



Platte County R-3 School District
Classroom Furniture
Siegrist Elementary / Barry Elementary
Platte City Middle School

Bid Submittal

February 7, 2025

Platte County R3 School District
998 Platte Falls Road
Platte City, MO 64079
816-858-5420

NOTICE TO BIDDERS

The Platte County R-3 School District, PCR-3, wishes to obtain bids for new classroom furniture at three different District locations.

Platte City Middle School - 900 Pirate Drive / Platte City, MO 64079

- Ten classrooms

Siegrist Elementary - 1701 Branch Street / Platte City, MO 64079

- Eight classrooms

Barry Elementary - 2001 87th Terrace / Kansas City, MO 64154

- Two classrooms

The District will receive **sealed proposals** from Bidders **until Friday March 7 at 12:00 pm**, at the location given below, at which time, the bids received will be opened and read aloud. The District reserves the right to reject any or all bids and to waive informalities or irregularities in bids if deemed to be in the best interest of the District.

Each sealed bid shall contain:

- Acknowledgement of Terms of Proposal
- Statement of Bidder's Qualifications
- Affidavit Affirming Company
- Deviations and Exceptions
- Project Scope
 - Including quote for each building including delivery and installation based on specifications and quantities provided by the District

If bidders wish to schedule a pre-bid walk please contact Dr. Devin Doll at doll.devin@pcr3schools.org by February 21.

Bids shall be in sealed envelopes labeled:

**Platte County R-3 School District
Classroom Furniture PCMS/Siegrist/Barry Elementary
Attention: Dr. Devin Doll, Executive Director of Operations
998 Platte Falls Road
Platte City, MO 64079**

Bids received after the time and date above specified shall be returned, unopened, to the Bidder.

1. All questions regarding this RFP shall be submitted to:

Dr. Devin Doll, Executive Director of Operations

Platte County School District

doll.devin@pcr3schools.org

All questions regarding the RFP or bid documents must be submitted by **February 26**

by 3:00 pm. No other questions will be answered after this date and time.

2. 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.
3. 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.
4. Changes to the specifications will not be allowed except by written addendum issued by the District through this RFP process and will be posted on our district website. Oral explanations or instructions given prior to award will not be binding.
5. Respondents shall quote net costs of all goods and services requested and all quotes shall include all delivery and installation.
6. Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
7. 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.
8. To be considered, a firm must have at least three (3) proven clients of similar size to our district.

Timeline:

- Bid Issued February 7, 2025
- Pre-bid walk please contact Dr. Devin Doll at doll.devin@prc3schools.org by February 21
- Request for written communication: Submitted by February 26 at 3:00 pm
- Bid Due Date: March 7 at 12:00 pm
- Openings of Bids: March 7 at 12:00 pm (District Education Center)
- Bid Awarded: Week of March 10, 2025
- Board Approval: March 20, 2025
- Requested Delivery Date: Between July 14th-25th

Regulatory Requirements: All Contractors and Subcontractors shall conform to the State of Missouri, Division of Labor Standards, Annual Wage Order No. 28, Section 083 Platte County, in accordance with Section 290.262 CUM. Supp. RSMo (1994). All Contractors and Subcontractors shall conform to the Missouri Prevailing Wage Law Sections 290.550 to

290.580 Public Works during Excessive Unemployment.

Prevailing Wage Required Only if Total Bid is Over \$75,000.

Late Proposals: All responses must be printed and signed. The bidder assumes the risk of any delay in the mail. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having the bid deposited on time at the place specified.

Returned Proposals: All proposals received after the due date will be unopened and made available to the respective contractor for pick-up, at its sole cost and expense.

Signed Proposal: Each Proposal must be an original and hard copy, and signed by an authorized member of the Contractor's firm. Each Proposal must be submitted on the forms attached to this RFP.

Opening of proposals: At a specified location and due date as stated above all submitted proposals will be publicly opened and read aloud at 1:00 pm. All interested parties may attend the proposal opening. No final decisions will be rendered at the proposal opening.

Email Clarifications: The District intends to communicate with contractors via email (example: clarifications and addendums). Except for the delivery of the proposal itself.

Additional Clarification Request: Prospective contractors may request that the district clarify information contained in this RFP. All such requests must be made in writing via email. The District will respond to all questions by February 26.

All questions and answers will be posted on the school district's website. It is each Contractor's responsibility to check the school district's website prior to the RFP Due Date to ensure that it has received all of the information, including, but not limited to, all additions to this RFP.

Restrictions On Communication: From the issue date of this RFP until a Contractor is selected and the selection announced, a prospective Contractor shall not communicate about the subject of this RFP or any Contractor's Proposal with the District, its Board of Education, or any individual member, administrators, faculty, staff, students, employees, or its Construction Manager, if any, except for additional Requests for Clarification in accordance with the paragraph above, or as otherwise required by applicable law.

RFP/Proposal Information Controlling: The District intends that all Contractors shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a Contractor shall be effective unless confirmed by written communication contained in an addendum to this RFP, a Request for Clarification or other written response thereto, or in the Proposal.

Reservation of Award: The contract will be awarded to the responsible bidder whose proposal is within the competitive range and determined to be the most advantageous to the District. Price, experience, references and other factors are considered. The District reserves the right to make awards within forty-five (45) days after the date of the bid opening during which period bids

may not be withdrawn.

The Board of Education or its designee reserves the right to reject any or all bids, in part or in total, for any reason whatsoever. Late bids will not be opened.

Collusive Bidding: The Contractor certifies that its Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same work and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

Drug and Alcohol Free Property: All property owned by the District is smoke free. The use of tobacco products, alcohol, illegal drugs, vapes, and profanity is prohibited on school property.

Relations With Other Contractors: The Contractor shall cooperate with all other contractors who may be performing work on behalf of the District, and workers who may be employed by the School District, on any work in the vicinity of the work to be performed under this agreement, and the Contractor shall so conduct its operations as to interfere with the least possible extent with the work of such contractors or workers.

Protection of Public and Private Property: The Contractor shall assume full responsibility for the protection of all public and private property, structures, sewers, and utilities, both above and below ground, along, beneath, above, across or near the site or sites of the work being performed under this agreement, or which are in any manner affected by the scope of work or transportation of workers or materials.

Compliance With O.S.H.A. Regulations:

The Contractor shall comply with all regulations of the Operational Safety and Health Administration (OSHA) and hold the School District and its representatives harmless from all actions resulting from the Contractor's failure to comply with said regulations, orders, and citations.

References: Bidders shall be a reputable, recognized organization with at least five years' successful experience on work of this type. References of three (3) accounts now being serviced, for which comparable work has been performed, must be furnished.

Contractor Liaison: Bidder shall identify one person, acceptable to the Owner, who shall act as liaison with the Owner. This individual should have the authority to make decisions on behalf of the Contractor.

Pre Commencement Work Meeting: The bidder is required to work with district personnel for the selection and design of the outdoor furniture to be installed.

Insurance:

- Satisfactory Workers Compensation insurance and liabilities and property damage insurance must be maintained and paid for the Contractor at all times work is performed.
- Commercial General Liability Insurance is required as follows: on an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$2,000,000 aggregate,

and \$5,000 of Medical Payments.

- Commercial Auto Liability: with limit of liability no less than \$1,000,000 per accident for Bodily Injury and Property Damage combined.
- Workers Compensation including Employer's Liability Coverage: with a limit of liability no less than \$100,000/\$500,000/\$100,000 in accordance with all applicable Missouri laws.
- Additional Insured Status on a Primary & Non-Contributory Basis. A Waiver of Subrogation where allowed by law.

Insurance documents will need to be submitted once a bid is awarded.

Contractual Information

The work required includes all labor, material, equipment, and services necessary for the proper delivery and installation of classroom furniture.

The contractor shall take every precaution necessary to protect district property, student property, students, staff, and visitors from harm.

The Contractor shall provide an adequate number of qualified, experienced personnel capable of performing the required work within the time frames set forth in the Owner's schedule. All employees of the contractor performing work shall be skilled in their respective trades.

