

**Request for Proposal**

**For**

**Fencing Repairs/Replacement**

**At:**

**Raytown Central Middle School**

**10601 E. 59<sup>th</sup> Street  
Raytown, MO 64133**

**Raytown Middle School**

**4900 Pittman Road  
Kansas City, MO 64133**

**Raytown District Warehouse**

**5210 Blue Ridge Blvd.  
Raytown, MO 64133**

**Raytown South High School**

**8211 Sterling  
Raytown, MO 64138**

**Raytown South Middle School**

**8401 E. 83<sup>rd</sup> Street  
Raytown, MO 64138**

**Raytown Quality Schools**

**Raytown, Missouri**

**June 1, 2018**

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**Information:**

Raytown Quality Schools is seeking bids to install/replace/repair fencing at the following locations:

**Raytown Central Middle School**

10601 E. 59<sup>th</sup> Street  
Raytown, MO 64133

**Raytown Middle School**

4900 Pittman Road  
Kansas City, MO 64133

**Raytown District Warehouse**

5210 Blue Ridge Blvd.  
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Raytown, MO 64138

**Raytown South Middle School**

8401 E. 83<sup>rd</sup> Street  
Raytown, MO 64138

All submitted proposals should be labeled "RAYTOWN FENCING REPLACEMENT 2018" on the outside of the envelope containing your company name and will be considered the property of Raytown Quality Schools. The request for proposal does not commit the District to any specific course of action.

**School District:**

Raytown C-2 School District  
6608 Raytown Road  
Raytown, Missouri 64133

**District Contact:**

James Morrill/Josh Hustad  
Raytown Quality Schools  
5911 Blue Ridge Blvd.  
Raytown, MO 64133  
816-268-7160  
816-737-1809 (FAX)

[james.morrill@raytownschools.org](mailto:james.morrill@raytownschools.org)

[josh.hustad@raytownschools.org](mailto:josh.hustad@raytownschools.org)

**Submit Sealed Proposal:**

June 8, 2018 at 8:30 a.m.

James Morrill

Raytown Quality Schools

5911 Blue Ridge Blvd.

Raytown, MO 64133

816-268-7160

**A formal opening will take place at this time. Attendance is NOT required.**

**PRE BID MEETING** – A pre-bid meeting will take place on June 1, 2018 at 8:30 a.m. Attendance is not required, but recommended. Bid documents will be provided at this time.

**Overview:**

The Raytown C-2 School District is requesting a proposal and a statement of qualifications from qualified licensed companies to:

- Remove and dispose of existing fencing at all locations,
- Install new fencing and gates according to specifications,

The proposal should be all inclusive of prevailing wage labor, materials, disposal of all materials, transportation, equipment, and accessories required to perform the work.

**Proposal Due Date and Time:**

In order to be considered, 2 sealed copies of the proposal must be received by the Director of Facility Operations at the address stated below by personal delivery or by U.S. Mail by the following date and time:

June 1, 2018 – 8:30 a.m.

**District Terms:**

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District and will become property of the District.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Any bid that is withdrawn will sacrifice their Bid Bond and/or Cashiers Check for the full amount of the Bid Bond per requirements.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

**Payment and Retainage:**

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DFJ as outlined in administrative procedure DFF-AP1. This procedure can be found on the District website.

**District Contact:**

Interested, qualified firm and persons are invited to submit proposals to the following contact person and address:

James Morrill/Josh Hustad  
Director of Facility Operations  
Raytown Quality Schools  
5911 Blue Ridge Blvd.  
Raytown, MO 64133  
816-268-7160

**Selection Process and Minimum Requirements:**

Each company must meet the following minimum qualifications (company may use sub-contractors to fulfill any obligations within its contract, but the sub-contractors must be approved by the district).

Firm shall conform to the requirements listed in this request.

The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.

The firm shall have responsibility for any damage incurred during transit.

The selected firm shall not increase pricing after submitting their bid.

