

# RAYMORE-PECULIAR SCHOOL DISTRICT R-II

The Raymore-Peculiar School District is seeking bids for District-Wide Elevator Inspections and Services

Please Send Questions to  
Scott Dobson  
[Scott.Dobson@raypec.org](mailto:Scott.Dobson@raypec.org)  
(816) 935-1373

## **BID SUBMITTAL AND OPENING:**

The owner will receive **SEALED** unit pricing until the bid time and date at the location given below. Bidders must mail to the below address, or hand-deliver. Please indicate **Bid Name/Title on the outside envelope**. **NO LATE BIDS WILL BE ACCEPTED**. Bids will be read aloud at the advertised time. The District reserves the right to reject any or all bids and waive informalities and minor irregularities in bids received, and accept any or all portions of a bid that are deemed to be in the best interest of the District. The Invitation to Bid implies no obligation on the part of the District, and the District's silence does not imply any acceptance or rejection of any bid or quotation offer. The District reserves the right to select a bid with higher prices than the lowest of all prices received if, in the opinion of the District, interests will be best served by such a bid. Raymore-Peculiar School District shall be the sole judge in determining successful bidder(s) regarding quality, price, and performance. **An insurance form must be provided to the owner with the bid.**

The owner will consider bids prepared in compliance with the Instructions to bidders issued by the owner and delivered as follows:

Proposals shall be made out in the exact form as described under Content and Organization of Proposal of enclosed Invitation to Proposal, on proposer's letterhead and shall be signed by an officer of the company or corporation. Proposals are to be plainly marked in the lower left-hand corner with the name of the proposal, opening date, and time.

Anti-Discrimination Against Israel Act

This Company is not currently and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel; or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

**Bid Date: Tuesday, March 16, 2023**

**Bid Time: 12:15 P.M., local time**

### **Bid Location:**

RPSD Administrative Services Center, 21005 South School Road  
Peculiar, MO 64078, (P.O. Box 789)

## 1. INTRODUCTION / SUMMARY

Raymore-Peculiar School District (Ray-Pec) values the safety of its students, staff, and guests. They are requesting proposals for District-Wide Elevator Inspections, Maintenance and Repairs. A copy of this RFP can be found at:

<https://www.raypec.k12.mo.us/page/procurement-bidding-rfps>

## 2. TIMELINE

RFP public issue: March 2, 2023

Questions/Request for changes due: March 9, 2023, at 3 PM

Contractor RFP submittal: March 16, 2023, at 12:15 PM Local Time

Board Meeting & Award of Project: March 28, 2023

## 3. GENERAL INFORMATION

The Raymore-Peculiar School District is seeking bids for annual inspections, quarterly preventive maintenance services, and repair services on all district elevators to ensure all elevators continue functioning and comply with all applicable laws and safety standards. Please include any information your organization feels will set you apart.

Pricing to include monitoring, installation, programming, and remote antenna of three Rath cell dialers for use on emergency cab phones. Below is a list of basic expectations for PM services.

- Lubricate Components as required
- Inspection of:
  - Door equipment
  - In-Cab operating panel, inclusive of floor designation buttons, switches, position indicator, emergency alarm bell and lights
  - Light curtains (Customer is responsible for wiping and keeping lenses clean. Using liquids is not recommended)
  - Cartop equipment
  - Rails & rail brackets
  - Fasteners
  - Slide and roller guides
  - Slow down and limit switches
  - Hall station fixtures, buttons and light bulbs
  - Hoistway
  - Elevator pit and pit devices (Debris removal from pits is not included in this Agreement. MEI will work with Customer to negotiate a resolution)
  - Traveler cables
  - Door closers
  - Door hanger rollers
  - Door gibs
  - Existing elevator door fire clips
  - Secondary fire/explosion retainers
  - Hydraulic jack and piston
  - Elevator sills where not accessible to non-qualified personnel (Customer is responsible for keeping sills free of debris)
  - Controllers, including relays, resistors, contacts, coils, leads, transformers, timing devices

and solid-state components.

- Inspection and testing of in-cab emergency phone
  - Troubleshooting due to inoperable or faulty phone lines will be billable at current charge-out rates.
- Response Times:
  - i. Only the District Operations Department can request service from the vendor. A list of authorized callers will be provided once the contract is approved.
  - ii. **Routine Service During Business Hours** Once a call is placed into your main office number there should be a technician on site within 24 hours from the call.
  - iii. **Emergency service During Business Hours** Once a call is placed into your dispatch office number there should be a technician on site within 4 hours from the call.
  - iv. **Emergency Service Outside of Business Hours** Once a call is placed into your after hours on call office number there should be a technician on site within 4 hours from the call

#### 4. DEFICIENCIES/ REPAIRS

Repairs to correct deficiencies will be coordinated with the school district maintenance department once inspections are complete and all deficiencies have been identified. The school district will issue a separate purchase order for repairs.

#### 5. SCHEDULING of INSPECTIONS

Inspections will occur between June 1st and July 30th. All inspections must be completed within this window of time. Several buildings will host summer school in the month of June. These buildings will be inspected in the month of July. Buildings not hosting summer school can be inspected between June 1st and July 30th. Inspections will be scheduled in advance, and at the convenience of the School District, so school functions are not interrupted. Inspections will typically be performed during normal business hours (7:00 am – 3:30 pm). However, work can occur outside normal operating hours by making arrangements with the school district maintenance department. A scheduling meeting will take place prior to inspections commencing.

#### 6. INVOICING AND PAYMENTS

Invoices shall be prepared and submitted to the Raymore-Peculiar School District, PO Box 789, Peculiar, MO 64078, Attn: Facilities Department and shall contain the following information; contact number, item number, description of services, unit prices and extended total by location serviced with a grand total at the bottom. The district shall receive one (1) invoice yearly for Elevator Inspections & PM's.

#### 7. CHANGE ORDERS

All changes that, do and do not, affect the agreed-upon quote shall be submitted in written format. Written acceptance will be returned, including a signature. Verbal agreements are not considered binding.

#### 8. ON-SITE WORKING HOURS

Between 7:00 am & 3:30 pm Monday through Friday

## 9. SITE HOUSEKEEPING

- a. Ray-Pec will provide an onsite trash dumpster (8 yds); bidder is responsible for cleaning up at all onsite work areas.
- b. Ray-Pec is not responsible for any material or parts stored onsite.
- c. Bidder to supply all ladders and lifts needed to complete work.

## 10. AGREEMENT

This agreement shall cover from July 1, 2023, through June 30, 2026. If the contractor is successfully meeting the District's performance expectations, the District may extend this term by mutual agreement for future pricing for one (1) additional year up to a total of two (2) additional years.

## 11. TERMINATION

Raymore-Peculiar School District reserves the right to terminate the agreement without notice for just cause, which may include but is not limited to some of the following: unauthorized staff of the contractor (sex offenders, convicted felons, etc.); weapons on school property; inappropriate behavior with students or staff, use of alcohol, tobacco or drugs on school property, use of subcontractors or 1099 employees without disclosure to RPSD, use of illegal alien employees, the lapse of insurance coverage, failure to complete work as specified, poor quality of work, damage to school district property, etc.

## 12. INSURANCE

At all times while providing services under this Contract, Contractor shall maintain in force at Contractor's expense the following insurance coverage(s), as applicable:

- a. Workers' Compensation. As required by Chapter 287 of the Revised Statutes of Missouri, subject employers shall provide workers' compensation coverage in accordance with this law. Contractors shall submit a certificate of insurance to the District showing proof of coverage.
- b. Professional Liability/Errors & Omissions (E&O). If Contractor is providing services that require a state license (including, but not limited to , accounting, architectural, auditing, legal, and medical), then Contractor shall maintain professional liability/E&O insurance coverage of at least 3,000,000 for each claimant, and at least \$3,000,000 coverage for each incident or occurrence.
- c. General Liability. Contractor shall provide general liability insurance coverage to sufficiently cover events adverse to the objectives of this Contract. Contractor shall maintain general liability insurance coverage of at least \$1,000,000 for each claimant and \$3,000,000 for each incident, or occurrence.
- d. Motor Vehicle Liability. If Contractor is providing services that require Contractor to transport District personnel, students, or property, then in addition to any legally required insurance coverage, Contractor shall maintain motor vehicle liability insurance of at least \$1,000,000 for each claimant, and \$3,000,000 for each incident, or occurrence.
- e. Other Insurance. District reserves the right to require other insurance (e.g. Builder's All -Risk

Insurance for construction services) as may be reasonably prudent under this Contract.

f. Additional Requirements. All insurance coverage shall be provided by an insurance company having an A.M. Best rating of at least A- and licensed to do business in Missouri. Contractor alone is responsible for paying all deductibles and retentions. Contractor's coverage shall be primary in the event of loss.

g. Certificate of Insurance. Upon District request, Contractor shall furnish to District a current certificate of insurance for each of the above coverages within 48 hours of District request. Each certificate must state the relevant deductible or retention level. For general liability coverage, the certificate must state that District, its agents, officers, and employees are additional insureds with respect to Contractor's services provided under this Contract. The certificate must specify an additional insured endorsement, and the Contractor shall attach a copy of the endorsement to the certificate. If requested by District, Contractor shall also provide complete copies of insurance policies to District.

### 13. LABOR RATE CHANGES

After the date of award of the contract and during the contract period, the hourly labor rates will remain firm, excluding legally negotiated union contract increases negotiated after the contract award date. LEGALLY NEGOTIATED WAGE INCREASES MAY BE ADDED TO YOUR LABOR WITH NO ADDITIONAL OVERHEAD AND PROFIT MARK-UP. To receive approval for any legally negotiated labor increase, the District must be notified in writing on the successful Contractor's or union's letterhead.

PROPOSAL FORM

Submitted By: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Submitted to: Raymore-Peculiar School District  
21005 South School Road  
PO Box 789  
Peculiar MO, 64078

For Project: Elevator Inspections and Service

Copy of Insurance Included: Y/N

Statement of Qualifications Included: Y/N

Supporting Company Information Y/N

Base Bid: \$ \_\_\_\_\_

(Year One: July 1, 2023-June 30, 2024 Inspections/ PM)

\$ \_\_\_\_\_

(Year Two: July 1, 2024-June 30, 2025 Inspections/ PM)

\$ \_\_\_\_\_

(Year Three: July 1, 2025-June 30, 2026 Inspections/ PM)

\$ \_\_\_\_\_ (each)

(Rath Cell Dailer, with Programming, Installation, Remote Antenna if required)

\$ \_\_\_\_\_

(Labor Rate For additional Work/ Repairs)

\$ \_\_\_\_\_

(Material Mark-Up of Original Invoice)

\$ \_\_\_\_\_

(Overtime Rate)

\$ \_\_\_\_\_

(Weekend/ Holiday Rate)

\$ \_\_\_\_\_

(Trip Charges)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

List Misc. Charges (i.e., additional fees for consumables, rental for tools, rental for equipment, etc.)

**STATEMENT OF BIDDER'S QUALIFICATIONS**

Each bidder 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 a 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 a 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?

\_\_\_\_\_  
\_\_\_\_\_





**FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in

connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation.

In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)