



B-19/20-03 Addendum 1

Yearly Contract For Trash Liners

Issue Date: 2/7/2020

Questions Deadline: 2/13/2020 03:00 PM (CT)

Response Deadline: 2/20/2020 03:00 PM (CT)

Contact Information

Contact: Melissa Ross
Address: Purchasing and Distribution Services
702 SE 291 Highway
Lee's Summit, MO 64063-4306
Phone: (816) 986-2213
Email: melissa.ross@lsr7.net

Event Information

Number: B-19/20-03 Addendum 1
Title: Yearly Contract For Trash Liners
Type: Informal Bid Request
Issue Date: 2/7/2020
Question Deadline: 2/13/2020 03:00 PM (CT)
Response Deadline: 2/20/2020 03:00 PM (CT)
Notes: The Lee's Summit R-VII School District is soliciting proposals for a Yearly Contract for Trash Liners . This contract will include but is not limited to: (Scope details). Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.
If you are having difficulty submitting electronically, please contact Missy Ross at (816)986-2213 or email melissa.ross@lsr7.net for instructions.
It is the responsibility of interested firms to check <https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Ship To Information

Contact: Purchasing and Distribution Services
Address: 702 SE 291 Highway
Lee's Summit, MO 64063-4306
Phone: (816) 986-2190

Billing Information

Address: 301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Bid Attachments

GENERAL TERMS AND CONDITIONS TO BID.docx

General Terms and Conditions

[View Online](#)

1_- Sample_Insurance_Certificate.pdf

Certificate of Insurance

[View Online](#)

3_- E-Verify-LSR7_(1) (1).pdf

E-Verify

[View Online](#)

4_- MO_Tax_Exemption_Certificate.pdf

Missouri Tax Exemption Certificate

[View Online](#)

Requested Attachments

Certificate of Insurance

(Attachment required)

Please upload Certificate of Insurance.

E-Verify

Please upload E-Verify.

E-Verify

Please upload E-Verify.

Bid Attributes

1 Introduction

The Lee's Summit R-VII School District is accepting Bids for a Yearly Contract for Trash Liners.

2 Instructions to Respondants

1.1 All questions regarding this bid shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.

1.2 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. Requests for clarification must be submitted online via the "Questions" tab.

1.3 Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.

1.4 Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.

1.5 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.

1.6 The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.

I have read and understand.

(Required: Check if applicable)

3 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.**

4 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

5 Purchase Agreements

Purchase Agreements 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. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award 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 that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

6 Terms of This Bid

The terms of this bid shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year. The District may, at its option, renew the Contract for up to two (2) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

(Required: Check if applicable)

7 Bid Pricing

Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Visa P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer’s Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer’s notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District’s Purchase Order or the District’s Visa P-card for the work order. These purchases are tax exempt.

The Lee’s Summit R-VII School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

I have read and understand.

(Required: Check if applicable)

8 Quantities Are Not Guaranteed

Quantities are not guaranteed. Actual order quantities and frequencies will vary.

Estimated quantities that were ordered in 2019 are as follows:

- LINER TRASH CAN 24" X 24", C7007 - 300 cases
- LINER TRASH CAN 33 GAL, C7008 - 2000 cases
- LINER TRASH CAN 56 GAL, C7009 - 1000 cases
- LINER TRASH CAN 60 GAL, C7010 - 317 cases

Estimated quantities that were ordered in 2018 are as follows:

- LINER TRASH CAN 24" X 24", C7007 - 500 cases
- LINER TRASH CAN 33 GAL, C7008 - 1300 cases
- LINER TRASH CAN 56 GAL, C7009 - 800 cases
- LINER TRASH CAN 60 GAL, C7010 - 300cases

I have read and understand.

(Required: Check if applicable)

9 Delivery Instructions

DELIVERY:

All bids shall be quotes F.O.B DESTINATION unless otherwise specified.

PRIMARY SERVICE LOCATION:

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

I have read and understand.

(Required: Check if applicable)

10 Communications Statement

Communications: Contact between vendors and Lee's Summit R-VII personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R-VII personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

(Required: Check if applicable)

11 General Terms and Conditions

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

12 No Deviations or Exceptions

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.

(Required: Check if applicable)

**1
3** **Deviations and Exceptions**

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

(Required: Maximum 4000 characters allowed)

**1
4** **Coreless and Perforated Rolls**

I understand that trash liner rolls are to be coreless and liners are to be perforated.

Checkbox
(Required: Check if applicable)

**1
5** **Sample Requirements**

I agree to provide samples for each line item. I understand that if samples are not provided for each item, they will not be considered for award.

Checkbox
(Required: Check if applicable)

**1
6** **Cooperative Procurement with Other Jurisdictions**

This section is optional; it will not affect the agreement.

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.

