



SHAWNEE MISSION
SCHOOL DISTRICT

Return sealed envelope to:

Shawnee Mission School District
Purchasing Department
8200 W. 71st Street
Shawnee Mission, Kansas 66204

ATTN: Reed Beebe

**E-MAILED OR FAXED BIDS
WILL NOT BE ACCEPTED.**

DATE: January 12, 2022 BID NO. 22-003

BID TITLE: Band Director Tower: Two-Level Spiral Staircase

Bids will be accepted until and then publicly opened on:

Date: **February 9, 2022**

Day: **Wednesday**

Time: **11:00 a.m. CST**

Location: **Room 2001**

Terms, conditions, and specifications under which bids are requested are included. Please review thoroughly.

General Instructions:

The Shawnee Mission School District (“the District”) invites qualified vendors to submit bids for **Band Director Tower: Two-Level Spiral Staircase** per the following terms, conditions, and specifications.

Unit bid price shall govern whenever a discrepancy occurs in the extended bid price on the Bid Response Form.

Please note that prices quoted are to be free of all federal, state, and local taxes unless otherwise imposed by a governmental body and applicable to material on the bid. A copy of the District’s State of Kansas sales and use tax exemption certificate can be provided to the selected Bidder(s).

Multi-Year Supply Option:

At this time, the District’s intent is to purchase one (1) Band Director Tower: Two-Level Spiral Staircase during its current fiscal year (July 2021 – June 2022), although the District has an interest in purchasing one (1) additional Band Director Tower: Two-Level Spiral Staircase during its July 2022 – June 2023 fiscal year, and one (1) additional Band Director Tower during its July 2023 – June 2024 fiscal year.

The District therefore reserves the right to exercise a multi-year supply option with the successful Bidder chosen for the July 2021 – June 2022 fiscal year; if agreeable to both parties, the successful Bidder may be asked to provide a quote for the District’s consideration, in the respective subsequent fiscal years stated above. This option, and subsequent quotes provide by the successful Bidder, does not obligate the District to make a purchase.

Official Contact:

Any questions regarding this Invitation to Bid (“ITB”) should be directed to Reed Beebe via email at purchasing@smsd.org:

Reed Beebe
Shawnee Mission School District
8200 W. 71st Street
Shawnee Mission, KS 66204
913-993-6475
purchasing@smsd.org

All questions concerning this ITB must be received no later than **Wednesday, January 26, 2022 by 4:00 p.m. CST**. The District will address questions via addenda; it is currently anticipated that any applicable addenda will be issued by **Wednesday, February 2, 2022 by 4:00 p.m. CST**.

Addenda/Cancellation:

The District may modify or cancel this ITB at any time prior to the ITB due date by issuance of an Addendum or Cancellation. Such Addenda and/or Cancellations will be posted on the District’s website, currently: smsd.org (Go to **About; Department Teams; Purchasing & Bidding; Bids & Bid Summaries View Page.**

Clarification of Bids:

The District reserves the right to obtain clarification of any point in a bid response or to obtain additional information necessary to properly evaluate a particular bid response. Failure of a Bidder to respond to such a request for additional information or clarification could result in rejection of a bid.

Method of Selection:

Award will be made to the lowest responsible Bidder(s)

Confidentiality of Information:

Any proprietary information furnished by a Bidder to the District that is designated confidential shall be treated as confidential to the District as allowable by law.

Bid Response Instructions:

Please submit two (2) print copies of your bid response, following the process outlined below. **The bid response must be received by the District on or before 11:00 a.m. CST, February 9, 2022.** Send proposals to the following address:

Shawnee Mission School District
Reed Beebe, Purchasing Department
8200 W. 71st Street
Shawnee Mission, Kansas 66204

Please note that vendors may request a copy of this ITB in Word format by emailing purchasing@smsd.org.

Bid responses will only be accepted in hardcopy format and shall be received by delivery in person or via service (US Mail, UPS, FedEx, etc.) in sealed envelope or box. Electronic delivery (i.e. email) will not be accepted. Received bids are currently scheduled to be publicly opened in **Room 2001 at 11:00 a.m. CST**.

