

RAYMORE-PECULIAR SCHOOL DISTRICT R-II

The Raymore-Peculiar School District is seeking bids for District-Wide Custodial Consumables.

Please Send Questions to
Scott Dobson
Scott.Dobson@raypec.org
(816) 935-1373

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 the **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. An officer of the company or corporation shall sign them. Proposals are to be plainly marked in the lower left-hand corner with the proposal's name, 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 Date: Tuesday, October 17, 2023

Bid Time: 9:00 A.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 is seeking bids for Tork Peak Serve Paper Towels, Tork Foaming Soap, and Tork Twin Mini Jumbo Bath Tissue and Can Liners. This project and pricing will include dispensers, installation labor, and all future products for three years with an option to extend years 4 & 5. NO substitutions for Tork Products, only liners will be accepted.

A copy of this RFP can be found at: <https://www.raypec.org/page/procurement-bidding-rfps>

2. TIMELINE

- RFP public issue: September 25, 2023
- Questions/Request for changes due: October 9, 2023, at 3 PM
- Bidder RFP submittal: October 17, 2023, at 9:00 A.M. Local Time
- Board Meeting & Award of Contract: October 26, 2023
- Installation Start Date: December 21, 2023

3. GENERAL INFORMATION

The Raymore-Peculiar School District is looking to partner with a high quality, driven supply vendor with excellent customer service. RPSD normally orders 2-4 times a year for all specified goods. Vendors must be able to supply all products listed below. Dispensers must be included in pricing as well as replacements/additions. Replacements normally are no more than 20 a year per type. Substitution requests will be accepted for can liners, but samples must be submitted with bid to verify quality.

4. INSTALLATION NOTES

- All installations are to be scheduled weeks in advance to ensure a smooth transition.
- Peak Serve Paper Towel dispensers are exiting and do not need to be replaced.
- All dispensers are to be mechanically fastened to the walls or partitions.
- All new dispensers are to be stocked by the installation team.
- All old dispensers will be trashed onsite by the installation team.
- All installations are to meet ADA requirements.
- All dispensers can be shipped to the districts and central receiving and taken from there to installation locations by the vendor.
- Installation team must have product experience and experience with similar size installations.

5. PRODUCT INFORMATION

- Tork Peak Serve Paper Towels-#105065
 - Tork Elevation Peak Serve Black Dispenser-#552528
 - Tork Elevation Peak Serve Mini Black Dispenser #552538
- Tork Foaming Clarity Hand Soap-#401800
- Tork Foaming Sensitive Hand Soap-#401701
- Tork Foaming Extra Mild Hand Soap-#401811
 - Tork Elevation Skincare Black Manual Dispenser-#571508
 - Wall Plate for Black Dispenser Required With All Installs-#570018

- Tork Foaming Alcohol-Free Hand Sanitizer-#401213
- Tork Foaming Alcohol Hand Sanitizer-#400217
 - Tork Elevation Skincare White Manual Dispenser #571501
 - Wall Plate For White Dispenser Required With All Installs-#570010
- Tork Advanced Soft Mini-Jumbo Bath Tissue-#11020602
- Tork Advanced Mini-Jumbo Bath Tissue 2-Ply-#12024402
 - Tork Twin Mini Jumbo Bath Tissue Dispenser-#5555290
- Can Liners- Part Number as basis of design
 - Pro-Link SuperSkins 39.5”x 53” 1.2 Mil-#BPEMB4053H
 - Pro-Link TuffSkins 30”x 37” .63 Mil-#BSN163037

6. INVOICING AND PAYMENTS

Invoices shall be prepared and submitted to the Raymore-Peculiar School District, PO Box 789, Peculiar, MO 64078, Attn: Facilities Department, and shall contain the following information: contact number, item number, description of services, unit prices, and extended total.

7. CHANGE ORDERS

All changes that do and do not affect the agreed-upon quote shall be submitted in written format. Written acceptance will be returned, including a signature. Verbal agreements are not considered binding.

8. ON-SITE DETAILS

- Warehouse address for all inbound freight is:
 - 11900 East 211th St Peculiar MO, 64078
 - Receiving Hours are 7am-3pm Monday through Friday.
 - One commercial loading dock available.
- Onsite installation hours are between 7:00 am & 5:30 pm Monday through Friday.
- Special install hours can be discussed with the district ahead of installation.

9. SITE HOUSEKEEPING

- All old dispensers are to be trashed on site, and all products gathered in one central location in each building for district pick-up.
- Ray-Pec will provide an onsite trash dumpster (8 yds); the bidder is responsible for cleaning up all onsite work areas.
- Ray-Pec is not responsible for any material or parts stored onsite.
- Bidder to supply all ladders and lifts needed to complete work.

10. AGREEMENT

This agreement shall cover November 1, 2023, through June 30, 2026. If the contractor is successfully meeting the District’s performance expectations, the District may extend this term by mutual agreement for future pricing for one (1) additional year up to a total of two (2) additional years.

