



## **B-20/21-10**

### **Library Shelving**

Issue Date: 5/3/2021

Questions Deadline: 5/5/2021 03:00 PM (CT)

Response Deadline: 5/10/2021 01:00 PM (CT)

### **Contact Information**

Contact: Melissa Ross  
Address: Purchasing  
702 SE 291 Hwy  
Lee's Summit, MO 64063  
Phone: (816) 986 x2213  
Email: [melissa.ross@lsr7.net](mailto:melissa.ross@lsr7.net)

## Event Information

Number: B-20/21-10  
Title: Library Shelving  
Type: Informal Bid Request  
Issue Date: 5/3/2021  
Question Deadline: 5/5/2021 03:00 PM (CT)  
Response Deadline: 5/10/2021 01:00 PM (CT)  
Notes: The Lee's Summit R-7 School District is seeking bids for two (2) types of library shelving. This contract will include but is not limited to a combination of Russwood Wall Shelving or Tesco Wall Shelving and Russwood Mobile Shelving or Tesco Mobile Shelving. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their bids 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 bid, 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 Melissa Ross at (816) 986-2213 or email [melissa.ross@lsr7.net](mailto: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 bid.

## Ship To Information

Address: 27600 E Colbern Rd  
Lee's Summit, MO 64086-8424  
Phone: (816) 986-2330  
Fax: (816) 986-2355

## Billing Information

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

## Bid Attachments

### General Terms & Conditions for RFPs, RFQs and Bids.pdf

General Terms & Conditions

[Download](#)

### 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](#)

# Bid Attributes

## 1 Introduction

The Lee's Summit R-7 School District is seeking bids for Two (2) seeking bids for two (2) types of library shelving. This contract will include but is not limited to a combination of Russwood Wall Shelving or Tesco Wall Shelving and Russwood Mobile Shelving or Tesco Mobile Shelving. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their bids 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 bid, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

## 2 Instructions to Respondents

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.
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.
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.
4. Bidder shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
5. 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 R7 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 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 Mastercard 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 Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 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)*

**7 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 to the terms and conditions.

I have read and agreed to the T&C

*(Required: Check if applicable)*

**Bid Lines**

**1 Library Wall Shelving**

Russwood Stately Shelving - Custom stain to match Hollis & Miller stain  
36x72x12 continuous top, 3 starters and 4 adders

Quantity:   1   UOM:  EA  Unit Price:  Total:

Manufacturer:

Supplier Notes: \_\_\_\_\_

\_\_\_\_\_

- No bid
- Alternate specification  
*(Attach separate sheet)*
- Additional notes  
*(Attach separate sheet)*

**2** Library Wall Shelving

Russwood Stately Shelving - Custom stain to match Hollis & Miller stain  
36x48x12 continuous top, 1 starter and 6 adders

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

Manufacturer:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- No bid
- Alternate specification  
*(Attach separate sheet)*
- Additional notes  
*(Attach separate sheet)*

**3** Library Wall Shelving

Tesco Patriot Shelving - Custom stain to match Hollis & Miller stain  
36x72x12 continuous top, 3 starters and 4 adders  
Wood and metal PB shelves

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

Manufacturer:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- No bid
- Alternate specification  
*(Attach separate sheet)*
- Additional notes  
*(Attach separate sheet)*

**4** Library Wall Shelving

Tesco Patriot Shelving - Custom stain to match Hollis & Miller stain  
36x48x12 continuous top, 1 starter and 6 adders  
Wood and metal PB shelves

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

Manufacturer:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- No bid
- Alternate specification  
*(Attach separate sheet)*
- Additional notes  
*(Attach separate sheet)*

5

Library Mobile Shelving

Russwood - Envision Series

48”H Straight Double Sided Mobile (Bay) Shelving - 19 units (two bays per unit) on casters

Laminate finish (Beige Wood laminate shelves and North Sea end pieces) and perforated metal back and Steel Handle Pulls

Model PT-2S-48-2B

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

Manufacturer:

Supplier Notes: \_\_\_\_\_

- No bid
- Alternate specification  
*(Attach separate sheet)*
- Additional notes  
*(Attach separate sheet)*

6

Library Mobile Shelving

Russwood - Envision Series

48”H Curved Double Sided Mobile (Radius) Shelving - 12 units (two bays per unit) on casters

Laminate finish (Beige Wood laminate shelves and North Sea end pieces) with perforated metal back and Steel Handle Pulls

Model PT-DF-RS-48

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

Manufacturer:

Supplier Notes: \_\_\_\_\_

- No bid
- Alternate specification  
*(Attach separate sheet)*
- Additional notes  
*(Attach separate sheet)*

7

Library Mobile Shelving

Tesco - Versa Shelving

48"H Exposed Caster Non-Radiused Double Sided Starter/Adder with Optional Handles - 19 units. (Beige Wood laminate shelves and North Sea end pieces) with perforated steel back

Model 7RADVLM724824

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

Manufacturer:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- No bid
- Alternate specification  
*(Attach separate sheet)*
- Additional notes  
*(Attach separate sheet)*

8

Library Mobile Shelving

Tesco - Versa Shelving

48"H Exposed Caster Radiused Double Sided Starter/Adder with Optional Handles - 12 units. (Beige Wood laminate shelves and North Sea end pieces) with perforated steel back

Model 7505VLM364824

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

Manufacturer:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- No bid
- Alternate specification  
*(Attach separate sheet)*
- Additional notes  
*(Attach separate sheet)*