**Notice that the contractor must follow all provisions of the prevailing wage law and pay at least the prevailing wage law and pay at least the prevailing hourly rate of wages, as set out in the wage order, to all workers performing work under the contract. Contractors who do not comply with the law will forfeit a penalty to the district of \$100 per calendar day (or portion of a day) for each worker who is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor. Contractors and subcontractors will be required to complete an affidavit of compliance prior to final payment.**

**All contractor employees must have had a successful background check performed. The Contractor is to supply the school district with a list of these employees. If the contractor hires an employee during the project or after they have been rewarded the contract they are to give the school district an updated list of employees once the new employee(s) have successfully passed a background check.**

**All Contractors and subcontractors must provide on-site workers a ten-hour program in construction safety and health approved by the Occupational Safety and Health Administration (OSHA) or a similar program approved by the Missouri Department of Labor**

**and Industrial Relations (DOLIR) that is at least as stringent as OSHA program or have documentation that the workers have previously completed the required program. Bid specifications will also include notice that failure to comply with the law will result in a penalty in the amount of \$2500 plus \$100 per employee for each calendar day the employee is employed without the required training.**

Notice that all bidders for contracts that may exceed \$5000 must provide a sworn affidavit and supporting documentation that affirms the bidder's participation in a federal work authorization program as well as an affidavit that the bidder does not knowingly employ any person who is an unauthorized alien who will be working on the project bid. A contractor is only required to provide the affidavits to the district on an annual basis.

**Notice that "transient employers" as defined in 285.230.RSMo., must file a financial assurance instrument with the director of revenue and provide proof of compliance to the district before work begins, or otherwise provide financial security to the district as required by law. Once work begins, a transient employer must position a prominent and easily accessible place at the worksite a clearly legible copy of:**

- The notice of registration for employer withholding issued to the transient employer by the director of revenue.**

- Proof coverage for workers compensation insurance or self-insurance signed by the transient employer and verified by the Department of Revenue through the records of the Division of Workers Compensation.**

- The notice of registration for unemployment security.**

**Bid Specifications will also state that any transient employer failing to comply with these requirements will be liable for penalty of \$500 per day of until the notice required by this section are posted as required by statute. Contractors utilizing transient employers as subcontractors are required to ensure that the subcontractors are complying with state statute.**

**Contractors and subcontractors are required to report to the district the date and amount of any wage subsidy, bid supplement or rebate for employment on a public works project received within 30 calendar days of receipt of payment, as required by state law. Such subsidies, supplements or rebates are prohibited if they reduce the wage rate below the prevailing wage rate. Contractors and subcontractors who do not comply will owe the district a penalty as required by law.**

When applicable due to excessive unemployment in the state, notice that contractors may only utilize Missouri laborers and laborers from nonrestrictive states, unless such laborers are not available or are incapable of performing the work involved, as certified by the contractor.

Nonrestrictive states are those states that have not passed laws restricting Missouri laborers from working on public projects in their states.

Firm must be licensed with the necessary legal entities such as the State of Missouri and the City of Raytown to perform the above mentioned services.

Firm must acquire all necessary authorizations from the City and State to perform the work noted above.

This includes:

Business license from the City of Raytown

Firm must perform the work within the legal guidelines and building codes for the City of Raytown and/or Kansas City and the State of Missouri.

This includes:

Missouri DNR rules and regulations

Firm must have experience in this this type of facility construction within the last 5 years similar in nature to the scope of services requested herein.

Firm must provide 7 total references.

**Required Proposal Format and Content:**

Two bound copies should be submitted on 8 1/2" by 11" paper, single sided, with consecutive page numbers.

The proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

Bid/Proposal/Quote Cover Sheet

Letter of Interest

Profile and Experience

Project Budget

Litigation History

References

Bid Bond of 5%



**Section 1: Bid/Proposal/Quote Cover Sheet**

Fill out completely the Bid Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the bid/proposal/quote that has been prepared for consideration.

**Section 2: Letter of Interest**

The proposal should be introduced with a letter of interest that includes a synopsis of the company's services and highlight the capacity to perform the work. The letter should be signed by the individual with contract signature authority for the company.

**Section 3: Profile and Experience**

Outline company history, scope of services offered, size of the firm, and location. Give additional detail that the company feels may elaborate on profile and experience. List out in a matrix format experience.

**Section 4: Project Budget**

Submit fully burdened hourly rates using the following format of all proposed personnel by title and/or by name of proposed staff. Wages should be submitted separately for each property mentioned above.

