, by written modification of the agreement. Any claim by the selected respondent for such adjustment must be asserted within thirty (30) days or such other period as may be agreed upon in writing by the parties after the selected respondent's receipt of notice of the change. Nothing herein contained shall excuse the vendor from proceeding with the agreement as changed.

24. **RESPONSIBILITY FOR SUPPLIES.** The selected respondent shall be responsible for supplies until they are delivered and accepted at the designated delivery point; and the selected respondent shall bear all risks for rejected supplies after notice of rejection.

25. **EXECUTION OF AGREEMENT.** The agreement shall consist of a **YEARLY AGREEMENT** and a copy of the selected respondent's signed proposal attached and that the same, in all particulars, becomes the agreement and agreement between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said proposal documents, and that the parties are bound thereby and the compensation to be paid the selected respondent is as set forth in the selected respondent's RFP. Items not awarded, if any, have been deleted.

26. **NON-DISCRIMINATION IN EMPLOYMENT.** In connection with the furnishing of supplies or performance of work under this agreement, the selected respondent agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable federal and state laws, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

27. **TAX EXEMPT.** Do not bill tax on bulk purchases for special events. The District is exempt from payment of the Missouri Sales Tax in accordance with Section 39 (10), Article 3, of the Missouri Constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code annotated.

28. **ASSIGNMENTS.** Neither the District nor the selected respondent shall, without the prior written consent of the other, assign in whole or in part his interest under any of the agreement documents and, specifically the contractor shall not assign any moneys due or to become due without the prior written consent of the District.



**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** 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 school districts or private companies. Attach a separate sheet of paper, if needed.			
COMPANY NAME & ADDRESS:	CONTACT NAME & PHONE NUMBER:	DATE OF SERVICE:	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.

<b>EMPLOYEE NAMES</b>	<b>QUALIFICATIONS</b>	<b>EXPERIENCE/TRAINING/ CERTIFICATIONS</b>

## 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.

Form **W-9**  
(Rev. December 2011)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ \_\_\_\_\_

Exempt payee

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requestor's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
-         -
Employer identification number
-

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**      Signature of U.S. person ▶ \_\_\_\_\_      Date ▶ \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.