

**Jefferson Co. R-VII School District  
1250 Dooling Hollow Road  
Festus, MO 63028**

**Subject: Request for Proposal (RFP) for Replacement of  
Two-Compartment Dishwasher**

**Installation Location:**

Telegraph Intermediate School  
1265 Dooling Hollow Road  
Festus, MO 63028

**Post Date: September 6, 2023**

**Bid Due Date: Friday, September 29, 2023, at 12:00 noon (CST)**

**Contact:** Steven Walters, Director of Maintenance

**Email:** walterss@jr7.k12.mo.us

**Phone:** (314) 800-3778

**I. Overview**

The selected vendor(s) will guarantee that the costs' quotes are itemized and all inclusive. The vendor shall agree that if reduced rates for selected services become available during the life of the contract, new rates may be negotiated.

The District reserves the right to reject any and all proposals and to make any and all purchases to the best interest and advantage of the District; however, price will be the greatest determining factor in vendor selection.

From the time of receipt of this Request for Proposal (RFP) until the announcement of contract award(s), vendors are strongly cautioned to limit communications with the District to those identified as the district contacts. Any attempt to circumvent the bidding process by contacting other personnel at the district or the schools directly may result in the disqualification of the vendor. Additionally, all personal relationships between potential vendors and the district contact must be disclosed.

Any questions concerning this proposal should be addressed by email or phone to the contact listed above.

In the event that the Jefferson R-VII School District experiences unforeseen budget restraints, the Jefferson R-VII School District reserves the right to renegotiate costs with the selected vendors. This may include canceling services and/or scaling back on services and/or equipment.

**The preferred method of communication with the district contact is by email. Bids must be mailed or delivered in a sealed envelope marked "Telegraph Dishwasher RFP," to the District Central Office no later than 12:00 noon (CST) Friday, September 29, 2023.**

## **II. Eligible Location**

The following location is eligible to receive services that are included in this RFP:

**Telegraph Intermediate School  
1265 Dooling Hollow Road  
Festus, MO 63028**

All vendors are asked to schedule visits to this location with Mr. Steven Walters at (314) 800-3778. All written contacts should be made to [walterss@jr7.k12.mo.us](mailto:walterss@jr7.k12.mo.us).

## **III. Guidelines**

Vendors making proposals under this RFP shall be prepared to provide all equipment, materials, labor, and services, not specifically mentioned or shown, which may be necessary to complete or perfect all parts of any installation contract awarded. They shall insure that they are in compliance with Federal, State and local requirements. All vendors who present a proposal must meet the following guidelines:

- a. All bids and awards related to this RFP are subject to Jefferson R-VII School District receiving approval for funding.
- b. Written contracts including a detailed scope of work and project schedule will be required.
- c. Dependent upon funding, contracts shall be awarded to persons or entities submitting the best overall proposals as determined by Jefferson R-VII School District. Factors to be considered in awarding the contracts are determined with pricing/cost being the most weighted determining factor.
- d. For further information or clarification of details, please email the contact listed above.
- e. Jefferson R-VII School District reserves the right to cancel any requests for service or function listed.

## **IV. Deadlines**

**Post Date: September 6, 2023**

**RFP Deadline: Friday, September 29, 2023**

**Submission of bid due no later than 12:00 noon CST),  
ALL BIDS MAILED IN MUST SAY "TELEGRAPH DISHWASHER RFP" ON SEALED ENVELOPE**

## **DEADLINE FOR COMPLETION OF PROJECT:**

**The work must be completed within two weeks of installation date. Liquidated Damages of \$75 per day will be assessed against the contractor.**

## **V. Requested Services**

The vendor providing the removal and disposal of current dishwasher and replacement/installation of new dishwasher must bid this as a prevailing wage job. Prevailing wage laws as set will govern all wages paid under this contract forth and by the Division of Labor Standards, Department of Labor, State of Missouri. It is the intent of the school district

that these laws are strictly observed. All contractors performing work on the project will be required to sign and notarize an Affidavit of Compliance with Prevailing Wage Laws.

#### **VI. Minimum Insurance Requirements:**

Contractor shall procure and maintain throughout the term of the work insurance coverages not less than the following:

##### **General Liability:**

|                                 |                               |
|---------------------------------|-------------------------------|
| General Liability               | \$ 2,000,000 (aggregate)      |
| Products & Completed Operation  | \$ 1,000,000 (per occurrence) |
| Personal and Advertising Injury | \$ 1,000,000 (per occurrence) |

##### **Automobile Liability:**

|   |                               |
|---|-------------------------------|
| For all owned, hired or scheduled autos | \$ 1,000,000 (per occurrence) |
|---|-------------------------------|

##### **Excess Liability:**

|               |              |
|---------------|--------------|
| Umbrella form | \$ 1,000,000 |
|---------------|--------------|

##### **Workers Compensation:**

Statutory Missouri State Workers Compensation

##### **Certificate of Insurance:**

Contractor will supply to the District a Certificate of Insurance showing their firm to be following the above-required minimum limits prior to arrival on the job site.

##### **Submittals:**

The following material shall be submitted by the successful bidder:

- a. Certificate of Insurance
- b. A1A Form G702-703 schedule of values with all material suppliers listed for products in access of \$250.00.
- c. Shop drawing for the proposed system.
- d. Product literature for the proposed materials.
- e. MSDS sheets for the proposed materials.
- f. Copy of the guarantee that pertains to the completed project.
- g. Letter from the manufacturer stating Contractor is approved by the manufacturer to install the specified dishwashing system.
- h. Completed Bid Talley Sheet (attached to this RFP).

##### **Scope of Job:**

Removal and disposal of old dishwasher, installation of new two-compartment dishwasher, which includes hook up of all stainless ductwork, reconfiguration of all stainless counter tops to be hooked back up to new dishwasher, as well as all plumbing and electrical to be reconnected, along with any other components to complete dishwasher install. As stated, site visits must be coordinated with Mr. Steven Walters at (314) 800-3778.

**Steven Walters, Director of Maintenance**  
**Jefferson R-VII School District**

## Bid Talley Sheet

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City / State / Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_

## Bid information

|  |                 |
|--|-----------------|
| Removal of Current Dishwasher          | \$ _____        |
| Disposal of Current Dishwasher         | \$ _____        |
| Cost of Replacement Dishwasher         | \$ _____        |
| Installation of Replacement Dishwasher | \$ _____        |
| <b>TOTAL BID</b>                       | <b>\$ _____</b> |