This project is subject to the Prevailing Wage Law as set forth by the State of Missouri.

Name	Title	Hourly Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submit the company's table of reimbursable expenses, unit cost basis or otherwise, if applicable. The Raytown School District will not accept an administrative markup on reimbursable expenses.

Submit the company's total project budget to perform the scope of work.

Pricing for products and services to be purchased should be submitted in the following format and separate for each property listed above.

Quantity	Item #	Description	Last Price	Discount %	Item Cost	Total

**Section 5: Litigation History**

List all litigation in the last five years, filed against the firm or firm's employees. State the beginning and end date, each lawsuit, case, or proceeding and the judgment or resolution or anticipated judgment or resolution.

**Section 6: References**

Two financial references must be provided from either financial institutions or suppliers using the format below.

Reference	Contact Name	Phone Number
1.		
2.		

Five project references must be provided of which three must be schools where you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last five years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. Use the format below.

Reference Organization	Contact Name	Phone Number	Project Completion Date
1.			
2.			
3.			
4.			
5.			

**Section 7: Bid Bond of 5% and 100% Performance Bond.**

Included in the proposal must be a certified cashier's check or a bid bond in the amount of five (5%) percent of the lump sum proposal amount.

**Requests for Information:**

Any questions about the Request for Proposal process must be received in writing by

**12:00 p.m., June 4, 2018**

**Scope of Services:**

Services will include but not necessarily be limited to the below services.

**Central Middle School**

- Install approximately 84 feet new fence
  - 4 ft. tall, 9 ga. galvanized, double-knuckle, fencing fabric
  - 6 – sch 40 posts
  - 6 – 2" line post
  - 84 ft – 1 5/8" cs-20 top rail
  - 84 ft – 7 ga. bottom wire

**Raytown Middle School**

- Remove and haul off approximately 135 feet of old fence fabric, posts, and concrete rubble
- Install approximately 13 feet new fence
  - 3.5 ft. tall, 9 ga. galvanized, double-knuckle, fencing fabric
  - 1 – 2" line posts
  - 13 ft. – 1 5/8" cs-20 top rail
  - 13 ft. – 7 ga. bottom wire
- Install approximately 122 feet new fence
  - 4 ft. tall, 9 ga. galvanized fencing fabric
  - 15 – 2" line posts
  - 122 ft – 1 5/8" cs-20 top rail
  - 122 ft. – 7 ga. bottom wire

**Raytown District Warehouse**

- Remove and haul off approximately 10 feet of old fence fabric
- Install approximately 10 feet new fence
  - 8 ft. tall, 9 ga. galvanized, double-twist, fencing fabric
  - Re-install top rail
  - Re-install bottom wire

### **Raytown South High School**

- Remove approximately 10 feet of existing fence fabric
- Install 10 foot wide access gate
  - fencing fabric to match existing – 4 ft. tall, black-coated, galvanized, double knuckle

### **Raytown South Middle School**

- Install approximately 155 ft. new fence to extend north of existing fence
  - Fabric to match – 4 ft. tall, 9 ga. galvanized, double knuckle, fencing fabric
  - 19 – 2” line posts
  - 1 – sch 40 post
  - 155 ft – 1 5/8” cs-20 top rail
  - 155 ft. – 7 ga. bottom wire
- Install approximately 172 ft. new fence to extend south of existing fence
  - Fabric to match – 4 ft. tall, 9 ga. galvanized, double knuckle, fencing fabric
  - 21 – 2” line posts
  - 1 – sch 40 post
  - 172 ft – 1 5/8” cs-20 top rail
  - 172 ft. – 7 ga. bottom wire

Each proposal for each property should be all inclusive of labor, materials, disposal of all materials, transportation, equipment, and accessories required to perform the work.

**Bid/Proposal/Quote Submitted By**

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Company Name

---

Authorized Name/Title (printed)

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Authorized Signature

---

Contact Person for the Bid/Quote/Proposal process

---

Date

---

Telephone

---

Fax

---

Email

Contractor \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Fax # \_\_\_\_\_

**2018 Fencing**

**Central Middle School**

- Install approximately 84 feet new fence per specs

**Total**      \$ \_\_\_\_\_

**Raytown Middle School**

- Remove and haul off approximately 135 feet of old fence line
- Install approximately 135 feet new fence per specs

**Total**      \$ \_\_\_\_\_

**Raytown District Warehouse**

- Remove and haul off approximately 10 feet of old fence line
- Install approximately 10 feet new fence per specs

**Total**      \$ \_\_\_\_\_

**Raytown South High School**

- Remove 10 feet of old fence fabric
- Install 10-foot gate per specs

**Total**      \$ \_\_\_\_\_

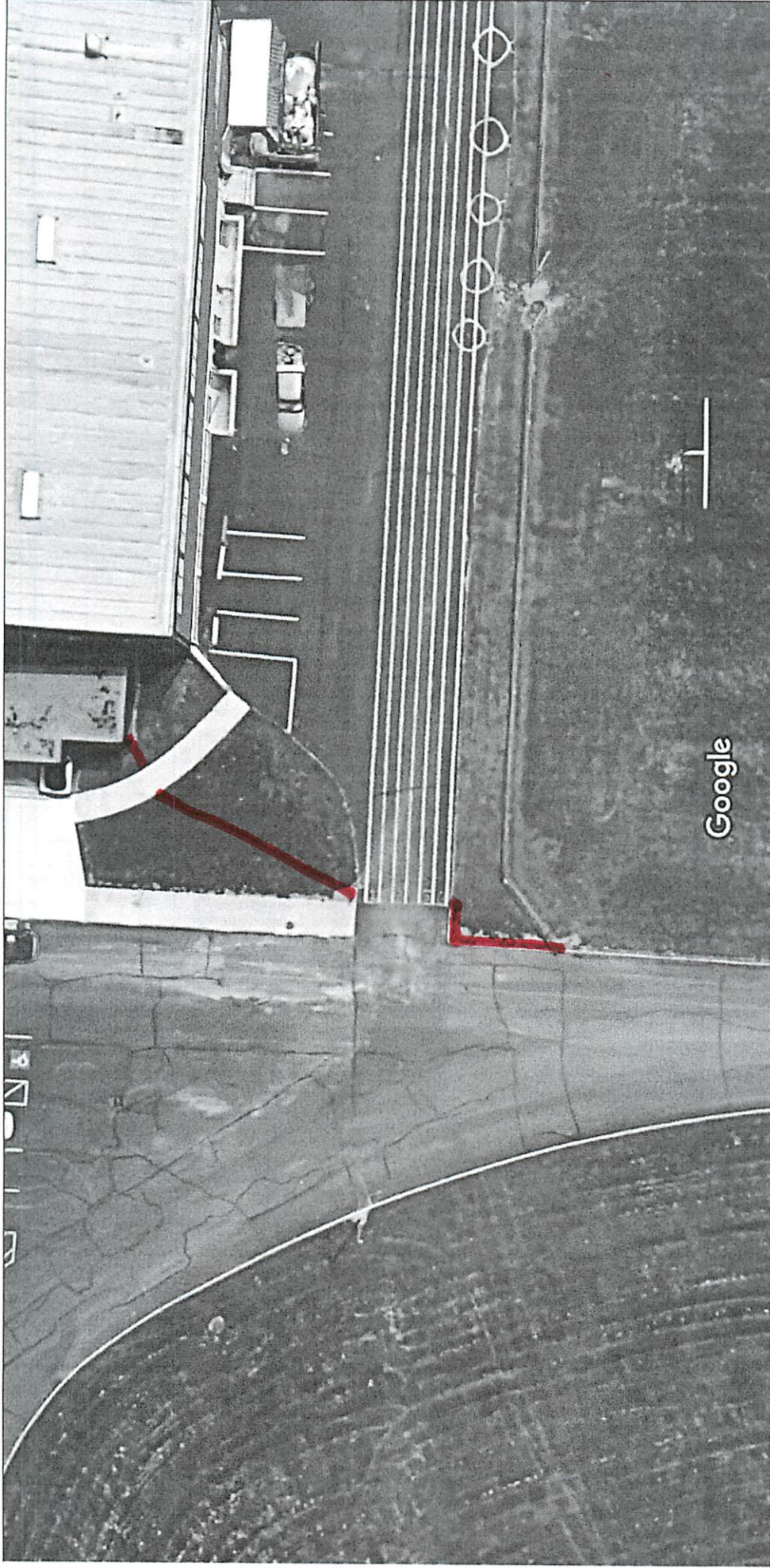
**Raytown South Middle School**

- Install approximately 327 feet of new fence per specs

**Total**      \$ \_\_\_\_\_

**Grand Total**      \$ \_\_\_\_\_

# Google Maps Raytown Central Middle School Fence work 2018



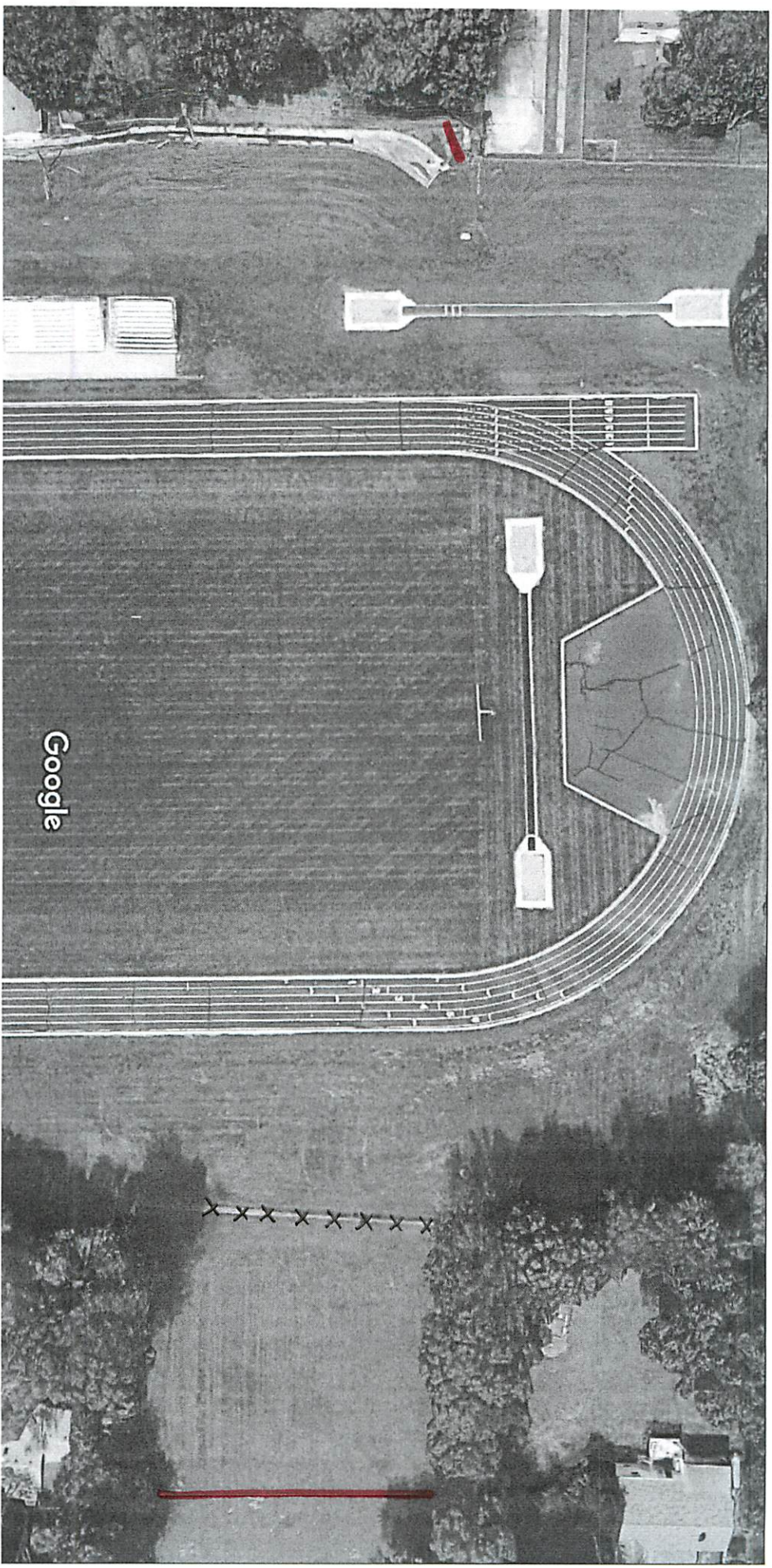
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Google Maps

Raytown Middle School Fence work 2018

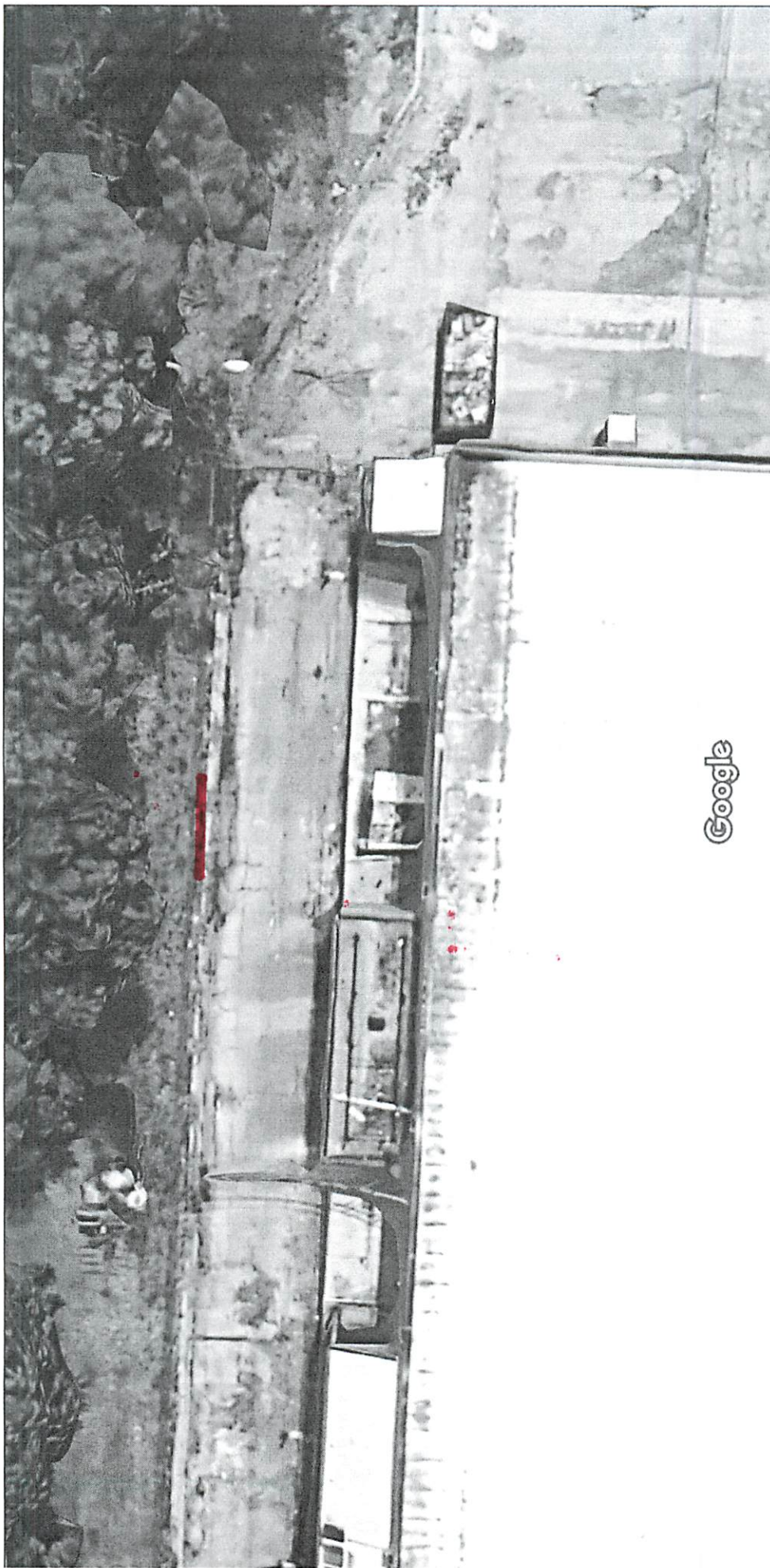


Google

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# Google Maps Raytown District Warehouse Fence work 2018

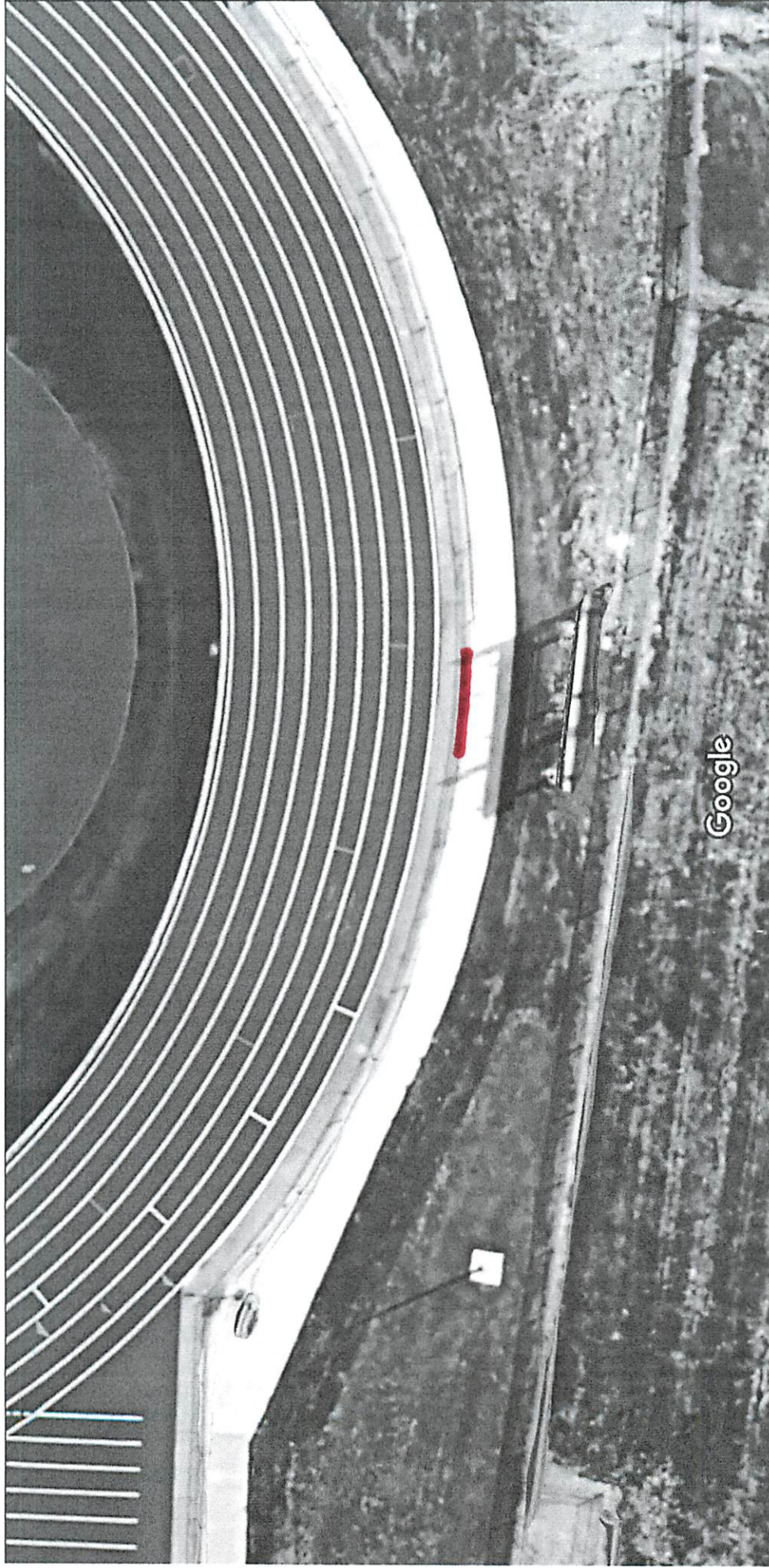


Google

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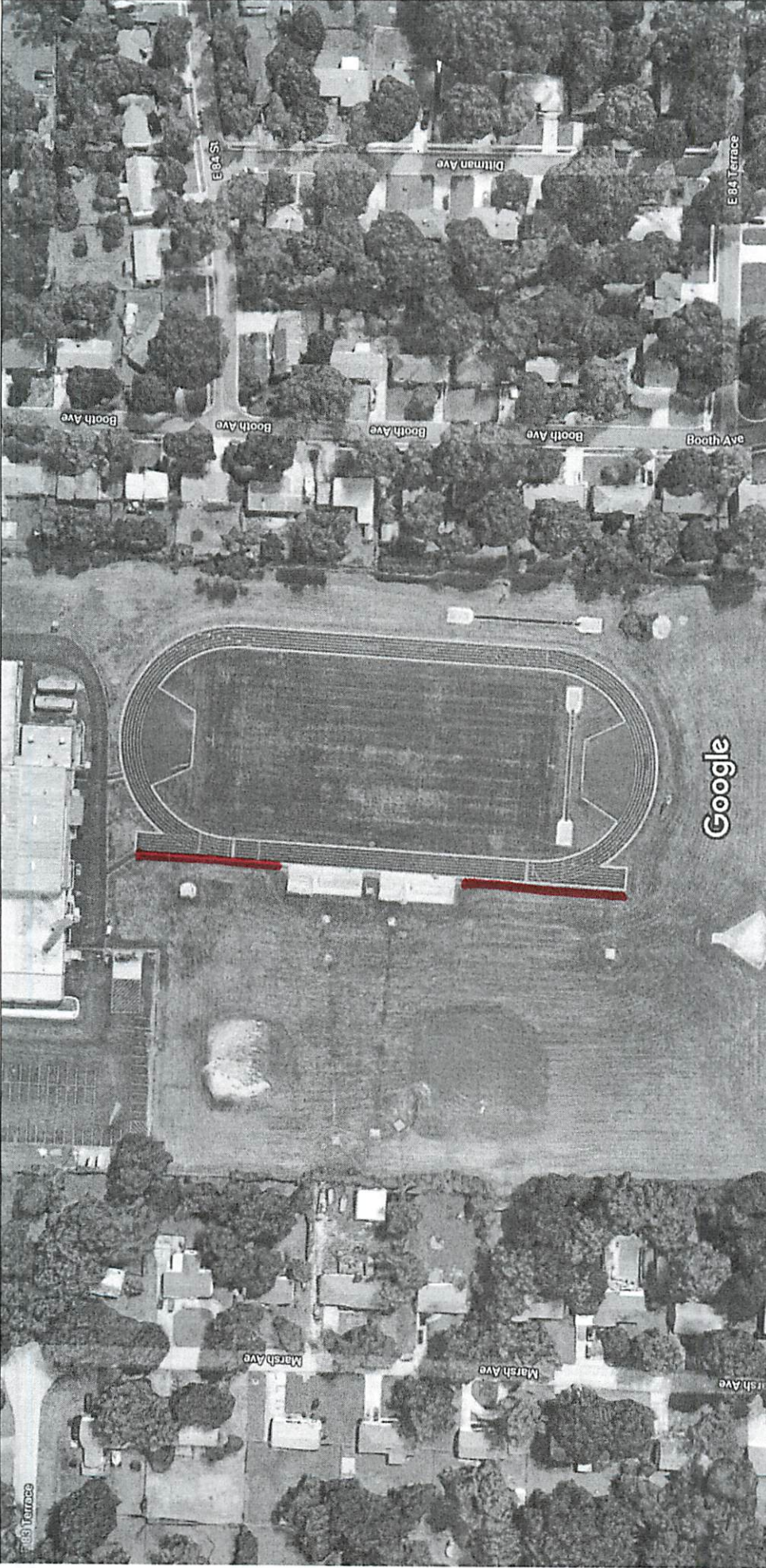
Google Maps Raytown South High School Fence work 2018



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# Google Maps Raytown South Middle School Fence work 2018



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