

Fox C-6 School District Request for Proposal (RFP) CLYDE HAMRICK SIDING REPLACEMENT

Acknowledgement: Please acknowledge receipt and interest in this Request for Proposal (RFP) by completing the information requested below and faxing it to (636) 282-5170

Acknowledgement due date is _____

Provider Name: _____ Contact Name: _____

Address (include City, State, Zip): _____

Phone: _____ Fax: _____ Email: _____

Dates:		Fox C-6 School District Contact Information To Kevin Piel Director of Facilities 745 Jeffco Blvd Arnold, MO 63010 Phone: (636)-296-8000 Fax: (636) 282-5170 Pielk@foxc6.org
Issued	5/10/2023	
Site Walk if Needed	Appt only with Kevin Piel	
Deadline for Questions	5/31/2023	
Responses to the Questions	6/08/2023	
Proposal Due Date	6/09/2023	
Award of Contract	06/21/2023	
Board Meeting: All vendors who respond to the RFP will receive a notification letter by email within one week after the Board meeting.	6/20/2023	

Terms

- All proposals must be mailed or hand delivered in a **sealed, clearly marked** envelope with company name and proposal description and marked **SEALED PROPOSAL and Clyde Hamrick Elementary Siding replacement**
- All proposals must be signed by an authorized representative of the company.
- The District reserves the right to reject all proposals.
- Fox C-6 School District is tax exempt.
- Do not include a copy of this entire RFP document with your response. Only include this page and the associated responses.
- Budgets must be clearly subtotaled and totaled, with one "bottom line dollar amount."

- The District has the right to accept or deny any proposal considered to be incomplete during the assessment of bidders.
- All questions must be sent through email to the assigned contact person.

Deliver Sealed Proposals to:

Fox C-6 School District
Maintenance Department
745 Jeffco Blvd
Arnold, MO 63010

Contact:

Kevin Piel

(636)-296-8000
(636)-296-2315

Pielk@foxc6.org

I. Introduction

The Fox C-6 School District is seeking proposals from qualified firms to submit a bid for **Siding replacement**. This purchase is to be tax exempt and is to be paid after receipt net 90 days.

II. Background

The District is a diverse, public school district located in Jefferson County in Missouri. The District covers approximately 100 square miles, serves approximately 14,000 students and employs approximately 1,200 staff. The district has 23 school facilities, including 11 elementary schools, 4 middle schools, 2 high schools, and 1 specialty campus.

III. Scope of Service and Performance Requirements

- 1) The purpose of this Request for Proposal is to obtain proposals for siding replacement specified herein to complete a scope of work to include:
- 2) Two hardcopies of the proposal are required. Proposals will be delivered in a sealed envelope to attention of Kevin Piel, Maintenance Department as indicated above posted as attention **Siding replacement**. Responses will not be permitted in an electronic format.
- 3) Only the brand and specifications noted as following will be permitted. No items will be permitted as substitution
- 4) Bid prices should include delivery of material to **Clyde Hamrick Elementary**

5) Please provide an estimated start date

6) Bid prices shall remain in effect for 90 days following the due date of the bids.

IV. Specification of siding to be installed:

Supply and install premium grade vinyl siding,

Rebuild short wall near entrance using metal studs provided by owner

Cover studs with OSB sheathing

Trim on return of opening on short walls will be 5/4 PVC lumber

Rebuild short wall near playground using studs

Same finishes applied

Remove all existing siding & trim boards

Any hidden defect behind existing siding will be required at additional cost that is agreed

upon by Fox School District

Remove and replace downspouts and scupper boxes as needed to facilitate siding installation

Metal Coping must be removed in order to remove existing siding

Reinstall existing coping

All openings to receive metal flashings to prevent water penetration

All windows, doors, and corner lineals will be PVC lumber or Miratec composite,

Desert Sand in color

All siding to be 4/4 Clapboard Mainstreet (No vertical)

