

# RAYMORE-PECULIAR SCHOOL DISTRICT R-II

The Raymore-Peculiar School District is seeking bids for Graduation Production Needs

Please Send Questions to  
Dr. Bryan Pettengill  
bryan.pettengill@raypec.org  
(816) 892-1313

## **BID SUBMITTAL AND OPENING:**

The owner will receive **SEALED** unit pricing until the bid time and date at the location given below. Bidders must mail to the below address, or hand-deliver. Please indicate **Bid Name/Title on the outside envelope**. **NO LATE BIDS WILL BE ACCEPTED**. Bids will be read aloud at the advertised time. The District reserves the right to reject any or all bids and waive informalities and minor irregularities in bids received, and accept any or all portions of a bid that are 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, interests will be best served by such a bid. Raymore-Peculiar School District shall be the sole judge in determining successful bidder(s) regarding quality, price, and performance. **An insurance form must be provided to the owner with the bid.**

The owner will consider bids prepared in compliance with the Instructions to bidders issued by the owner and delivered as follows:

Proposals shall be made out in the exact form as described under Content and Organization of Proposal of enclosed Invitation to Proposal, on proposer's letterhead and shall be signed by an officer of the company or corporation. Proposals are to be plainly marked in the lower left-hand corner with the name of the proposal, opening date, and time.

Anti-Discrimination Against Israel Act

This Company is not currently and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel; or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

**Bid Opening Date: Thursday, September 7, 2023**

**Bid Time: 2:00 P.M., local time**

### **Bid Location:**

RPSD Administrative Services Center, 21005 South School Road  
Peculiar, MO 64078, (P.O. Box 789)

## 1. INTRODUCTION / SUMMARY

Raymore-Peculiar School District (Ray-Pec) values the safety of its students, staff, and guests. They are requesting proposals for Graduation Production. A copy of this RFP can be found at: <https://www.raypec.k12.mo.us/page/procurement-bidding-rfps>

## 2. TIMELINE

RFP public issue: August 29, 2023

Contractor RFP submittal: September 7, 2023, at 2:00 PM Local Time

## 3. GENERAL INFORMATION

The Raymore-Peculiar School District is seeking bids for graduation production needs. Please include any information your organization feels will set you apart.

The following are the items needed to fulfill our graduation production:

Item	Description
Staging Service	APEX 3224 hydraulic stage/roof package, buildout a 12x12 area stage left and right, with a 4x32 walkway across the front. 3 Stair units, and handrails on all upstage surfaces or approved alternatives.
Sound Service	JBL VTX system flown from left and right of the main stage for coverage of the entire stadium. Mixing console, monitors, and mic package to accommodate performances by choir, soloist, and speaking. The audio feed is also to press box with the video feed or approved alternative.
Video Service	16x9 foot outdoor video wall with two camera packages, switching and editing trailer, and signal terminated in the "press box" for streaming or approved alternative.
Lighting Service	Nitro 510's to provide "shadow killing" light on stage area as needed or approved alternative.
Tech Staff	No less than 4 techs for set up, event management, and tear down.
Production	Generator, cable ramps, and all cable as needed.
Package	Package complete, with labor, transportation, and all gear as described.

#### 4. INVOICING AND PAYMENTS

Invoice(s) shall be prepared and submitted to the Raymore-Peculiar School District, PO Box 789, Peculiar, MO 64078, Attn: Operations and shall contain the following information; contact number, item number, description of services, unit prices with a grand total at the bottom.

#### 5. SET-UP TIME

Set up time will be Tuesday-Thursday before Graduation on the evening of Friday, May 17, 2024.

#### 6. INSURANCE

At all times while providing services under this Contract, Contractor shall maintain in force at Contractor's expense for General Liability. Contractor shall provide general liability insurance coverage to sufficiently cover events adverse to the objectives of this Contract. Contractor shall maintain general liability insurance coverage of at least \$1,000,000 for each claimant and \$3,000,000 for each incident, or occurrence.

Certificate of Insurance. Upon District request, Contractor shall furnish to District a current certificate of insurance for each of the above coverages within 48 hours of District request. Each certificate must state the relevant deductible or retention level. For general liability coverage, the certificate must state that the District, its agents, officers, and employees are additional insureds with respect to Contractor's services provided under this Contract. The certificate must specify an additional insured endorsement, and the Contractor shall attach a copy of the endorsement to the certificate. If requested by the District, the Contractor shall also provide complete copies of insurance policies to the District.

PROPOSAL FORM

Submitted By: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Submitted to: Raymore-Peculiar School District  
Attn: Pam Steele  
21005 South School Road  
PO Box 789  
Peculiar MO, 64078

For Project: Graduation Production Needs

Item:	Quote:
Staging Service	\$
Sound Service	\$
Video Service	\$
Lighting Service	\$
Tech Staff	\$
Production (Generator, cable ramps, and all cable as needed)	\$
Rain Delay Fee per day	\$
Total Package if awarded all services**	\$

\*\*This total will be if awarded all components, not total of a la cart.

**FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation.

In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)