



## **Platte County R-3 School District**

Outdoor Furniture  
Platte Purchase Middle School  
and  
Platte County High School

Bid Submittal

September 29, 2023

**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 outdoor furniture at two District locations.**

**Platte County High School - 1501 Branch Street Platte City, MO 64079**

- **Two areas:**
  - **North patio area**
  - **Front entrance bus loop**

**Platte Purchase Middle School - 9400 N Platte Purchase Drive Kansas City, MO 64154**

- **Four areas:**
  - **South bus entrance**
  - **Front entrance**
  - **Library patio**
  - **Art/PLTW/Cafeteria outdoor area**

The District will receive **sealed proposals** from Bidders **until Monday, October 16 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
- Supplier Information

Bidders are encouraged to attend a pre-bid meeting Thursday, October 5 to review the sites:

Platte Purchase Middle School  
9400 N Platte Purchase Drive  
Kansas City, MO 64154  
October 5th at 12:00 pm

We will then travel to:

Platte County High School  
1501 Branch Street  
Platte City, MO 64079  
October 5 at 1:00 pm

Bids shall be in sealed envelopes labeled:

**Platte County R-3 School District  
Outdoor Furniture PCHS & PPMS  
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  
[dolld@platteco.k12.mo.us](mailto:dolld@platteco.k12.mo.us).

All questions regarding the RFP or bid documents must be submitted by **October 9 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 transportation to destination 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: September 29, 2023
- Pre-Bid Meeting: Schedule for October 5, 2023 at 12:00 pm (Platte Purchase Middle School and 1:00 pm (Platte County High School)
- Request for written communication: Submitted by October 9, 2023 at 3:00 pm
- Bid Due Date: October 16, 2023 at 12:00 pm
- Openings of Bids: October 16, 2023 at 12:00 pm (District Education Center)
- Potential Interviews: October 19, 2023
- Bid Awarded: Week of October 23, 2023
- Provide final costs to owner no later than November 10, 2023
- Board Approval: November 16, 2023

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 12:00 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 attempt to provide a written response to all written Requests For Clarification within 24 hours after the receipt of such request. The District will not respond to any Request for Clarification received after 3 pm on October 9, 2023. Requests for Clarification and inquiries must be made via e-mail.

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 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 completion of the project.

**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:**

The District wishes to obtain bids for outdoor furniture at two district locations.

Platte County High School - 1501 Branch Street Platte City, MO 64079

- Two areas:
  - North patio area
  - Front entrance bus loop

Platte Purchase Middle School - 9400 N Platte Purchase Drive Kansas City, MO 64154

- Four areas:
  - South bus entrance
  - Front entrance
  - Library patio
  - Art/PLTW/Cafeteria outdoor area

**Project Scope of Services:**

- The vendor will provide FF&E services for product selection, procurement, and installation.
- The current budget for the project is \$250,000.
- Vendor is to provide a full proposal and install furniture for all spaces based on the recommendation of type of furniture by the district.
- Selection/Specification Phase:
  - Work with the district to select final products for all spaces based on initial proposal/budget
  - Vendor to include at a minimum one user group meeting for final selection phase prior to ordering products
  - Provide final recommendation with costs to owner no later than November 10, 2023
- Procurement Process:
  - Order and coordinate all furniture with vendors
  - Provide confirmation of all product is ordered by December 31, 2023
- Furniture Delivery and Installation
  - Coordinate dates with the District
  - Provide schedule of install to the District
  - Oversee installation of products
  - Provide punchlist inspection and follow-up after installation is complete
  - Coordinate punchlist corrections
  - Provide owner with O&M manuals and information for warranties
  - Assist owner with any Warranty issues for minimum of 1-year post installation



## Proposal/Bid Instructions

The District will receive **sealed proposals** from Bidders **until Monday, October 16 at 12:00 pm.**

- **Provide the following firm qualification.**
  - Firm profile / history
  - Relevant FF&E experience (Outdoor furniture scope)
  - Experience with design, procurement, installation of FF&E for education specific projects.
  - References (Provide three total including school districts with specifics given to outdoor furniture projects.)
  - Proposed team members - Include main point of contact and those who will be involved in the which phases with district involvement
  
- **Provide proposed conceptual plan for furniture within the following spaces:**
  - Conceptual design to include proposed layout/floorplan and list of proposed products and cut sheets with total pricing for the project staying within the \$250,000 budget.
  - Platte County High School - Two areas:
    - North patio area
      - Minimum of 5 group sitting areas (PCR-3 athletic specific colors)
    - Front entrance bus loop
      - Mix of benches and group sitting areas
  - Platte Purchase Middle School - Four areas:
    - South bus entrance
      - Two benches (To be placed along the east and south walls)
    - Front entrance
      - One bench (To be placed along the east wall)
      - Group sitting area (To be placed under the awning and front patio area)
    - Library patio
      - Mix of outdoor lounge seating and student workstation
    - Art/PLTW/Cafeteria outdoor area
      - Mix of student workstations and outdoor cafeteria seating

### Reference Attachments:

- [Platte Purchase Middle School Outdoor Area Dimensions](#)
- [Platte County High School Outdoor Area Dimensions](#)
- [Outdoor Furniture Map](#)

### Owner and Contract Information:

- Owner reserves the right to select the most qualified firm based on proposals alone and/or request follow-up interviews. If any requested information is not provided, proposal may be disqualified.
- Upon selection, final contract will be negotiated between vendor and district.
- **Do not include sales tax in the Bid.** A tax-exempt number and certificate will be furnished to the contractor.

**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.

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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:

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Reference 2:

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Reference 3:

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**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 \_\_\_\_\_