

REQUEST FOR PROPOSAL

Excelsior Springs School District

300 W. Broadway

Excelsior Springs, MO 64024

Early Childhood Center Playground

Detailed Proposal Information is Available on District Website:

www.essd40.com

Bid Closing Date: March 16, 2018

Bid Closing Time: 5:00pm

Excelsior Springs School District reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

REQUEST FOR PROPOSAL - Early Childhood Center Playground

The Excelsior Springs School District is seeking proposals from qualified providers (PROVIDER) to renovate an existing Early Childhood Center playground beginning June 1, 2018 for the 2017-2018 school year.

Proposals will be received by the Director of the Excelsior Springs Educational Foundation at the District Office located at 300 W. Broadway, Excelsior Springs, MO 64024 BY FRIDAY, MARCH 16, 2018 AT 5:00PM.

Proposals will be evaluated by a selection committee of the DISTRICT at that time. A copy of the initial selection criteria is included in this RFP. Once the evaluation process is complete, the information will be available to all who responded.

Said proposals must conform to the specifications and instructions.

The DISTRICT reserves the right to reject any and all proposals and to waive informalities or irregularities in any proposal.

Proposals must be returned on the form(s) provided, with "Early Childhood Center Playground" clearly on the label. A proposal must consist of all pages of the proposal form, required attachments, the signature page of the proposal, signed by an authorized representative of the PROVIDER. Non-conformance with these instructions may be grounds for rejection of proposal.

Faxed or e-mailed proposals will be accepted. Late proposals will not be considered.

Courtney Cole
ES Educational Foundation
Excelsior Springs School District
300 W. Broadway
Excelsior Springs, MO 64024
ccole@ga.essd40.com
(816) 630-9200 x1110
(816) 630-9203 fax

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PURPOSE

Excelsior Springs School District is seeking a qualified PROVIDER to renovate an Early Childhood Center playground that will include, but not be limited to:

The Early Childhood Center playground project will allow for additional recreational equipment to be installed for the preschool students into the existing playground space at the center.

1. Installation of playground equipment
2. Installation of wood fiber safety surfacing compliant with depth requirements
3. Play equipment structure
4. Swings - 2 unit steel arch swing and add-a-bay
5. Swing seats
6. Swing seats chain
7. Swing therapy seat
8. Wood fiber safety surfacing
9. Sensory spinner structure
10. Border timbers
11. Shipping costs

RFP SCHEDULE

| | |
|-------------------|---|
| February 26, 2018 | RFP specifications available for distribution |
| March 16, 2018 | RFP due by 5:00 PM CST |
| March 28, 2018 | Committee meeting to review proposals |
| April 9, 2018 | Recommend PROVIDER to Board of Education for approval - letter of intent issued |
| May 1, 2018 | Begin construction |

INTERVIEWS

The District may choose to schedule interviews with selected PROVIDERS after review of the submitted proposals. Interviews will be scheduled between March 19 and April 2, 2018.

GENERAL TERMS AND CONDITIONS

1. If there are variances or conflicts between the General Terms and Conditions and the Special Conditions outlined in the solicitation, the Special Conditions shall prevail.
2. The PROVIDER must respond to this RFP by submitting all data required herein in order for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of the proposal from further consideration for award.
3. PROVIDERS are required to state what they intend to furnish the DISTRICT in response to this solicitation and must indicate in writing any variances to the terms, conditions, and specifications of this proposal.
4. The DISTRICT shall issue a written addendum to this RFP if substantial changes are made which impact the submission of proposals. All addendums must be signed by a duly authorized employee of the DISTRICT. A copy of the addendum will be e-mailed to each PROVIDER receiving the solicitation and posted on the DISTRICT website. In the event of conflict between the original RFP and an addenda, the addenda shall control. Subsequent addenda shall govern over prior addenda.
5. The PROVIDER is advised that the ONLY official position of the DISTRICT is that position which is stated in writing and issued by the Deputy Superintendent as an RFP and any amendments or addenda thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
6. The Proposal must contain a manual signature of an authorized agent of the PROVIDER in the space provided on the Proposal form. If the PROVIDER's authorized agent fails to sign and return the Proposal form; its proposal shall be non-responsive and shall not be considered.

7. The PROVIDER, by affixing its signature to its Proposal, certifies that the proposal is made without previous understanding, agreement, or connection, either with any persons, firms or corporations offering the same items, or with the DISTRICT. The PROVIDER also certifies that its proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

8. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. An authorized agent of the PROVIDER must initial all corrections made by the PROVIDER.

9. The Proposal shall be submitted in one of the following manners by the due date:

- a. sealed in an envelope with "Early Childhood Center Playground" clearly marked on the front of the envelope. Excelsior Springs School District assumes no responsibility for the delivery of mail via U.S. Post Office or other means.
- b. faxed to (816) 630-9203 with the title "Early Childhood Center Playground" clearly marked on a cover page and directed to Courtney Cole, Director of Excelsior Springs Educational Foundation.
- c. emailed to Courtney Cole at ccole@ga.essd40.com with "Early Childhood Center Playground" clearly stated in the subject line.

10. Late proposals received after the date and time set forth in the RFP will not be considered.

11. Modifications to a proposal may only be made by written notice on company letterhead and must be received prior to the time and date set for the deadline. Each modification must be submitted using one of the three options listed for submission as with the original RFP. The modification must contain a manual signature of an authorized agent of the PROVIDER.

12. If more than one modification is submitted, the modification bearing the latest date of receipt by the DISTRICT will be considered valid.

13. Proposals may be withdrawn prior to the time and date set for the deadline. Any such request must be made in writing on company letterhead and signed by the authorized agent of the PROVIDER.

