

Fox C-6 School District Request for Proposal (RFP)  
**Replace Boilers at Seckman High School**

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  Director of Facilities Kevin Piel 314) 568-5491 pielk@foxc6.org
Issued	5/24/2024	
Deadline for Questions	5/31/2024	
Responses to the Questions	5/31/2024	
Proposal Due Date	6/7/2024.	
Award of Contract	6/18/2024	
Board Meeting: All vendors who respond to the RFP will receive a notification letter by email within one week after the Board meeting.	6/19/2024-6/26/2024	

**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 for replace SHS Boilers**
- 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  
 Central Office  
 ATT: SHS Boilers  
 Maintenance Department  
 745 Jeffco Blvd  
 Arnold, MO 63010

**Contact:**

Director of Facilities  
 Kevin Piel  
 314) 568-5491  
 pielk@foxc6.org

**I. Introduction**

The Fox C-6 School District is seeking proposals from qualified firms to submit a bid for **Replacing the boilers at Seckman High**. 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**

The purpose of this Request for Proposal is to obtain proposals for installation of the boilers at Seckman High as specified herein to complete a scope of work to include:

1. 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 **Replacing the boilers at Seckman High**. Responses will not be permitted in an electronic format.
2. Bid prices shall remain in effect for 90 days following the due date of the bids.

3. Bid prices should include delivery of material to **2800 Seckman Road** Please provide an estimated start date.
4. Bid prices shall remain in effect for 90 days following the due date of the bids. Installation will not be included in the request unless subject to voiding of warranty.

#### **IV. Specification:**

##### **Furnish FOUR FTX1000N-M13-8103 boilers**

##### **• Furnish TWO AWH0400NPM domestic water boilers**

Furnish and install FOUR FTX1000N-M13-8103 boilers to replace existing five heating boilers

- Furnish and install TWO AWH0400NPM domestic water boilers to replace two existing domestic boilers
- Furnish and install necessary materials to run new flue piping for the above six boilers out existing flue
- Furnish and install necessary materials to run existing kitchen water heater and hanging heater out wall or out existing flue if enough room is available – Included in price is core drilling of wall to get flue out if necessary
- Furnish and install any necessary emergency stop buttons to meet code
- Customer – to supply controls company to program and setup boilers
- Disconnect to existing gas piping, water piping, electric, and controls
- Start-up of equipment and one-year material and labor warranty.

#### **BASE BID:**

#### **Alternate Pricing:**

1. Provide alternate pricing should the work need to be completed after hours (while the building isn't occupied with students)

**V. Key Dates**

<b>Activity</b>	<b>Date</b>
Solicitation is publicly advertised	5/24/2024
Written questions due	5/31/2024
Responses to questions	5/31/2024
Proposal submission deadline at 2:00 PM	6/7/2024
Analysis of Proposals	6/18/2024
Anticipated approval by the District Board of Education	6/19/2024- 6/26/2024

**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](http://foxc6.org) in the BoardDocs 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.

## **VI. Policy and Instructions (concluded)**

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](mailto:pielk@foxc6.org)) to the contact person listed on the cover page. In the subject line of the email, type: **“Questions, Boiler Replacement ”**.

3. **Submit ORIGINAL plus (1) COPY** in a sealed, plainly marked **“Boiler Replacement “**
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 BY \_\_\_\_\_

TITLE OF PERSON SIGNING \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

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 the 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: \_\_\_\_\_