Payments:

Payments shall be made to the Contractor after delivery and installation of classroom furniture.

Termination:

The District reserves the right to terminate the agreement without notice for just cause which may include but not limited to the following: unauthorized staff of contractor (sex offenders, convicted felons, etc.); weapons on school property; use of subcontractors or 1099 employees; use of illegal alien employees; lapse of insurance coverage; failure to complete work as specified; poor quality of work, damage to school district property.

Scope of Work:

Platte City Middle School - 900 Pirate Drive / Platte City, MO 64079 (10 Classrooms)		
Type of Furniture	Description	Quantity
Student Desk	UNE-T Plymouth Desk Student desk with laminate top and durable steel T-Leg Foot Type : Glides Accessories : Backpack Hook Standard Laminate - Handspun Slate Edgeband - Armor Edge (AE) *Black Legs Smooth Silver Size and Specifications	140

Classroom Furniture / Siegrist/Barry/PCMS RFP 2025

	D: 20" W: 27" Height with Glides: 20.25" - 32.25"	
Student Chair	Inspiration Value Chair Student Chair with molded plastic shell and chrome legs Foot Type : Glides Chrome Frame Shells: Graphite Height : 18"	140
Student Table	UNE-T 2-Student Table Student table with adjustable Une-T legs with casters Accessories : Backpack Hook Standard Laminate - Handspun Slate Edgeband - Armor Edge (AE) *Black Legs Smooth Silver Size and Specifications D: 24" x W: 60" H: 20.25"-32.5" with Glides, 22.36"-34.46" with Casters	40
Cafe Stool	Inspiration Cafe Stool Student cafe height chair with molded plastic shell and chrome legs Chrome Frame Shells: Graphite Size and Specifications 24" Seat Height - For 36" High Surfaces D: 19.5" x W: 22.5" Seat Height: 24"	80
Log Ottoman	Log Ottoman Versatile foam ottoman that students can stand up, lay down like a log, or flip over and rock on Foot Type: Nylon Glides Base Material: Milano Stitch - Journey Seat Material: Silvertex Neo - Meteor Sizes and Specifications: 18" Seat Height D: 17" x W: 15" x H: 18"	80
Table	ELO 42" Round HPL Table - Lotz Edge - ELS Legs Junior Adjustable Height Legs 21.25" x 34.25" Standard Laminate - Handspun Slate Edgeband - Armor Edge (AE) *Black	10

Classroom Furniture / Siegrist/Barry/PCMS RFP 2025

	Legs Smooth Silver 42" Diameter	
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Siegrist Elementary - 1701 Branch Street / Platte City, MO 64079 (8 Total Classrooms)		
Type of Furniture	Description	Quantity
Student Desk	NE-T Plymouth Desk Student Desk with laminate top and durable steel T-Leg Foot Type : Glides Accessories : Backpack HookWire Bookbox Standard Laminate - Handspun Pearl Edgeband - Armor Edge (AE) *Slate Grey Legs Textured Black Size and Specifications D: 20" W: 27" Height with Glides: 20.25" - 32.25"	192
Student Chair	Groove Stack Chair-Chrome Frame Chrome Frame Shells: Black Height : 14"	192

Barry Elementary 2001 NW 87th Terrace Kansas City, MO 64154 (2 Classrooms)		
Type of Furniture	Description	Quantity
Student Desk	NE-T Plymouth Desk Student Desk with laminate top and durable steel T-Leg Foot Type : Glides Accessories : Backpack HookWire Bookbox Standard Laminate - Handspun Pearl Edgeband - Armor Edge (AE) *Slate Grey Legs Textured Black Size and Specifications D: 20" W: 27" Height with Glides: 20.25" - 32.25"	48
Student Chair	Groove Stack Chair-Chrome Frame Chrome Frame Shells: Black Height : 14"	48

Project Scope of Services:

- Vendor is to provide a quote for each building for the specified furniture
- Selection/Specification Phase:
 - Work with the district to select final products for all spaces based on furniture specifications.
- Installation
 - Coordinate dates with the District and other contractors involved in work at each building.
 - Provide schedule of install to the District
 - Oversee installation of products
 - Provide punch list inspection and follow-up after installation is complete
 - Coordinate punchlist corrections
 - Provide owner with O&M manuals and information for warranties

Proposal/Bid Instructions

The District will receive **sealed proposals** from Bidders **until March 7 at 12:00 pm.**

Provide the following:

- ☐ **Acknowledgement of Terms of Proposal** *(Attached)*
- ☐ **Statement of Bidder's Qualifications** *(Attached)*
 - Firm profile / history
 - References (Provide three total including school districts with specifics given to outdoor furniture projects.)
 - Proposed main point of contact and those who will be involved in the which phases with district involvement
- ☐ **Affidavit of Work** *(Attached)*
- ☐ **Project Quote/Proposal** *(Bidder provided)*
 - **Include in the proposal:**
 - Quote for each school to receive furniture that includes delivery and installation based on specifications provided by the District
 - ***Do not include sales tax in the Bid. A tax-exempt number and certificate will be furnished to the selected vendor.***

ACKNOWLEDGEMENT OF TERMS OF PROPOSAL

I have read and understand requirements of this proposal and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc.

Signature

Company Name

Printed Name

Address

Telephone Number (including area code)

City, State, and Zip

Email Address

Fax Number

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder for the work included in the specifications and bid documents 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 the 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 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:

Platte County R3 School District

998 Platte Falls Road

Platte City, MO 64079

As a condition for the award of any service contract or grant in excess of five thousand dollars (\$5,000) by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, a business entity shall submit the following affidavit.

This affidavit affirms that _____ (*Company Name*) is enrolled in, and is currently participating in, E-Verify or any other equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA); and

_____ (*Company Name*) does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

Name (please print) of registered agent, legal representative or corporate officer

Title

Signature of registered agent, legal representative or corporate officer

Notary Acknowledgement

State of _____

County of _____

Subscribed and sworn to before me this ____ day of _____, 20 ____.

(Seal)

Signature of Notary

My commission expires _____



Platte County

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ADDENDUM/RFP QUESTIONS

To: Potential Vendors
From: Dr. Devin Doll – Executive Director of Operations
Subject: Addendum / Questions Furniture Siegrist/Barry/PCMS RFP
Date: February 26, 2025

Please find questions that were posed by vendors seeking additional information regarding the RFP for Barry Elementary, Siegrist Elementary, and Platte City Middle School furniture.

- **Is Platte County SD accepting alternates for this bid?**
 - No, we completed a phase one furniture refresh for Siegrist Elementary, Barry Elementary, and Platte City Middle School last year where we selected a specific type of furniture. We want to specifically match the furniture that was purchased last year for the designated areas for this coming fiscal year (2025). Fiscal year 2026 we will then move forward with phase three of furniture refresh for these same schools.
- **The specified Log Ottoman is not available with the foot type "nylon glides."**
 - The District will accept the zippered foot type.
- **Will PCSD be accepting alternate laminates for the desks and tables?**
 - Laminates were specified in the scope of work and the District is requesting that it matches as follows:
 - Standard Laminate - Handspun Slate (PCMS Furniture)
 - Standard Laminate - Handspun Pearl (Barry Elementary and Siegrist Elementary)
- **Will PCSD be accepting alternate leg finishes for the chairs?**
 - No, please refer to what was specified in the scope of work
- **Addendum to desk at Siegrist and Barry Elementaries:**
 - District requests UNE-T Plymouth Desks
- **Please confirm the requested backpack hook finish. It is available in textured black or smooth silver.**
 - District requests textured black
- **It is acceptable for the wire basket can be "Smooth Silver" finish.**
- **There is no need for ADA desks to be priced for this RFP. If the District needs these then they will be purchased at a later date.**
- **Will the bid be awarded by line item or as a whole to one furniture dealer?**
 - The District would prefer to award to one furniture dealer, but if it is in the best interest of the District to award to multiple dealers they will do so.