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
(Optional: Check only one)

17 How many years has your company been in business?

(Required: Numbers only)

18 **References**
List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:

19 **Reference 1**
Reference 1

20 **Reference #1 Contact Person's Name**

(Required: Maximum 1000 characters allowed)

21 **Reference #1 - Contact Person's School District/Business**

(Required: Maximum 1000 characters allowed)

22 **Reference #1 Address**
Enter Street address, city, state, zip code

(Required: Maximum 1000 characters allowed)

23 **Reference #1 Phone Number**
 (____) _____ - _____ ext:
(Required)

24 **Reference #1 Email**

(Required: Email address)

25 **Reference #1: Description of services performed and completion date**
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

2 6	Reference 2 Reference 2
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2 7	Reference #2 - Contact Person's Name <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
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2 8	Reference #2 - Contact Person's School District/Business <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
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2 9	Reference #2 Address: Street, City, State, Zip Code <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
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3 0	Reference #2 Phone Number <table border="1"><tr><td>(____) _____ - _____</td><td>ext: _____</td></tr></table> <p><i>(Required)</i></p>	(____) _____ - _____	ext: _____
(____) _____ - _____	ext: _____		

3 1	Reference #2 Email <table border="1"><tr><td>_____</td></tr></table> <p><i>(Required: Email address)</i></p>	_____

3 2	Reference #2: Description of services performed and completion date Describe the services performed and completion date of project. <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 4000 characters allowed)</i></p>
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3 3	Reference #3 Reference #3
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3 4	Reference #3 Contact Person's Name <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
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35	Reference #3 - Contact Person's School District/Business
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

36	Reference #3 Address: Street, City, State, Zip Code
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

37	Reference #3 Phone Number
	<input type="text" value="(____) _____ - _____"/> ext: <input type="text"/>
<i>(Required)</i>	

38	Reference #3 Email
	<input type="text"/>
<i>(Required: Email address)</i>	

39	Reference #3: Description of services performed and completion date
	Describe the services performed and completion date of project.
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	<i>(Required: Maximum 4000 characters allowed)</i>

40	Additional References
	Additional References
Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.	
Be sure to include the following information:	
Reference Contact Name	
Reference contact's school district/business	
Reference address (street, city, state, zip)	
Reference phone number	
Reference email address	
Description of services performed and completion date	

Bid Lines

1 LINER TRASH CAN 24" X 24", HIGH DENSITY, 8 MICRONS, C7007

Quantity: 1 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Item Attributes

1. Bags per Case

Please enter the number of bags that are included in one case.

(Required: Numbers only)

2. Case Weight

Please enter the weight per case.

(Required: Numbers only)

3. Cases Per Pallet

Please enter the number of cases per pallet.

(Required: Numbers only)

4. Manufacturer

Please list the manufacturer.

(Required: Maximum 1000 characters allowed)

5. Lead Time Per Pallet

Please enter delivery lead time (in days) after PO is received.

(Required: Numbers only)

6. Attribute deleted as part of an Addendum

7. Attribute deleted as part of an Addendum

2 LINER TRASH CAN 33 GALLON, 33" X 40", HIGH DENSITY, 16 MICRONS, C7008

Quantity: 1 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Item Attributes

1. Bags per Case

Please enter the number of bags that are included in one case.

(Required: Numbers only)

2. Case Weight

Please enter the weight per case.

(Required: Numbers only)

3. Cases Per Pallet

Please enter the number of cases per pallet.

(Required: Numbers only)

4. Manufacturer

Please list the manufacturer.

(Required: Maximum 1000 characters allowed)

5. Lead Time Per Pallet

Please enter delivery lead time (in days) after PO is received.

(Required: Numbers only)

3 LINER TRASH CAN 56 GALLON, 43" X 48", HIGH DENSITY, 16 MICRONS, C7009

Quantity: 1 UOM: EA Unit Price: \$ Total: \$

Supplier Notes:

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Bags per Case

Please enter the number of bags that are included in one case.

(Required: Numbers only)

2. Case Weight

Please enter the weight per case.

(Required: Numbers only)

3. Cases Per Pallet

Please enter the number of cases per pallet.

(Required: Numbers only)

4. Manufacturer

Please list the manufacturer.

(Required: Maximum 1000 characters allowed)

5. Lead Time Per Pallet

Please enter delivery lead time (in days) after PO is received.

(Required: Numbers only)

4 LINER TRASH CAN 60 GAL, 40"X51" LOW DENSITY, HEAVY 2ML, C7010

Quantity: 1 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

 No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Bags per Case

Please enter the number of bags that are included in one case.

(Required: Numbers only)

2. Case Weight

Please enter the weight per case.

(Required: Numbers only)

3. Cases Per Pallet

Please enter the number of cases per pallet.

(Required: Numbers only)

4. Manufacturer

Please list the manufacturer.

(Required: Maximum 1000 characters allowed)

5. Lead Time Per Pallet

Please enter delivery lead time (in days) after PO is received.

(Required: Numbers only)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature