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June 6th, 2023

Request for Proposal 2024-002: Remove and Replace Existing Windows with Low-E Glass at Council Grove Elementary School and Council Grove Junior/Senior High School

This is a formal request for the items listed on the second page of this document.

The schedule of events is listed below. All bids must be sealed and delivered to our board clerk at the district office address by the closing date. Any bid received after regular business hours on the closing date will be deemed not valid and returned unopened. Bids received via email are not valid.

Starting date:	6/6/2023
Closing date:	6/13/2023 at 9:00
Date bids will be opened:	6/13/2023 at 10:00
Board meeting:	Grant acceptance and subcontracting to Ben Moore Studio's approved at 6/5/2023 Board Meeting.

Proposals that are incomplete in form or content will be deemed non-responsive and will not be considered. Once accepted, proposals become the property of the District. The District reserves the right to request additional information or clarification if needed, upon review of your Proposal. This Request for Proposal should not be construed as a guarantee of business or contract. The objective of this RFP is to select a vendor which, based on the content and evaluation of the proposals received, will best serve the needs of the District at this time. However, the District may also, upon review of proposals, elect not to award a contract to any respondent. If a proposal is accepted by the District, the selected vendor will be notified of the District's acceptance of their proposal. Questions regarding this RFP may be submitted by email to:

Jim Crosby
USD 417
Board Clerk
jcrosby@cgrove417.org

Notice of Non-discrimination USD #417 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Aron Dody
17 S Wood Street
Council Grove, KS 66846
(620) 767-5192

PROPOSAL REQUEST:

The following items are what I am requesting bids on:

- This project consists of removing the existing windows and installing new aluminum window systems with insulated, Low-E glass at Council Grove Elementary and Council Grover Junior/Senior High School.

INSTRUCTIONS, TERMS AND CONDITIONS:

- Type of Contract: lump sum for all window and miscellaneous construction, as required.

By signing and submitting a response to this RFP the dealer acknowledges receipt and acceptance of these Instructions, Terms and Conditions.

ACCEPTANCE OR REJECTION OF RESPONSES:

- Proposals will be evaluated by District personnel familiar with the requirements of this RFP and the needs of the District
- The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified organizations
- The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs
- The District reserves the right to request any dealer submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process
- The Dealer agrees that failure on its part to list all cost components related to the purchase will not constitute an acceptable justification to re-quote the proposal
- The Dealer acknowledges that the original proposal and costs provided stand. However, the dealer has the option of withdrawing a proposal at any time until a final contract is executed
- The District reserves the right to cancel or renegotiate the purchase any time prior to an order being submitted
- The District reserves the right to negotiate terms and scope of work with the lowest responsible bidder. If an agreement cannot be negotiated, the District reserves the right to negotiate with another bidder
- The District may, at its option, request additional information or ask for clarification from respondents, if necessary
- A final contract will be awarded to the lowest responsible bidder per KSA 72-5211

Note: Although price is of prime consideration in determining the lowest responsible bidder, it is not the sole determining factor. The determination may involve all or some of the following factors: price, previous experience and performance, conformity to specifications, delivery schedule, compatibility, other costs, other objective and accountable factors which are reasonable and any other considerations that may be deemed relevant by the District.

SUBMISSION OF PROPOSALS:

Proposals must be submitted in a sealed envelope by 9:00 AM on Tuesday, June 13th, 2023, to:

USD 417 District Office
Attention: Jim Crosby
17 Wood St
Council Grove, KS 66846

All proposals received after the bid deadline shall be returned to the Vendor unopened. Emailed proposals will not be accepted.

ASSIGNMENT PROHIBITED:

No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the School Board

DELIVERY/SHIPPING:

Any and all shipping or delivery charges must be shown on the bid. It should be assumed that all products would be delivered to our District Office address. If being delivered via Freight truck then we would need a lift gate for delivery.

NO CONTACT WITH SCHOOL BOARD MEMBERS:

Respondents may not contact any member of the USD 417 School Board (or any District employee, except as provided herein) regarding this RFP, unless specifically invited to an interview conducted by the Board.

NON-DISCRIMINATION:

Morris County USD 417 does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran status or medical condition.

HOLD HARMLESS:

The Dealer shall defend, indemnify, and hold the District, its officers, agents, volunteers, and employees harmless from any and all causes of action or claims of damages arising out of or related to the dealer's performance under this contract.

SECTION 00 11 00 – NOTICE TO BIDDERS

June 5, 2023

USD 417 Morris County
Window Projects

1.1 PROJECT SCOPE

- A. The project consists of removing the existing windows and installing new aluminum windows systems with insulated low-e glazing at the locations indicated at the Elementary School Campus and High School Campus within the USD 417 school district.

1.2 TIME AND PLACE OF BID OPENING

- 1. 10:00 am, June 13, 2023 at USD 417 Office, 17 South Wood Street, Council Grove, KS 66846

1.3 TYPE OF CONTRACT

- A. Lump sum for all window and miscellaneous construction as required.

1.4 CONTRACT DOCUMENTS

- A. Drawings and Specifications are on view at the following locations:
 - 1. USD 417 District Office, 17 South Wood Street, Council Grove, KS 66846
- B. Drawings and Specifications are available upon payment of \$75.00 for each set, plus \$30.00 postage and handling for each shipment.
- C. Compact Disc (CD) Copies of Drawings and Specifications can be purchased for a non-refundable fee of \$15 from the Architect. Ben Moore Studio, contact Ben Moore, AIA ben@benmoorestudio.com or 785-560-3111 Extension 3.

- D. Digital PDF's are available at the following:
<https://www.dropbox.com/sh/6k46kzae20ef5w3/AACN0qmL5YUdcccfcwI5yuua?dl=0>

Registration with the architect is required to receive updates for addendums.

E. BID SECURITY AND BONDS

- 1. Bid Security will be required at 5% in the form of either certified check or bid bond in accordance with the Instructions to Bidders.
- 2. Bonds will be required in accordance with the Supplementary Conditions.