Envelopes containing bids must be sealed **and marked on the lower left-hand corner** on the front of the sealed envelope with the **firm name** and **address of the bidder**, bid control number (“**22-003**”), bid opening date (currently, **February 9, 2022**), and bid opening time (currently, **11:00 a.m. CST**).

- A. No attempt will be made to provide special internal mail service for such documents.
- B. Bids not at the appointed place at time of bid opening will be rejected.
- C. Faxed Bid/Proposals will not be accepted as sealed bids.

If sending by U.S. Postal Service, please allow a minimum of 24 hours for your bid to be processed and delivered to the Purchasing Department by the Administrative Mail Center. It is the responsibility of the Bidder to ensure delivery of bids to the Purchasing Department. Bidders shall hold all bid prices firm for acceptance for 90 calendar days after date of bid opening.

Bid results will be posted on the smsd.org website within approximately 5 working days after the bid opening. Go to [About](#); [Department Teams](#); [Purchasing & Bidding](#); [Bids & Bid Summaries View Page](#). Additionally, you may review the bid results in the Purchasing Department during the hours of 8:00 AM to 4:30 PM.

SPECIFICATIONS

Scope of Bid:

The District would like to purchase one (1) two-level spiral staircase band director tower. An outline of desired item and requirements is provided in **Attachment A**. Although Attachment A may list brands and models that have been tested and approved by District staff, vendors are welcome to propose pricing for equivalent brands, models, and specifications, with the understanding that these alternatives may require testing and review by the District to evaluate product equivalency; such equivalency determination will be at the sole discretion of the District.

Bid Response Form:

An individual having full authority to submit a bid and execute any resulting contract for products or services (“authorized representative”) must complete and submit the attached

Bid Response Form (**Attachment B**) or submit a signed letter of transmittal that contains the same information and statements as indicated in the bid response form.

Terms and Conditions:

The District's desired terms and conditions, including the District's standard contractual provisions, are listed in **Attachment C**.

ATTACHMENT A

DESIRED TWO- LEVEL SPIRAL STAIRCASE BAND DIRECTOR TOWER

The desired product information listed below has been approved by District staff. Bidders are welcome to propose pricing for equivalent brands, models, and specifications, with the understanding that these alternatives may require approval and review by the District to evaluate product equivalency; such equivalency determination will be at the sole discretion of the District.

Desired Product (or equivalent)	Desired Quantity	Desired Specifications (or equivalent)
Two-Level Spiral Staircase Band Director Tower	One (1)	<ul style="list-style-type: none"> • Two 8 feet x 5 feet observation levels at 10 feet and 20 feet • 27 feet total height • Suncloth shade top • Music readers at both levels • Spiral staircase to each deck • Diamond grated observation levels with steel supports • Enclosed stairway entry-locking gate • Red oxide primed-black paint • Meets OSHA & ANSI Specs • Foundation inserts to be supplied so buyer can install in their own foundation

Delivery Requirement: Delivery should take place within 4 to 6 weeks of bid award.

ATTACHMENT B
BID RESPONSE FORM

***Please note that vendors may request a copy of this ITB in Word format by emailing purchasing@smsd.org.**

DATE: _____

Bid of: _____, (herein after called Bidder), a Corporation/Partnership/Individual doing business as _____.

TO: The Shawnee Mission School District

The Bidder, in compliance with your **Band Director Tower: Two-Level Spiral Staircase**, and having reviewed the ITB and Specifications and being familiar with the conditions and terms surrounding the desired products and/or services, hereby agrees to perform the work and/or provide products required, within the price stated in this bid response. These prices are to cover all expenses incurred in providing the desired products and/or services.

Bidder acknowledges receipt of the following addenda, in the event subsequently issued:



Submitted by authorized representative:

Firm: _____ FEI/SSN _____

Signature: _____ Printed Name/Title: _____

Address: _____ Telephone: _____

Email: _____

Required Bid Information:

***Delivery Schedule:** Please advise on estimated time for equipment to be delivered to the District, after a purchase order has been issued by the District.

***Costs:** Please complete the following table. The District relies on the Bidder to ensure that all applicable costs are clearly identified in the bid response:

Any brand and model information listed below has been tested and approved by District staff. Bidders are welcome to propose pricing for equivalent brands, models, and specifications, with the understanding that these alternatives may require testing and review by the District to evaluate product equivalency; such equivalency determination will be at the sole discretion of the District.

Product (or list alternative equivalent product)	Desired Quantity	Specifications (or list alternative equivalent specifications)	Unit Cost	Total Cost
Two-Level Spiral Staircase Band Director Tower	One (1)	<ul style="list-style-type: none"> • Two 8 feet x 5 feet observation levels at 10 feet and 20 feet • 27 feet total height • Suncloth shade top • Music readers at both levels • Spiral staircase to each deck • Diamond grated observation levels with steel supports • Enclosed stairway entry-locking gate • Red oxide primed-black paint • Meets OSHA & ANSI Specs • Foundation inserts to be supplied so buyer can install in their own foundation 	\$_____	\$_____
			\$_____	\$_____

Other Costs (if applicable, such as shipping, etc.): \$_____

Total Costs (for products, and any “Other Costs”): \$_____

ATTACHMENT C

STANDARD TERMS AND CONDITIONS/CONTRACTUAL PROVISIONS

Terms and conditions are requirements that are binding upon the successful Bidder(s) and communicate Shawnee Mission School District's expectations of performance.

1. Shawnee Mission School District ("the District") reserves the right to accept or reject all or any part of any bid, to waive any irregularities and to award items to best serve the interest of the District. This solicitation implies no obligation on the part of the buyer, nor does the buyer's silence imply an acceptance or rejection of any offer.
2. Each bid must be completed on the District's bid forms, or equivalent documentation provided by the Bidder that provides the same required information.
3. **ANY APPLICABLE FREIGHT/SHIPPING COSTS MUST BE NOTED IN THE BID RESPONSE.**
4. Alternate bids will be considered only if the alternate properly meets specifications outlined in the bid. (If the bid specifies no substitutes, alternates will not be considered.)
5. Cash discounts and delivery timeframes may be considered in awarding a contract.
6. Deliveries shall be F.O.B. SMSD, stated location, freight prepaid. Title does not transfer to the District until received at same.
7. Prices quoted shall remain firm for 90 days or until bidder's offer is accepted, whichever is first, by District. Any deviation must be conspicuously notated within this document. Acceptance shall be in the form of a District purchase order or other formal written contract. Prices beyond acceptance of Bidder's offer shall be conditional on any additional terms, conditions and/or specifications as set forth herein.
8. Prices quoted are to be free of all federal, state and local taxes unless otherwise imposed by a governmental body and applicable to the material on the bid.
9. The Bidder represents that the price or prices specified do not exceed the Bidder's current selling prices for the same or substantially similar items to any other purchaser, taking into account the quantity and/or service under consideration.
10. Any catalog, brand name or manufacturer's reference used herein is intended to be descriptive and not restrictive. Offers on any reputable manufacturers regularly produced product which is similar and substantially equivalent will be considered. The District reserves the right to make final decisions as to comparable items. Bidder should be very certain that items upon which it bids, and delivers are EQUAL to items listed. Materials, which are not equal, shall be returned to the supplier at supplier's request and expense.
11. When submitting a substitute article as equal, the full name and illustrated description must be given. The District's Board of Education and/or the District administration reserves the right to decide upon its suitability for the intended use and if it is of equal

- quality. Upon request, samples of substitute articles must be submitted. All substitutions after award of the bid must be approved by the District prior to shipping.
12. The District reserves the right to make minor increases or decreases in quantities to be purchased, at the time of acceptance and subsequent thereto.
 13. Date of receipt will be considered the effective date all goods and invoices are received.
 14. Deliveries under the terms of this bid will be in accordance with the dates indicated, therein, except where no date is indicated, the selected Bidder(s) will enter the earliest assured date. It is understood and agreed that the delivery date and/or date of installation AFTER receipt of a purchase order is the selected Bidder's best offer. In its acceptance of any offer, the District is relying on the promised delivery date and/or installation of material and unless otherwise indicated. In the event of the selected Bidder(s)'s failure to deliver as and when promised, the District reserves the right to cancel its accepting order, or any part thereof, and the selected Bidder(s) agrees that the District may return all or part of any shipment so made, and may charge seller with any loss or expense sustained as a result of such a failure to deliver as promised. All goods are subject to inspection and return at the vendor's expense if found to be inferior to those specified or promised.
 15. The District shall not be responsible for any goods delivered or services performed without its purchase order signed by an authorized representative of the Purchasing Department.
 16. All items will be new and unused, unless otherwise specified by the District, and in first class condition.
 17. In the event that this purchase requires performance of services by the selected Bidder(s)'s employees, or persons under contract to the selected Bidder(s), to be done on Purchaser's property, the selected Bidder(s) agrees that all such work shall be done as an independent contractor and that the persons doing such work shall not be considered employees of the District.
 18. All shipments and/or correspondence (i.e. cartons, packages, invoices, etc.) must bear the appropriate District-issued purchase order number on the outside.
 19. The selected Bidder(s) shall not limit or exclude any implied warranties and any attempt to do so shall render the resulting contract void at the option of the District. The selected Bidder(s) warrants that the goods or services furnished will conform to the specifications, drawings and descriptions as presented in the bid.
 20. The selected Bidder(s) shall provide the standard patent infringement indemnity clause which shall hold and save the District's Board of Education and its officers, agents, servants, and employees, harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or use, in the performance of the contract, including its use by the District's Board of Education.
 21. All items furnished must be of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to our inspection and approval at any time within thirty days after delivery. Items furnished must be manufactured in compliance with all existing legal or governmental directives.

22. All items must be properly packed or crated to insure delivery in good condition and in accordance with instructions listed on the face of the request for bid or purchase order, if any.
23. Rejected items will be held at the selected Bidder(s)'s risk and expense. No replacement of defective items shall be made by the selected Bidder(s) unless agreed to by a Board of Education representative in writing.
24. Payment of the Bidder(s)'s invoices is subject to adjustment for any shortage, or for rejection of any item or items. Individual invoices must be issued for each shipment applying against a purchase order.
25. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
26. When a bid bond is required, bid bonds shall be written by a surety or bonding company licensed to operate in the State of Kansas and approved by the District. All bid bonds must be made payable to Shawnee Mission Public Schools - NOT THE STATE OF KANSAS. Cashier checks and certified checks should be made payable to "Shawnee Mission U.S.D. #512."
27. Each contractor shall be responsible for providing his/her own worker's compensation and liability insurance coverage and for assuring that any sub-contractor performing services as part of this contract, under their auspices, shall be covered under their own worker's compensation and liability insurance coverage, or that of the contractor.
28. If bid is accepted, the District must be supplied with the District's employer identification number or social security number, per IRS regulations.
29. Samples, when requested, shall be furnished within 7 calendar days of the request at no expense to the District. If not destroyed during examination, samples will be returned at vendor's expense.
30. The laws of the State of Kansas shall govern any contract resulting from this bid.
31. Unless otherwise specified herein, payment shall be made within 30 days after District's receipt of goods or services and receipt of an accurate invoice indicating the actual amount owed by the district.
34. Contractor and Vendor Code of Conduct:

Shawnee Mission School District requests that all contractor and vendor employees conduct themselves in an acceptable manner while performing work on school district property. The following items are prohibited on school district properties:

- A. Physical or verbal contact with students or non-designated staff.
- B. All school district properties are tobacco free. All tobacco, including smokeless tobacco, is prohibited. There are no designated areas for tobacco use. Contractors are required to post no tobacco signs. Smoking will not be permitted inside private vehicles which are on school district property. Workers may be required to sign a consent form

- acknowledging no tobacco use on the property. Violators may be required to leave the work site.
- C. Drugs and/or alcohol consumed or present on district properties.
 - D. Firearms and hunting items.
 - E. Foul or abrasive language.

Additionally, all workers shall wear appropriate clothing on all parts of the body. All workers shall utilize areas for vehicle access and parking, material storage, etc. All workers shall wear nametags identifying their name and the name of the company they are representing.

State of Kansas
 Department of Administration
 DA-146a (Rev. 06-12)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.