P-38 insulated Foam Board behind siding

Tyvek Wall Wrap with Tyvek Taped Seams

V. Key Dates

Activity	Date
Solicitation is publicly advertised	5/15/2023
Site Walk if Needed	Appt. only with Kevin Piel
Written questions due	5/31/2023
Responses to questions	6/08/2023
Proposal submission deadline at 2:00 PM	6/09/2023
Analysis of Proposals	6/13/2023
Anticipated approval by the District Board of Education	6/20/2023

VI. Policy and Instructions

Procurement of goods and services shall be made by the method that provides the best value for the District. This competitive solicitation **Request for Proposals (RFP)** advertised under Fox C-6 School District policies:

DJF Purchasing
DJFA Federal Programs and Projects

Individuals or entities considering whether to submit a bid or proposal are encouraged to review the entirety of these policies before submitting a bid or proposal. All can be accessed on the District's website foxc6.org in the Board Docs box and then Policies. Selected portions are restated here for emphasis.

Purchasing

The District will select the lowest or best bid. 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.

Debarred or Suspended Providers

The District will not do business with providers who have been suspended or debarred on a state or federal level unless the superintendent authorizes the transaction and provides the Board with written justification. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

Confidentiality

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

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Bid openings and the receipt of proposals will be held at the offices of:

**Fox C-6 School District
Maintenance Department
745 Jeffco Blvd
Arnold, MO 63010**

Bids and proposals are due no later than 2:00 PM on the date indicated in the RFP.

The public and all bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Proposals shall be opened at the time specified, and the public and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Instructions

1. Read the entire contents of the solicitation and respond with a complete and accurate bid or proposal (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the RFP must be included.
2. Bidders may make written inquiries concerning this solicitation to obtain clarification of the requirements. Inquiries shall be submitted no later than the time and date specified on the cover page.

Submit inquiries via email (Pielk@foxc6.org) to the contact person listed on the cover page. In the subject line of the email, type: **“Questions Siding replacement .**

3. **Submit ORIGINAL plus (1) COPY** in a sealed, plainly marked envelope.
4. Bid Proposals must be fixed and firm to the extent required.
5. Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes.
6. Employees of a selected bidder may be required to submit to a background check.

Required Forms

Bidders shall execute the following forms and return the signed original with their proposal.

Bid Certification

Bidder certifies that they have not offered any pecuniary benefit or thing of value to gain advantage or influence a decision in this matter.

Notification of Criminal History of Contractor

A person or business entity that enters into a contract with a school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony

Debarment, Suspension and Ineligibility Certification

Contractors and all sub-recipients must certify that their organization and its principal owners are not suspended or debarred by a federal agency through the sam.gov system.

W-9

Form W-9 is the IRS form used by the District to request your taxpayer identification number. You may get a blank Form W-9 to fill out if you or your business is hired to provide goods or services. Filling out a W-9 is straightforward. Just provide your name and Social Security Number, or the name and Employer Identification Number of your business. By submitting a W-9, you are certifying that the tax id number you are providing is correct and accurate.

BID CERTIFICATION

The undersigned Bidder (Contractor), by signing and executing this bid, certifies and represents to the District that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, member of the board of education, agent or employee of the District concerning this bid on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

FIRM NAME _____

PHONE _____ EMAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNED _____ TITLE _____

PRINT _____ DATE _____

FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement".

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the District upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____ Fax Number: _____

Authorized Company Official's Name: _____
(Printed)

Signature _____ of _____ Company

Official: _____

Date: _____

DEBARMENT, SUSPENSION AND INELIGIBILITY CERTIFICATION

To be provide a complete proposal a Contractor must certify that neither their organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

I, the undersigned officer or agent for the contractor named below, certify that neither this organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

VENDOR'S NAME:

Authorized Officer or Agent: _____

Printed name of company official signing above: _____

Date Signed: _____