11. TERMINATION

Raymore-Peculiar School District reserves the right to terminate the agreement without notice for just cause, which may include but is not limited to some of the following: unauthorized staff of the contractor (sex offenders, convicted felons, etc.); weapons on school property; inappropriate behavior with students or staff, use of alcohol, tobacco or drugs on school property, use of subcontractors or 1099 employees without disclosure to RPSD, use of illegal alien employees, the lapse of insurance coverage,

failure to complete work as specified, poor quality of work, damage to school district property, cost increases not disclosed at the time of bid, etc.

12. INSURANCE

At all times while providing services under this Contract, Contractor shall maintain in force at Contractor's expense the following insurance coverage(s), as applicable:

- a. Workers' Compensation. As required by Chapter 287 of the Revised Statutes of Missouri, subject employers shall provide workers' compensation coverage in accordance with this law. Contractors shall submit a certificate of insurance to the District showing proof of coverage.
- b. Professional Liability/Errors & Omissions (E&O). If the Contractor is providing services that require a state license (including, but not limited to, accounting, architectural, auditing, legal, and medical), then the Contractor shall maintain professional liability/E&O insurance coverage of at least 3,000,000 for each claimant, and at least \$3,000,000 coverage for each incident or occurrence.
- c. General Liability. The contractor shall provide general liability insurance coverage to sufficiently cover events adverse to the objectives of this Contract. The 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.

13. DISPENSER COUNTS

| School/Building | Paper Towel | Toilet Paper | Soap Dispenser | Hand Sanitizer |
|------------------------------------|--------------------|---------------------|-----------------------|-----------------------|
| ASC | 10 | 9 | 10 | 11 |
| High School | 100 | 79 | 104 | 35 |
| HS Athletics Facilities | 21 | 33 | 22 | 22 |
| South Middle School | 75 | 37 | 68 | 28 |
| East Middle School | 71 | 51 | 77 | 30 |
| East Athletics Facilities | 3 | 8 | 4 | 0 |
| Academy | 48 | 34 | 45 | 21 |
| Shull Early Learning Center | 23 | 28 | 28 | 10 |
| Peculiar Elementary | 52 | 24 | 52 | 16 |
| Bridle RidgeElementary | 67 | 39 | 66 | 28 |
| Raymore Elementary | 59 | 35 | 58 | 16 |
| Eagle Glen Elementary | 56 | 39 | 56 | 26 |
| StonegateElementary | 53 | 29 | 55 | 15 |
| Timber Creek Elementary | 46 | 28 | 48 | 15 |
| Creekmoor Elementary | 56 | 39 | 55 | 19 |
| LEAD Center | 21 | 11 | 21 | 0 |
| NGC | 46 | 39 | 46 | 0 |

PROPOSAL FORM

Submitted By: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Date: _____

Signature: _____

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

For Project: Custodial Consumables 2023-2026

Copy of Insurance Included: Y/N

Statement of Qualifications Included: Y/N

Submitting Can Liner Substitution: Y/N

\$ _____
(Tork Peak Serve Paper Towels #105065, Cost Per Case)

\$ _____
(Tork Foaming Clarity Hand Soap #401800, Cost Per Case)

\$ _____
(Tork Foaming Sensitive Hand Soap #401701, Cost Per Case)

\$ _____
(Tork Foaming Extra Mild Hand Soap #401811, Cost Per Case)

\$ _____
(Tork Foaming Alcohol Free Hand Sanitizer #401213, Cost Per Case)

\$ _____

(Tork Foaming Alcohol Hand Sanitizer #400217, Cost Per Case)

\$ _____

(Tork Advanced Soft Mini-Jumbo Bath Tissue #11020602, Cost Per Case)

\$ _____

(Tork Advanced Mini-Jumbo Bath Tissue 2-Ply #12024402, Cost Per Case)

\$ _____

(Pro-Link SuperSkins 39.5"x 53" 1.2 Mil BPEMB4053H, Cost Per Case)

\$ _____

(Pro-Link TuffSkins 30"x 37" .63 Mil BSN163037, Cost Per Case)

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

List Misc. Charges (i.e. additional fees consumables, rental for tools, rental for equipment, etc.)

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder shall submit with their bid the data requested in the following information. This data must be included in and made a part of each bid document and be contained in a sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the contractor's bid.

Name of Bidder: _____

Business Address: _____

When Organized: _____

Date Incorporated: _____

Number of years engaged in conducting business under present firm name: _____

If you have operated a business under a different name, please give name and location.

Have you ever failed to complete any work awarded to your company? If so, where and why?

Have you ever defaulted on a contract? If so, where and why?

List any school district, government entity, or tax-based organizations you work for currently or have worked for in the past three (3) years. Please include the name of the organization, point of contact, and contact information.

Name, address, and telephone number of at least three references who are familiar with the job performance of your company on similar size jobs:

Reference 1: _____

Reference 2: _____

Reference 3: _____