

Request for Proposal

For

Advertising & Graphic Design Screen Printing Press

For

The Raytown C-2 School District

Raytown Quality Schools

Raytown, Missouri

September 2, 2021

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Information

The Raytown C-2 School District is requesting a proposal from qualified providers for a screen printing press to be utilized in the Advertising & Graphic Design program at Herndon Career Center. We are looking to purchase one screen printing press.

All submitted proposals should be labeled "Screen Printing Press" on the outside of the envelope containing your company name and will be considered property of Raytown C-2 School District. The request for proposal does not commit the District to any specific course of action.

School District:

Raytown C-2 School District

6608 Raytown Road

Raytown, Missouri 64133

District Contact:

Dr. Cheryl Reichert, Director Herndon Career Center

Raytown Quality Schools

11501 E 350 Highway

Raytown, MO 64138

816-268-7140

816-268-7149 (FAX)

Cheryl.Reichert@raytownschools.org

Submit Sealed Proposal:

Dr. Cheryl Reichert, Director Herndon Career Center

Raytown Quality Schools

11501 E 350 Highway

Raytown, MO 64138

Bid Opening Date: September 17, 2021 10:00 am

An informal opening will take place at this time. Attendance is NOT required.

Overview

The Raytown C-2 School District is requesting a proposal from qualified providers for a screen printing press to be utilized in the Advertising & Graphic Design program at Herndon Career Center. We are looking to purchase one screen printing press.

Advertising & Graphic Design equipment to be bid for purchase will include:

Screen Printing Press and Dry Run:

The screen printing press should be a ROQ 4 YOU, 4 color 8 station 2 laser press. It should include pre-wiring for 2 extra print heads, 2 x 3 phase power and command ports, 2 x lasers and laser power port, 8 x 16 x 24" honeycomb aluminum platens, and 6 x 16" squeegees and winged flood bars. In addition the bid should include a ROQDry Run 9000M Quartz Flash with a 16" x 20" cure area that is 3 phase, 25 Amps. The bid should also include shipping to 11501 E 350 Hwy; Raytown, MO 64138, installation, and 16 hours of comprehensive training on the operation and maintenance of ROQ equipment provided by a certified ROQ US technician.

Proposal Due Date and Time

In order to be considered, one (1) sealed copy of the proposal must be received by Raytown C-2 at the address stated below by personal delivery or by U.S. Mail by the following date and time:

September 17, 2021 at 10:00 am

District Terms

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.

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.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

Proposals including any additional information other than what is requested may be rejected.

Proposals not following indicated format and/or incomplete may be rejected.

The District reserves the right, after opening the Proposals, to reject any of all or the Proposals, or to accept the Proposal that in its sole judgment may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

It shall be the responsibility of the selected vendor to initiate and complete the process of certification to become an approved vendor for RQS. It shall be the responsibility of the vendor to provide the necessary documentation, and to verify satisfactory completion, for this certification.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

Bids will include the delivery of the equipment to Herndon Career Center, 11501 E 350 Highway, Raytown, MO 64138.

Payment and Retainage

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

The purchase of this equipment will be a one-time purchase. Companies may bid on one screen printing press and dry run.

Contact Person and Address for Submission of Proposals

Interested, qualified firm and persons are invited to submit proposals to the following contact person and address:

Dr. Cheryl Reichert, Director

Herndon Career Center

11501 E 350 Highway

Raytown, MO 64138

Telephone: 816-268-7140

Selection Process and Minimum Requirements

Each company must meet the following minimum qualifications (firm may not use sub-contractors to fulfill any obligations within its contract).

Firm shall conform to the requirements listed in this request.

The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.

The firm shall have responsibility for any damage incurred during transit.

The selected firm shall not increase pricing after submitting their bid.

Required Proposal Format and Content

The proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

1. Bid/Proposal/Quotation Submitted By
2. Quotes on one or both of the equipment items listed (See Quote Template)
3. Warranty Information (including length of warranty)

Section 1: Bid/Proposal/Quotation Submitted By

The last page of this document contains a form to be filled out and placed on the top of your bid package.

Section 2: Quote Template

You may choose to use in-house documents as long as the following are noted:

Equipment Base Price

Freight/Shipping

Any Applicable Discounts

Net Price

Anticipated Delivery Date

Section 3: Warranty Information

Note the terms, conditions, and duration of the warranty for the equipment to be purchased.

Requests for Information

The Scope of Work or need for additional information must be submitted in writing by email prior to the proposal due date to: Cheryl Reichert, Cheryl.reichert@raytownschools.org.

Scope of Services

1. Screen Printing Press and Dry Run

Equipment Minimum

Screen Printing Press and Dry Run:

The screen printing press should be a ROQ 4 YOU, 4 color 8 station 2 laser press. It should include pre-wiring for 2 extra print heads, 2 x 3 phase power and command ports, 2 x lasers and laser power port, 8 x 16 x 24" honeycomb aluminum platens, and 6 x 16" squeegees and winged flood bars. In addition the bid should include a ROQDry Run 9000M Quartz Flash with a 16" x 20" cure area that is 3 phase, 25 Amps. The bid should also include shipping to 11501 E 350 Hwy; Raytown, MO 64138, installation, and 16 hours of comprehensive training on the operation and maintenance of ROQ equipment provided by a certified ROQ US technician.

Selection

The Raytown C-2 School District will select the lowest, best bid according to Board Policy.

Bid/Proposal/Quote Submitted By

Company Name

Authorized Name/Title (printed)

Authorized Signature

Contact Person for the Bid/Quote/Proposal process

Date

Telephone

Fax

Email