14. The DISTRICT reserves the right, before making an award, to investigate whether the qualifications or services offered by the PROVIDER meet the requirements set forth in the RFP. The DISTRICT reserves the right to waive any defects and informalities in any proposal, to reject any and all proposals, take any or all proposals under advisement, or to accept any proposal as may be deemed in the best interest of the DISTRICT.

15. The DISTRICT reserves the right to consider historic information and fact, whether gained from PROVIDER'S submission in response to the RFP, question and answer conference, references, or any other source, in the evaluation process of this RFP.

16. PROVIDERS shall not include federal, state or local excise or sales taxes in their proposal prices, as the DISTRICT is exempt from payment of such taxes.

17. PROVIDERS shall maintain insurance to protect self and the DISTRICT from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from operations, whether such operations be by itself or by any sub-PROVIDER or anyone directly employed by either of them.

SPECIAL CONDITIONS

Intent

The intent of this Request for Proposal is to acquire Early Childhood Center Playground Equipment for the DISTRICT.

Award of Service

Services will be awarded to the PROVIDER, judged by the DISTRICT, submitting the best overall proposal in accordance with the specifications and all required documents. The DISTRICT reserves the right to reject any and all proposals based upon its sole discretion. Any non-responsive proposals will not be considered for award.

Negotiations

The DISTRICT may or may not conduct negotiations of technical aspects of the proposals and/or prices after reviewing all proposals submitted. These negotiations will only be with the PROVIDER whom the DISTRICT is considering for award of services. Post-proposal negotiations may be conducted jointly with representatives of the DISTRICT and PROVIDER's representatives. The PROVIDER's representative shall be qualified and empowered with the authority for answering and giving administrative and technical/price clarifications relative to the proposal.

Insurance

PROVIDER shall, at its expense, procure and keep in force liability and property damage liability insurance protecting DISTRICT, its board, officers, employees and agents, and PROVIDER, its employees and agents.

Reports

The PROVIDER shall make and furnish such reports as may be required or requested by the DISTRICT or by the Missouri Department of Elementary and Secondary Education.

Attachments to this RFP

A – Evaluation Criteria to be used by the Selection Committee at Excelsior Springs School District

B – PROVIDER Proposal Form (the Proposal Form can also be provided in a Microsoft Word document to facilitate ease of completion)

ATTACHMENTS

Attachment A: Evaluation Criteria

| General Criteria | Unacceptable | Less than ideal | Ideal | Exceeds Ideal |
|------------------------|--------------|-----------------|-------|---------------|
| | | | | |
| Includes all requests | | | | |
| Within grant budget | | | | |
| Made in USA | | | | |
| Environ. Friendly | | | | |
| Installation Timeframe | | | | |
| Local business | | | | |
| | | | | |

Attachment B - Provider Proposal Form

**Provider Proposal Form
Excelsior Springs School District**

| | |
|--|--|
| Full Business Name: | |
| Primary Contact Person: | |
| Email of Primary Contact Person: | |
| Mailing Address (street, city, state, zip code): | |
| Physical Address (street, city, state, zip code): | |
| Phone: | |
| Fax: | |

FINAL ATTACHMENTS NEEDED

BID SPECIFICATIONS SHOULD INCLUDE:

1. **Affidavit of Compliance with Prevailing Wage Law.** Per Section K of the DNR Federal Financial Assistance Agreements Terms and Conditions, construction contracts in excess of \$2,000 must comply with the Davis-Bacon Act, as amended, with respect to wage rates. At the completion of the construction work, the contractor must sign an affidavit indicating compliance with the act.
2. **Certification of Non-Segregated Facilities**
3. **Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying**
4. **Equal Opportunity Compliance** - Notice of Requirements for Affirmative Action and an Equal Opportunity Clause as outlined in 41 CFR 60-4, Public Contracts and Property Management. Written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction estimate or bid in excess of \$10,000, to ensure compliance with the Equal Opportunity provisions outlined above.
5. **2010 ADA Standards for Accessible Design** - layout designed to meet 2010 Standards published 15-Sept-2010, by the Department of Justice when installed over a properly maintained surfacing material that is in compliance with ASTM F1951 "Accessibility of Surface Systems Under and Around Playground Equipment" as well as ASTM F1292, "Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment", appropriate for the fall height of the structure.

Proof of Insurance

PROVIDER shall, at its expense, procure and keep in force liability and property damage liability insurance protecting DISTRICT, its board, officers, employees and agents, and PROVIDER, its employees and agents.

Submitting Proposal

The proposal form shall be submitted in one of the following manners by 5:00PM on March 16, 2018:

a. Sealed in an envelope with “Early Childhood Center Playground” clearly marked on the front of the envelope and mailed to:

Courtney Cole
ES Educational Foundation Director
300 W. Broadway
Excelsior Springs, MO 64024

b. Faxed to (816)630-9203 with the title “Early Childhood Center Playground” clearly marked on a cover page and directed to Courtney Cole, ES Educational Foundation.

c. emailed to Courtney Cole at ccole@ga.essd40.com with “Early Childhood Center Playground” clearly stated in the subject line.

SIGNATURE OF AUTHORIZED AGENT OF PROVIDER

The PROVIDER, by affixing its signature to its proposal, certifies that the proposal is made without previous understanding, agreement, or connection, either with any persons, firms or corporations offering the same items, or with the DISTRICT. The PROVIDER also certifies that its proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Name of Authorized Agent: _____

Title of Authorized Agent: _____

Date: _____

PROVIDER Name: _____

PROVIDER Address: _____

Signature of Authorized Agent:
