

**Request for Bid**

**For**

**Contracted Mowing of the following School Campuses:**

- Raytown South High School – 8211 Sterling, Raytown, MO 64138**
- Raytown High School- 66019 Blue Ridge Blvd, Raytown, MO 64133**
- Central Middle School- 10601 E. 59<sup>th</sup> St., Raytown, MO 64133**
- Raytown South Middle School – 8401 E. 83<sup>rd</sup> St., Raytown, MO 64138**
- Raytown Middle School- 4900 Pittman Rd, Kansas City, MO 64133**
- RSECC – 10750 E. 350 Hwy, Raytown, MO 64138**
- Herndon Career Center – 11501 E. 350 Hwy, Raytown, MO 64138**
- Southwood Elementary – 8015 Raytown Rd., Raytown, MO 64138**
- Spring Valley Elementary – 8838 E. 83<sup>rd</sup> St., Raytown, MO 64138**
- Westridge Elementary – 8500 E. 77<sup>th</sup> St., Kansas City, MO 64138**
- Fleetridge Elementary- 13001E. 55<sup>th</sup> st. Kansas City, Mo 64133**
- Norfleet Elementary School- 6140 Norfleet Rd, Kansas City, Mo 64133**
- Little Blue Elementary School- 13900 E 61<sup>st</sup> st Kansas City, Mo 64133**
- Northwood School- 4400 Sterling Kansas City, Mo 64133**
- Laurel Hills Elementary School- 5401 Lane Raytown, Mo 64133**
- Eastwood Hills Elementary School- 5290 Sycamore, Kansas City, Mo 64129**
- Blue Ridge/ New Trails- 6410 Blue Ridge Blvd Raytown, Mo 64133**
- Robinson Elementary- 6707 Woodson Rd Raytown, Kansas City, Mo 64133**
- Three Trails Preschool- 8812 E. Gregory Raytown, Mo 64133**
- Wellness Center- 10301 E. 350 hwy Raytown, MO 64133**

**Raytown Quality Schools**

**Raytown, Missouri**

**February 25, 2020**

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**Information:**

Raytown Quality Schools is seeking Bids for Contracted mowing for the 2020-2025 mowing season.

All submitted bids should be labeled "Raytown School District Contracted Mowing Bid 2020-2025" on the outside of the envelope containing your company name and will be considered the property of Raytown Quality Schools. The request for bid 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:**

Josh Hustad, Director of Facility Operations

Raytown Quality Schools

5911 Blue Ridge Blvd.

Raytown, MO 64133

816-268-7160

816-737-1809 (FAX)

Josh.hustad@raytownschools.org

**Submit Sealed Proposal:**

March 3, 2020 at 1 P.M.

**Josh Hustad, Director of Facility Operations**

**Building and Grounds Office**

**5911 Blue Ridge Blvd**

**Raytown, MO 64133**

**A formal opening will take place at this time. Attendance is required.**

### **Overview**

The Raytown C-2 School District is requesting a proposal and a statement of qualifications from qualified licensed companies to provide Contracted Mowing.

**Products/Services needed:**

**-Mowing Weekly (will need adjusted depending on weather)**

**-Trimming of curbs, sidewalks, and weed eating**

**-Clean off all walkways and parking areas of clippings**

### **Pre Bid Meeting**

**There will be a Mandatory Pre Bid Meeting:**

**DATE: February 28, 2020**

**TIME: 10:00 a.m.**

**LOCATIONS: Building and Grounds Offices – 5911 Blue Ridge Blvd, Raytown, MO 64133.**

**Anyone who is not in attendance will not be allowed to submit a proposal for this project.**

### **Proposal Due Date and Time**

**In order to be considered, 2 sealed copies 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:**

**Josh Hustad, Director of Facility Operations**

**DATE: March 3, 2020**



**TIME:** 1 P.M.

**LOCATIONS:** Building and Grounds Office, 5911 Blue Ridge Blvd, Raytown, MO 64133

### **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.

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.

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.

### **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 DFJ as outlined in administrative procedure DFF-AP1. This procedure can be found on the District website.**

#### **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:**

**Josh Hustad, Director of Facility Operations**

**Raytown C-2 School District**

**5911 Blue Ridge Blvd.**

**Raytown, MO 64133**

**Telephone: 816-268-7160**

#### **Selection Process and Minimum Requirements**

**Each company must meet the following minimum qualifications (company 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 that are delivered to the District match the request and the specifications listed.**

**The firm shall have responsibility for any damage incurred during the mowing.**

**The selected firm shall not increase pricing for one year after submitting their bid. If the firm source reduces pricing, it is expected that this price reduction be passed on to the School District.**

**If the manufacturer releases a newer model version or discontinues the current model, the vendor shall provide the newer or better model at the same or lesser price.**

Firm must be licensed with the necessary legal entities such as the State of Missouri, the City of Raytown, and the City of Kansas City to perform necessary duties if applicable.

Firm must provide 3 references.

Firm must have a minimal of 3 years experience mowing for school districts.

Firm must submit letters of recommendation from school districts.

#### **Required Proposal Format and Content**

Two bound copies should be submitted on 8 1/2" by 11" paper, single sided, with consecutive page numbers.

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.

**Bid/Proposal/Quote Cover Sheet**

**Letter of Interest**

**Profile and Experience**

**Staff Experience**

**Project Budget**

**Litigation History**

**References**

#### **Section 1: Bid/Proposal/Quote Cover Sheet**

Fill out completely the Bid Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the bid/proposal/quote that has been prepared for consideration.

#### **Section 2: Letter of Interest**

The proposal should be introduced with a letter of interest that includes a synopsis of the company's services and highlight the capacity to perform the work. The letter should be signed by the individual with contract signature authority for the company.

### **Section 3: Profile and Experience**

Outline company history, scope of services offered, size of the firm, and location. Give additional detail that the company feels may elaborate on profile and experience. List out in a matrix format experience.

### **Section 4: Staff Experience**

Submit resumes for each professional person that will supervise and/or provide services.

### **Section 5: Litigation History**

List all litigation in the last five years, filed against the firm or firm's employees. State the beginning and end date, each lawsuit, case, or proceeding and the judgment or resolution or anticipated judgment or resolution.

### **Section 6: References**

Two financial references must be provided from either financial institutions or suppliers using the format below.

Reference	Contact Name	Phone Number
1.		
2.		

Five project references must be provided of which you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last five years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. Use the format below.

Reference Organization	Contact Name	Phone Number	Project Completion Date
1.			
2.			
3.			
4.			
5.			

**Requests for Information**

Any questions about the Request for Proposal process must be received in writing by 3/1/.2020

**Scope of Services**

Services will include but not necessarily be limited to the below services.

-Mowing Weekly (will need adjusted depending on weather) – Mowers are to be kept sharp so there are NO weeds/grass standing when finished.

-Edged Areas: Curbs, Sidewalks – These areas should ALWAYS have a crisp clean edge.

-Trimming: Around shrubs Trees, Buildings, fences, hydrants, signs, etc.

-Clean off all walkways and parking areas of clippings

**Bid/Proposal/Quote Submitted By**

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**Company Name**

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**Authorized Name/Title (printed)**

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**Authorized Signature**

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**Contact Person for the Bid/Quote/Proposal process**

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**Date**

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**Telephone**

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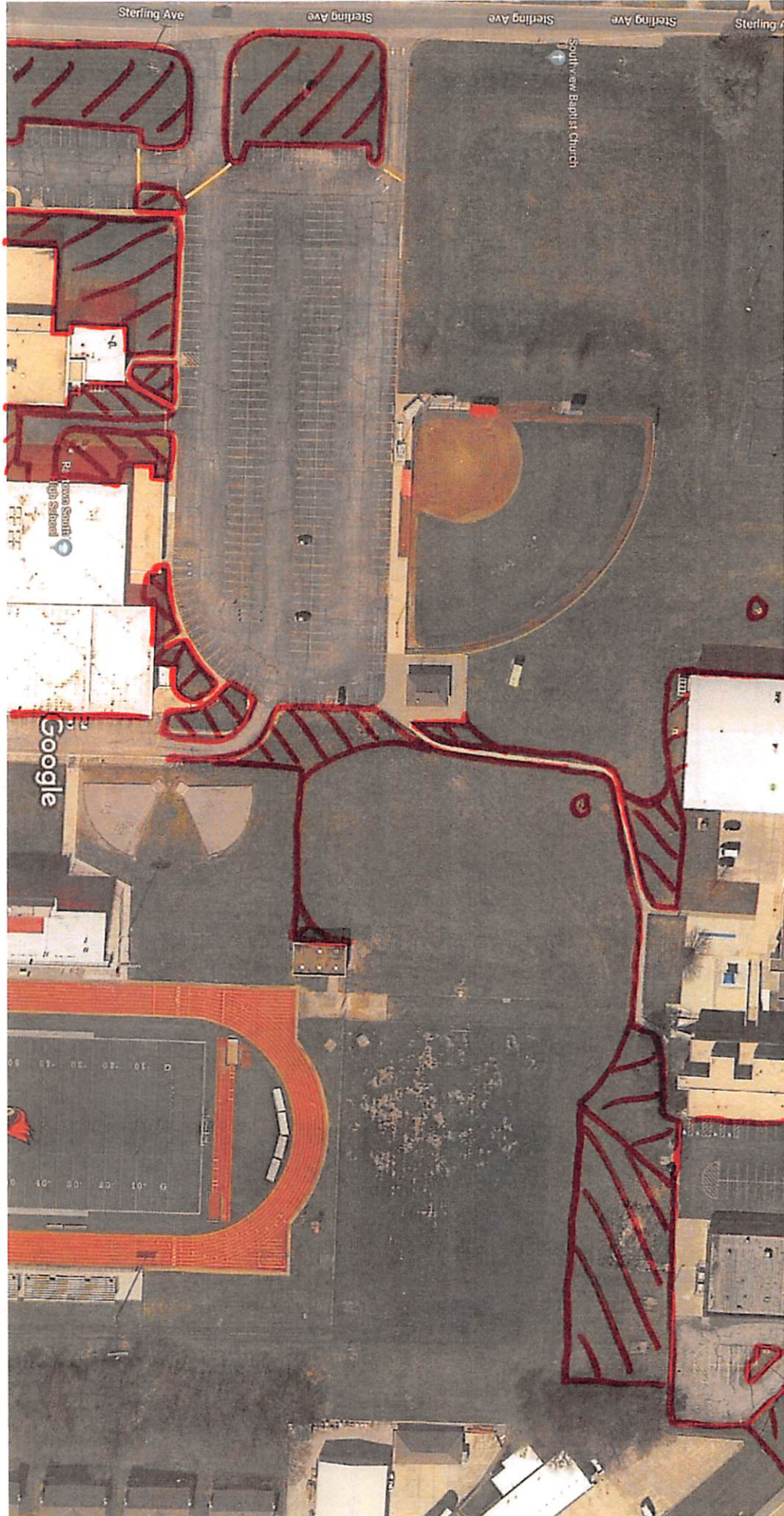
**Fax**

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**Email**

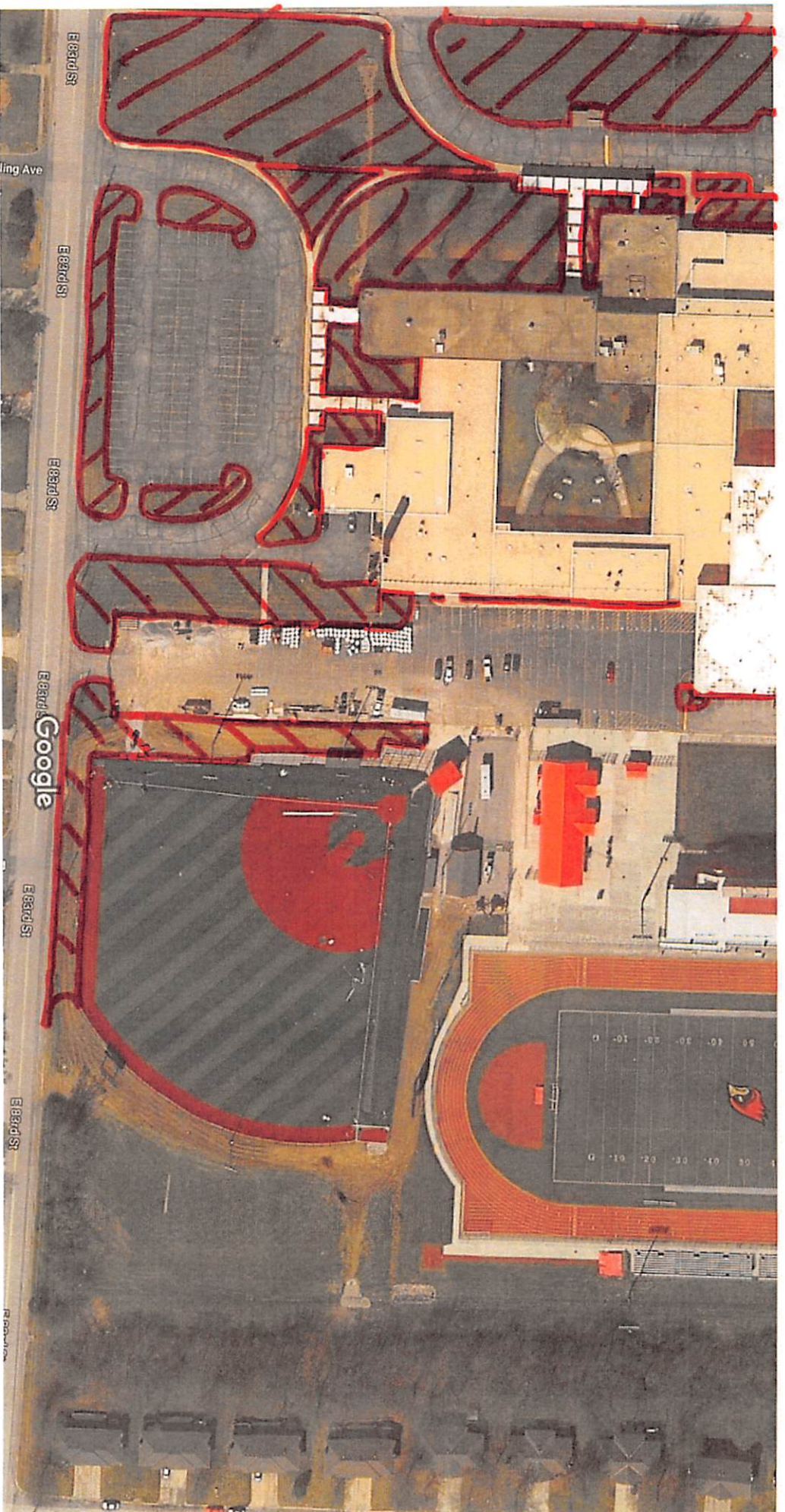
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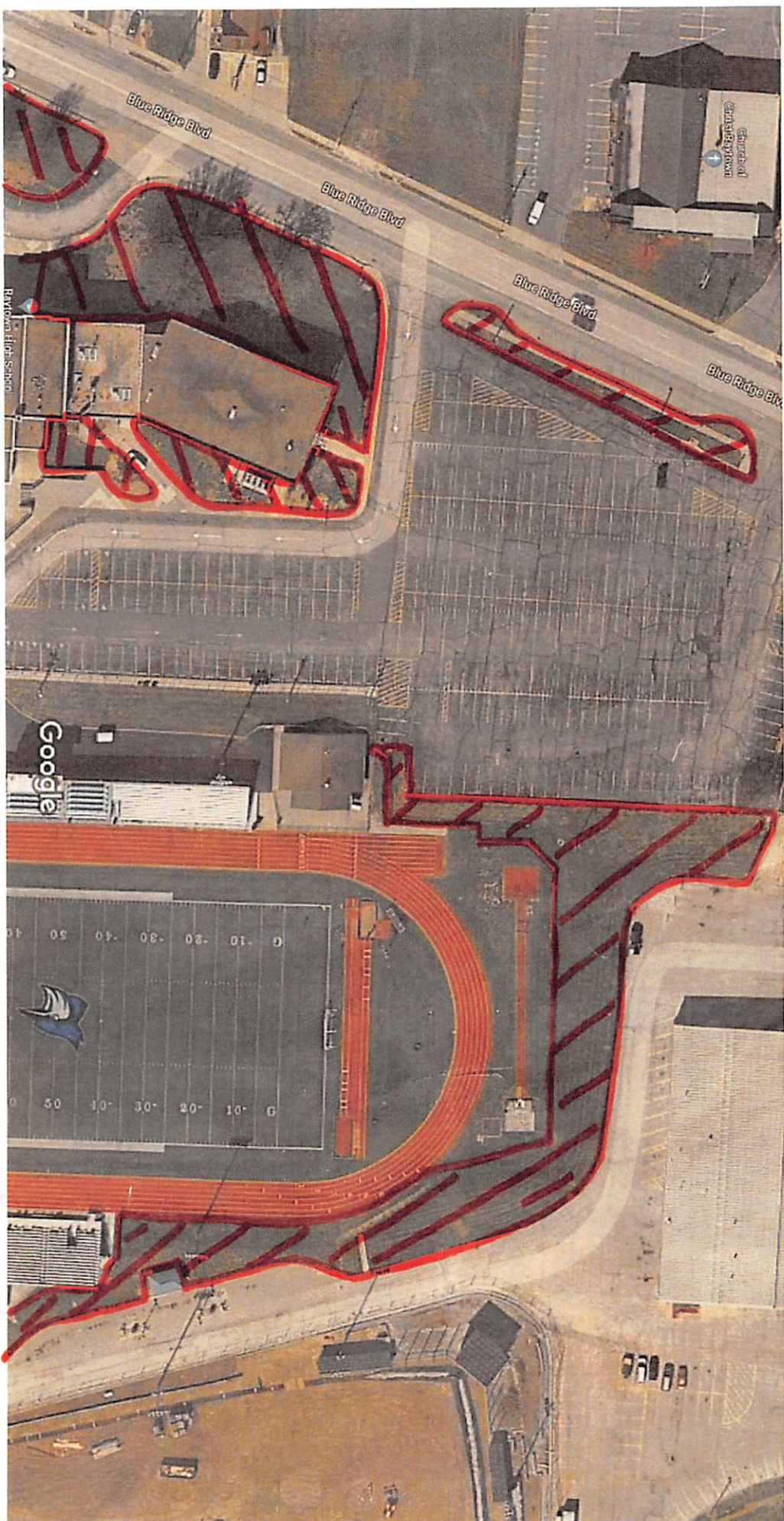


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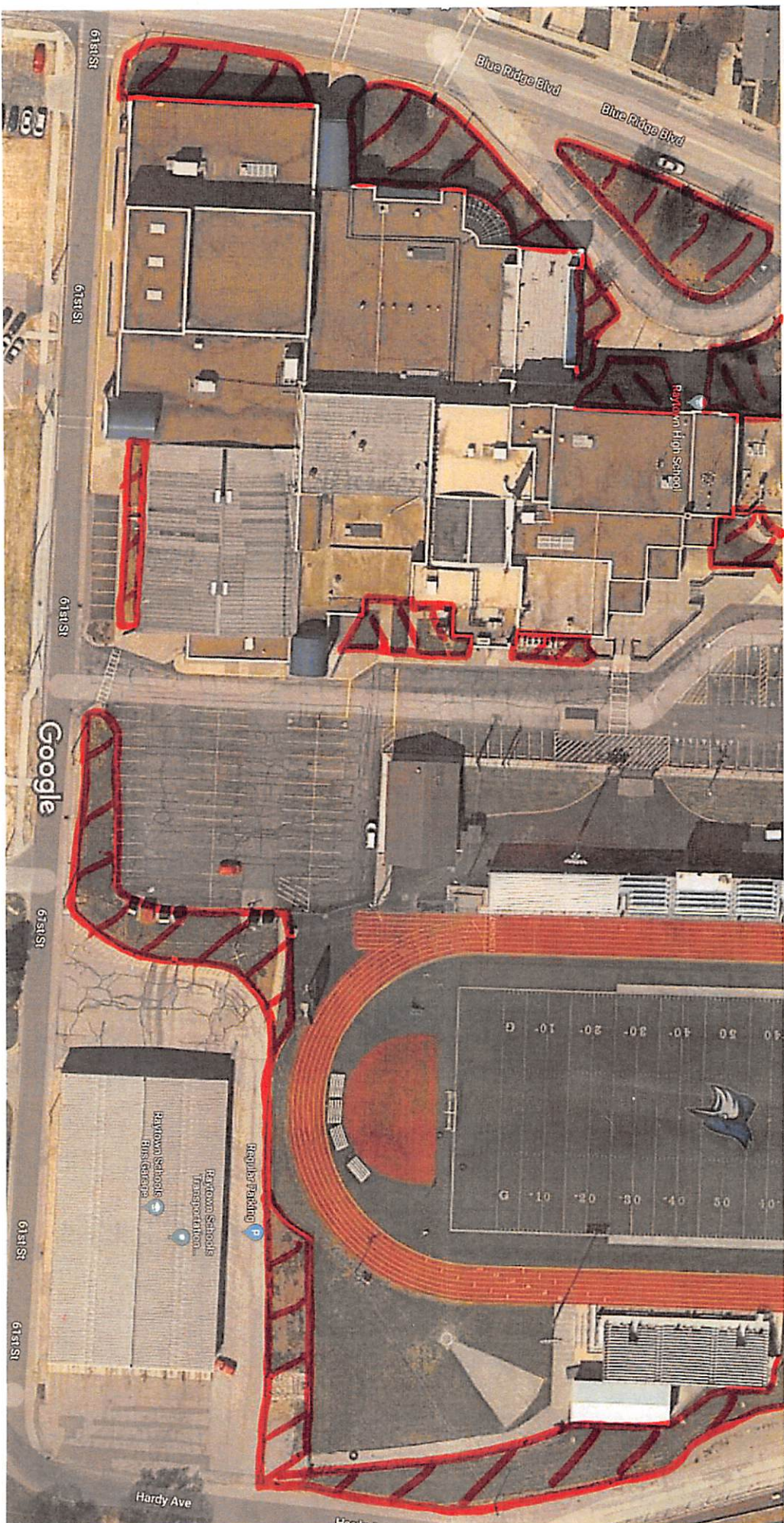


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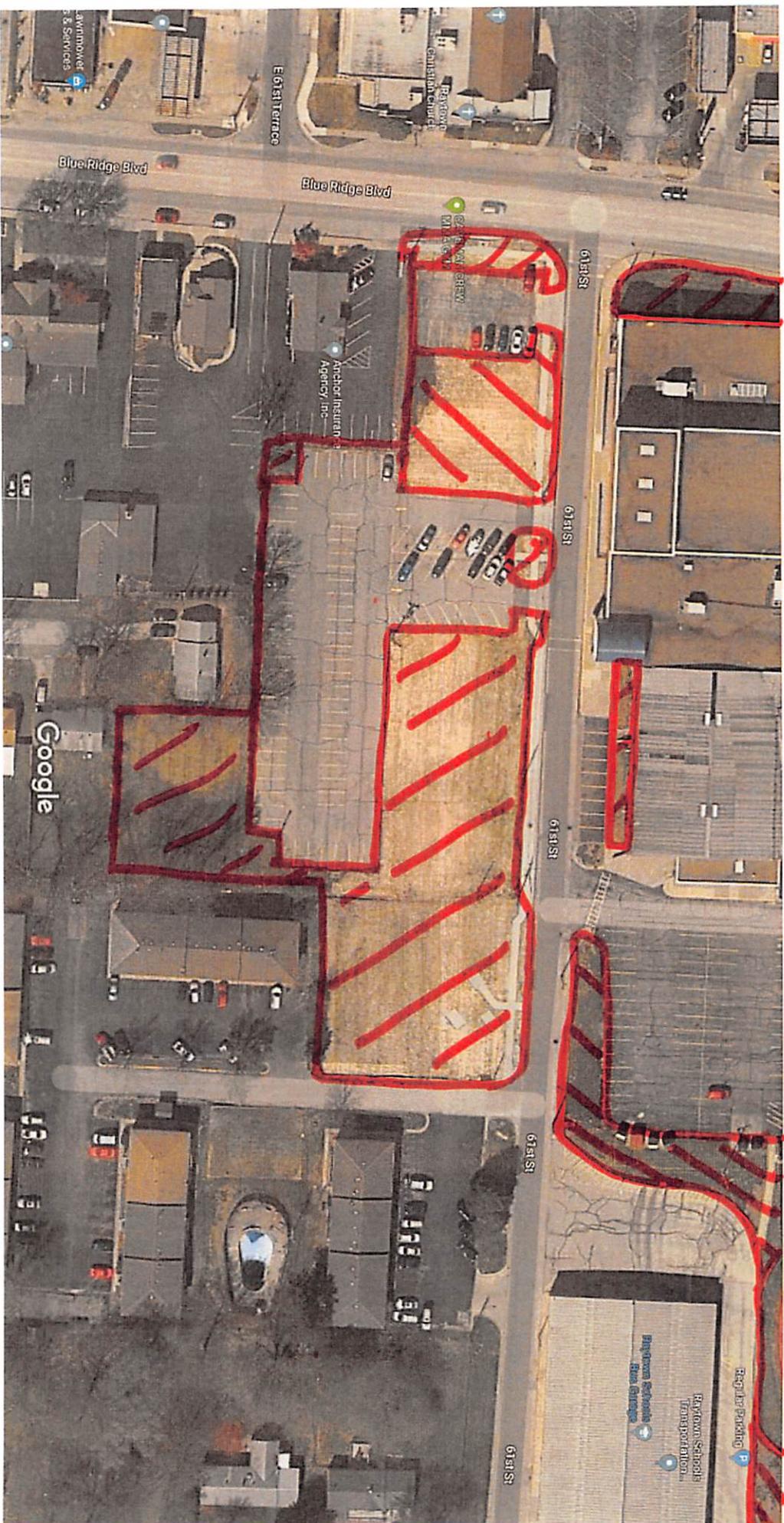


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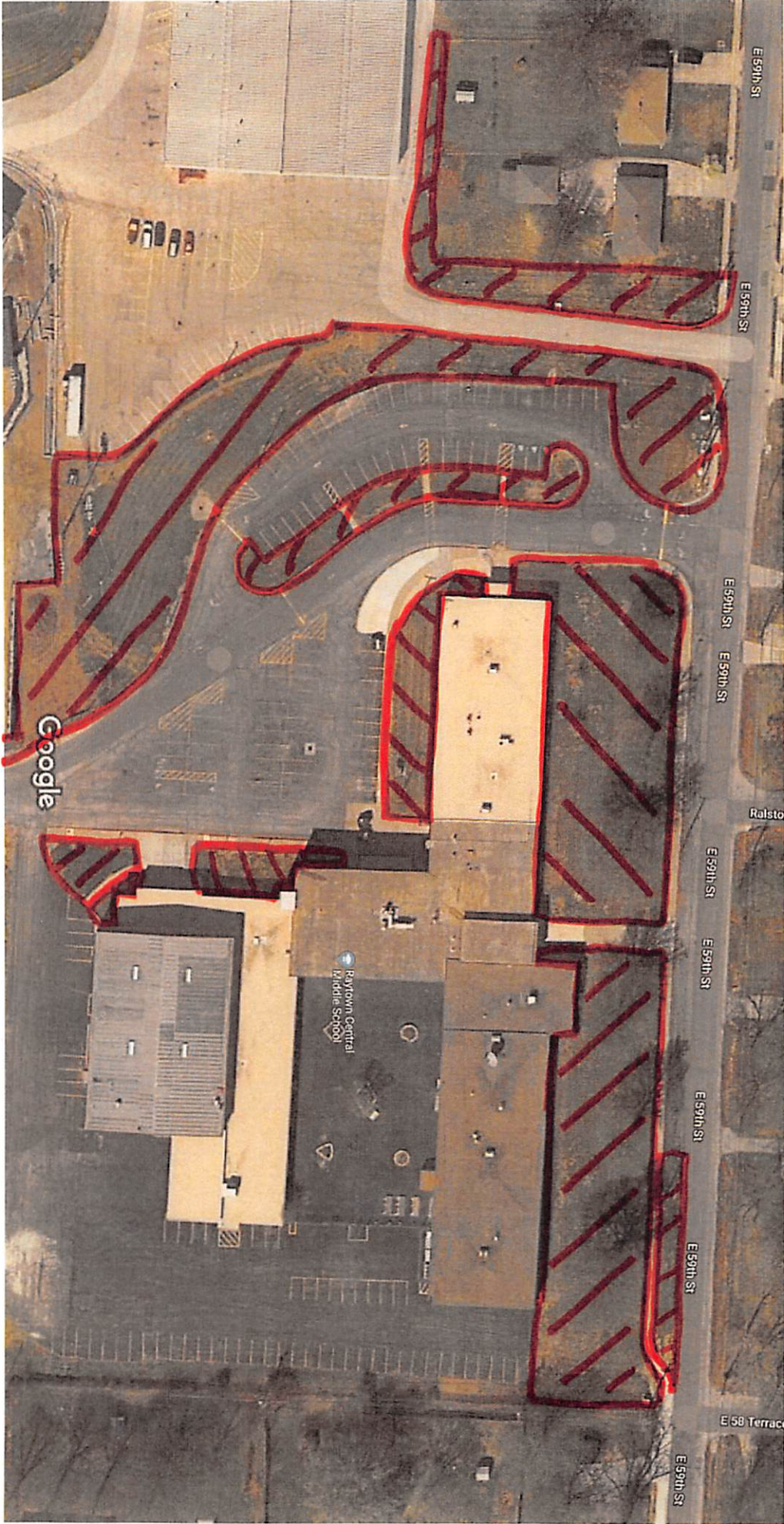


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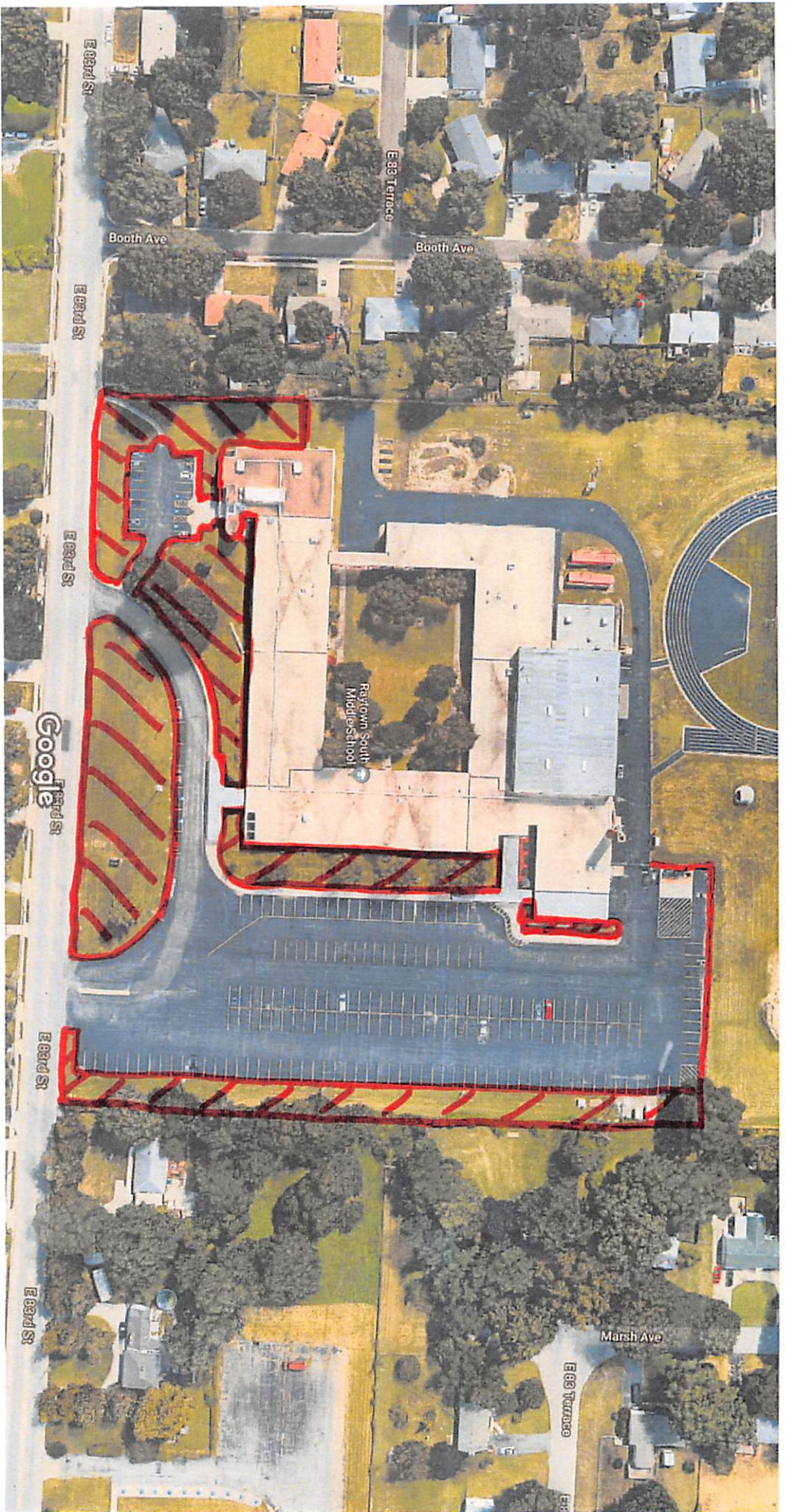


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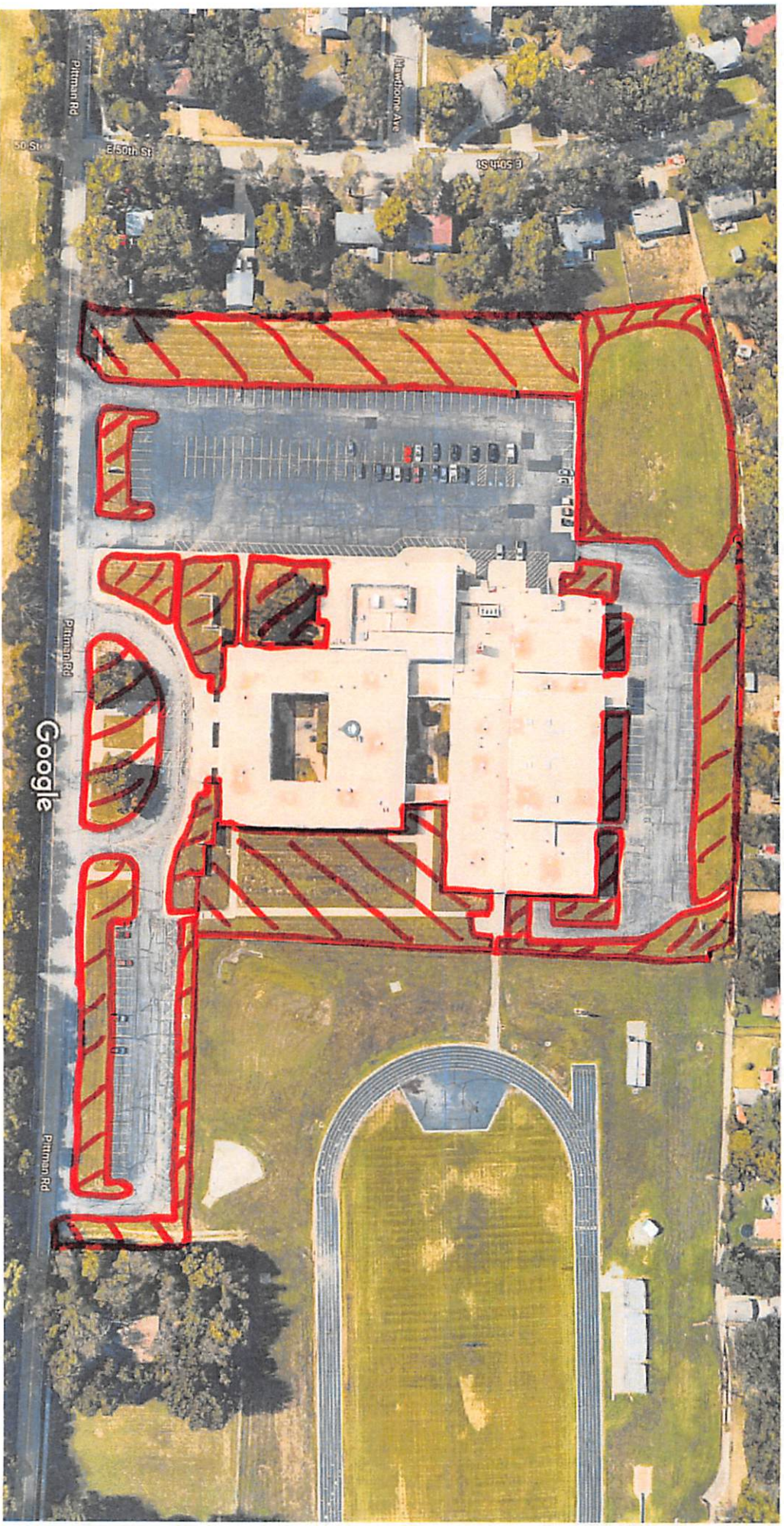




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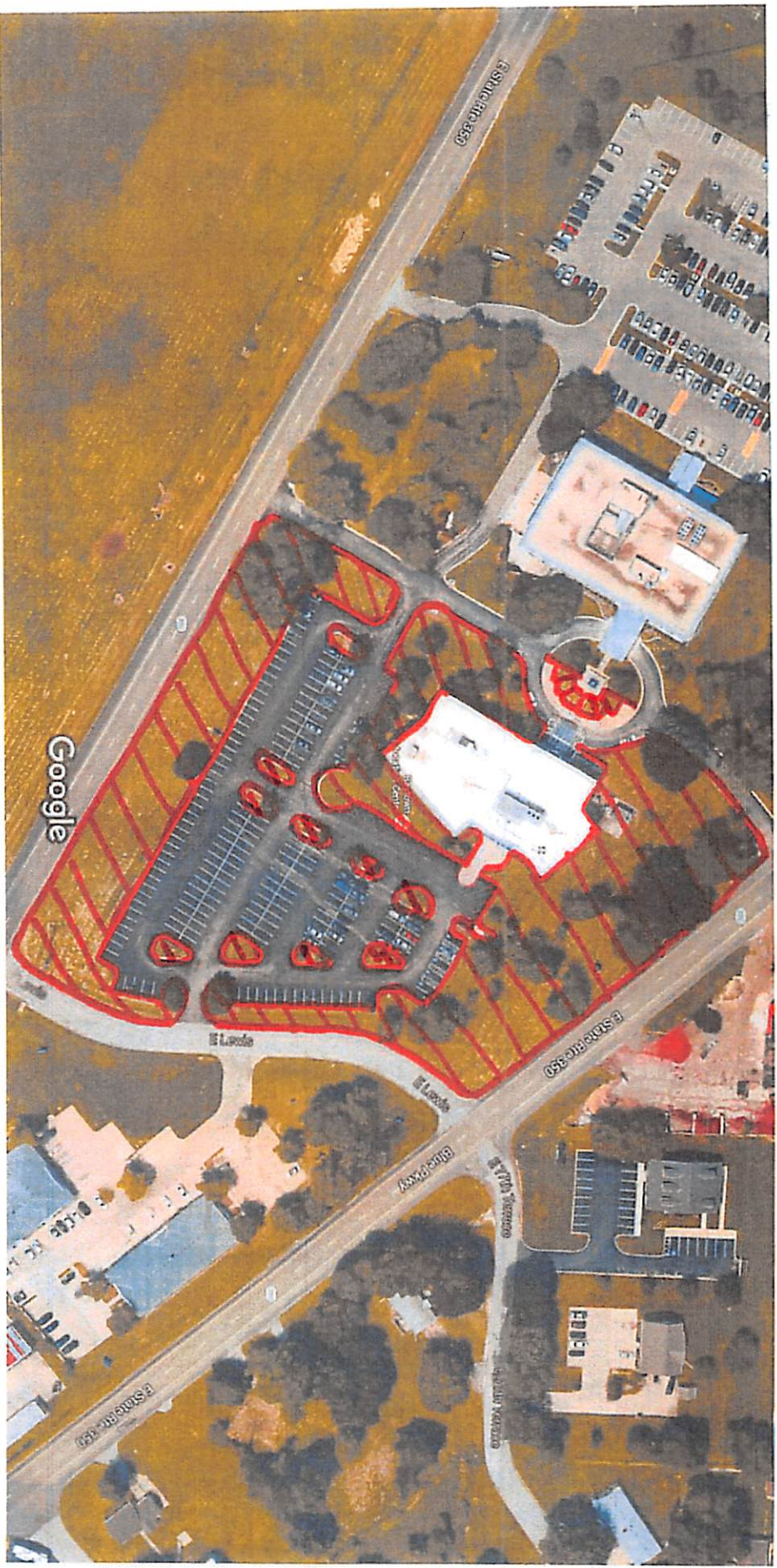






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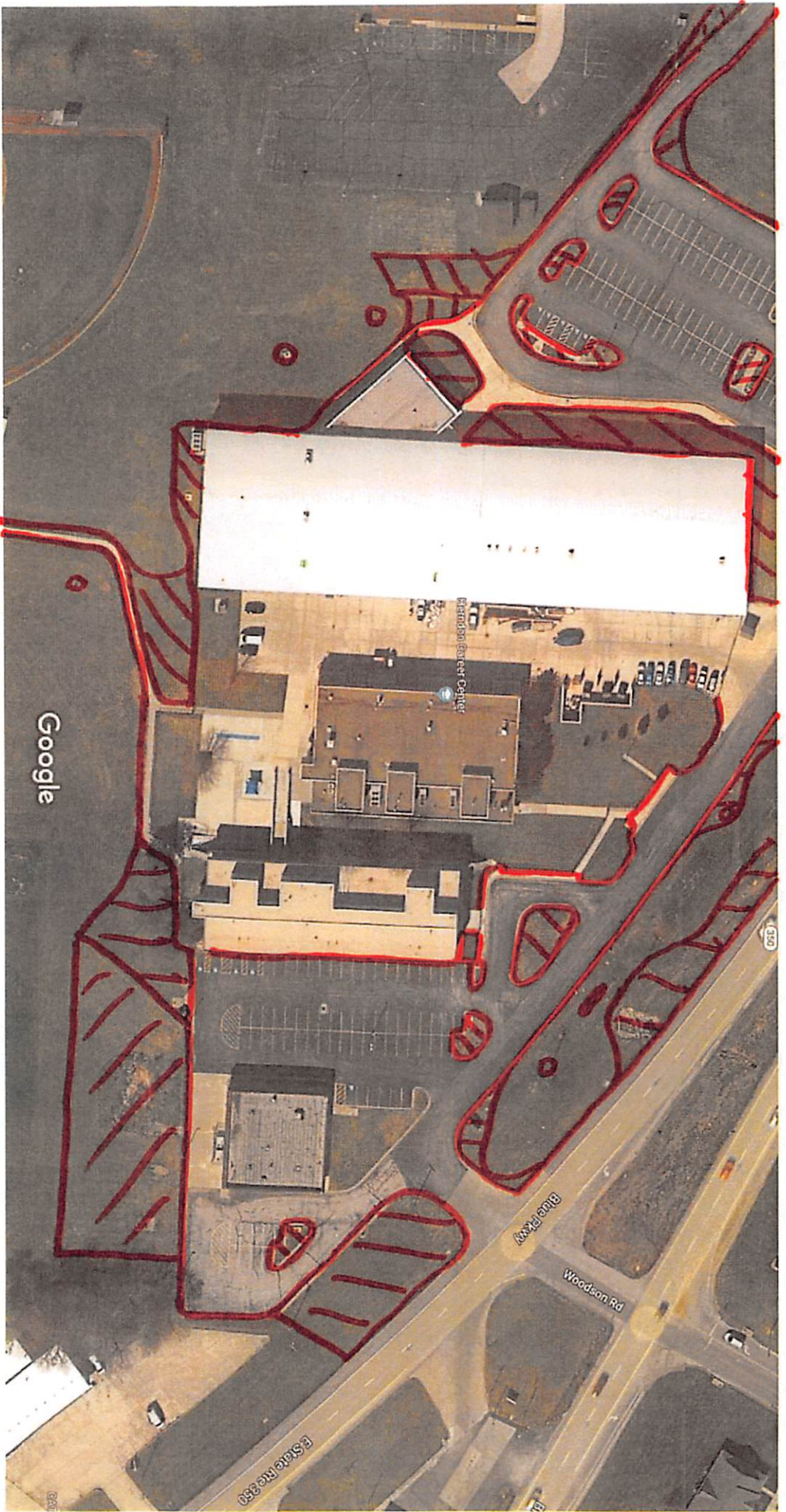
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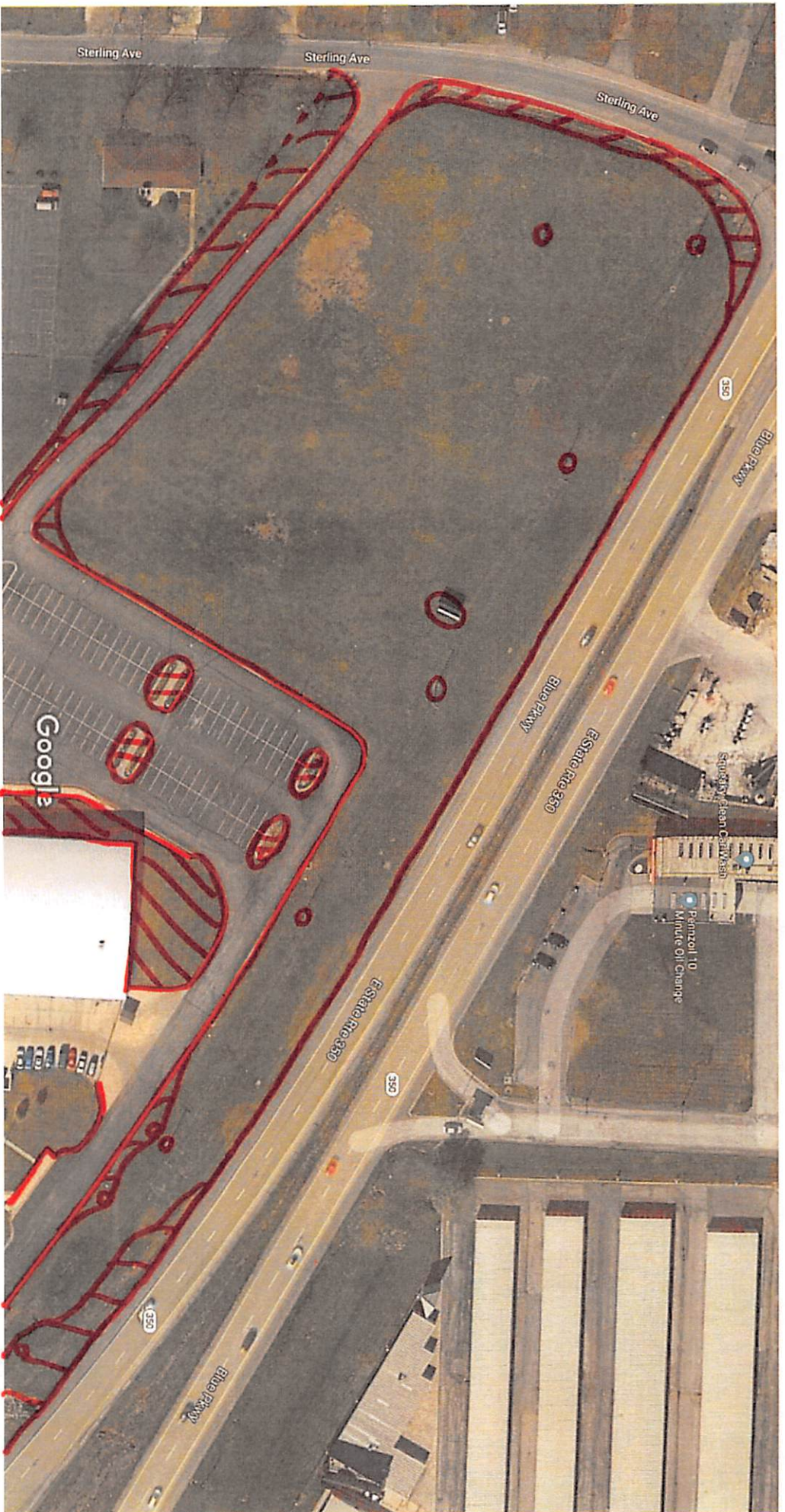


HCC





HCC





Google Maps

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Google Maps

SV



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Google Maps

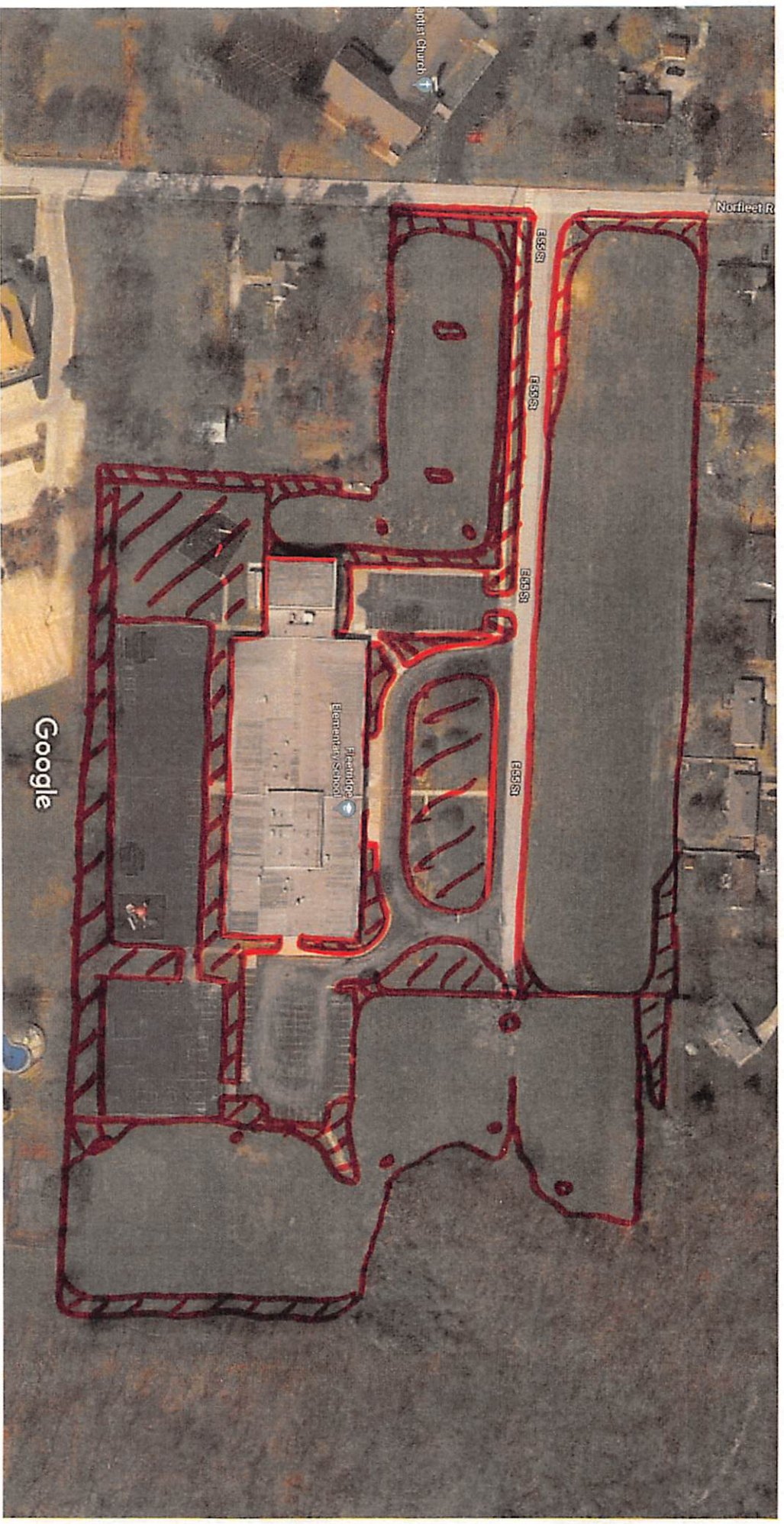
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Google Maps

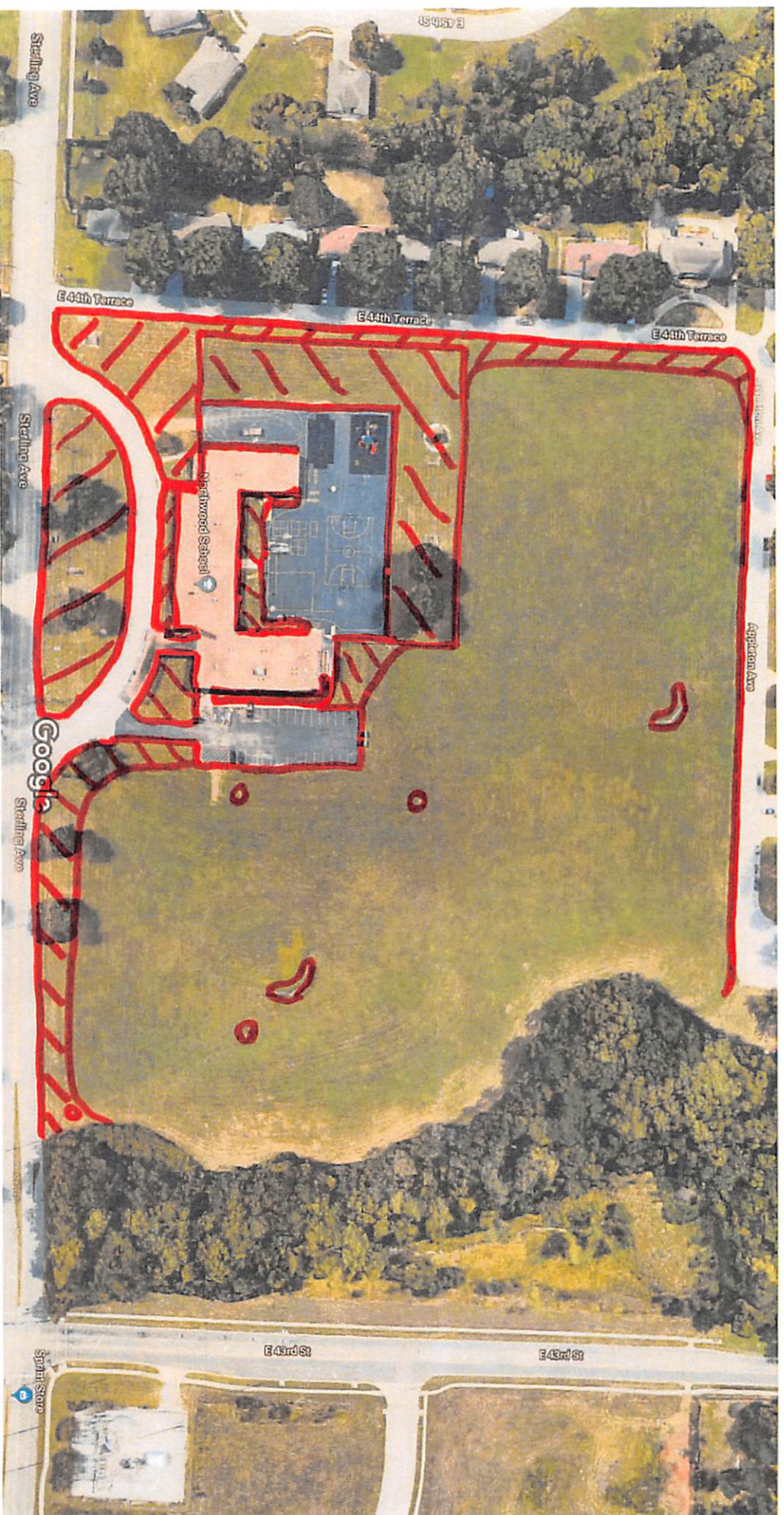
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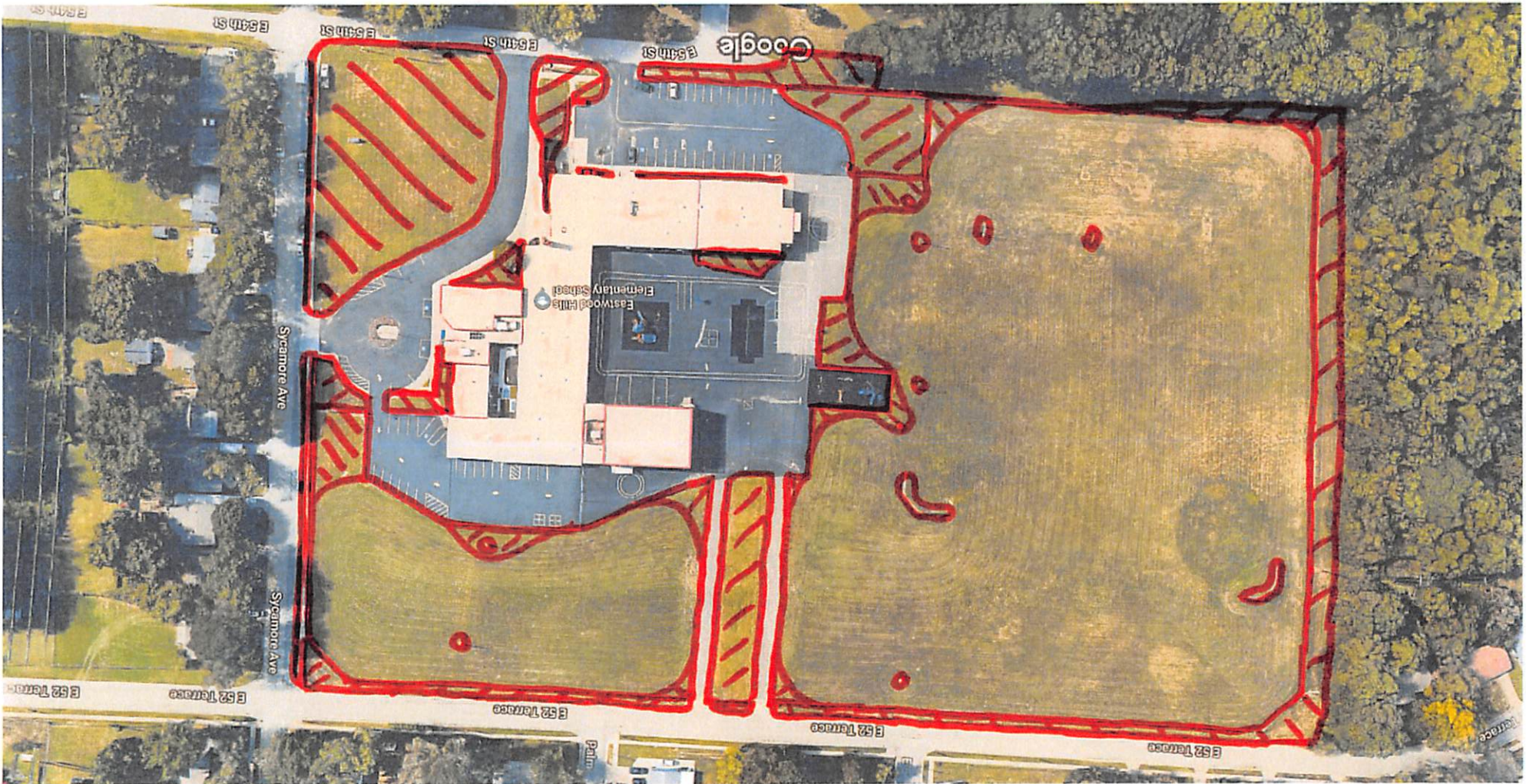


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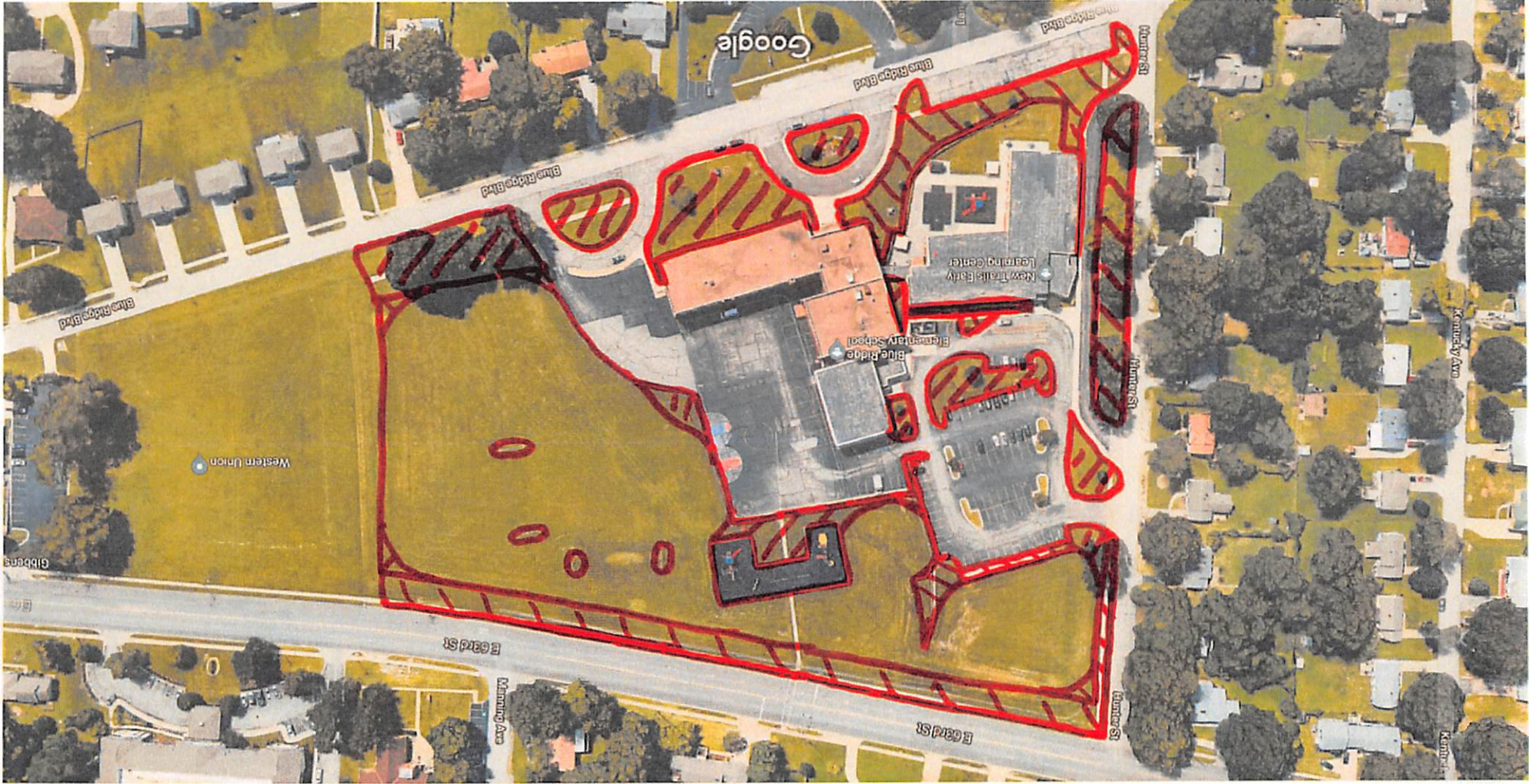


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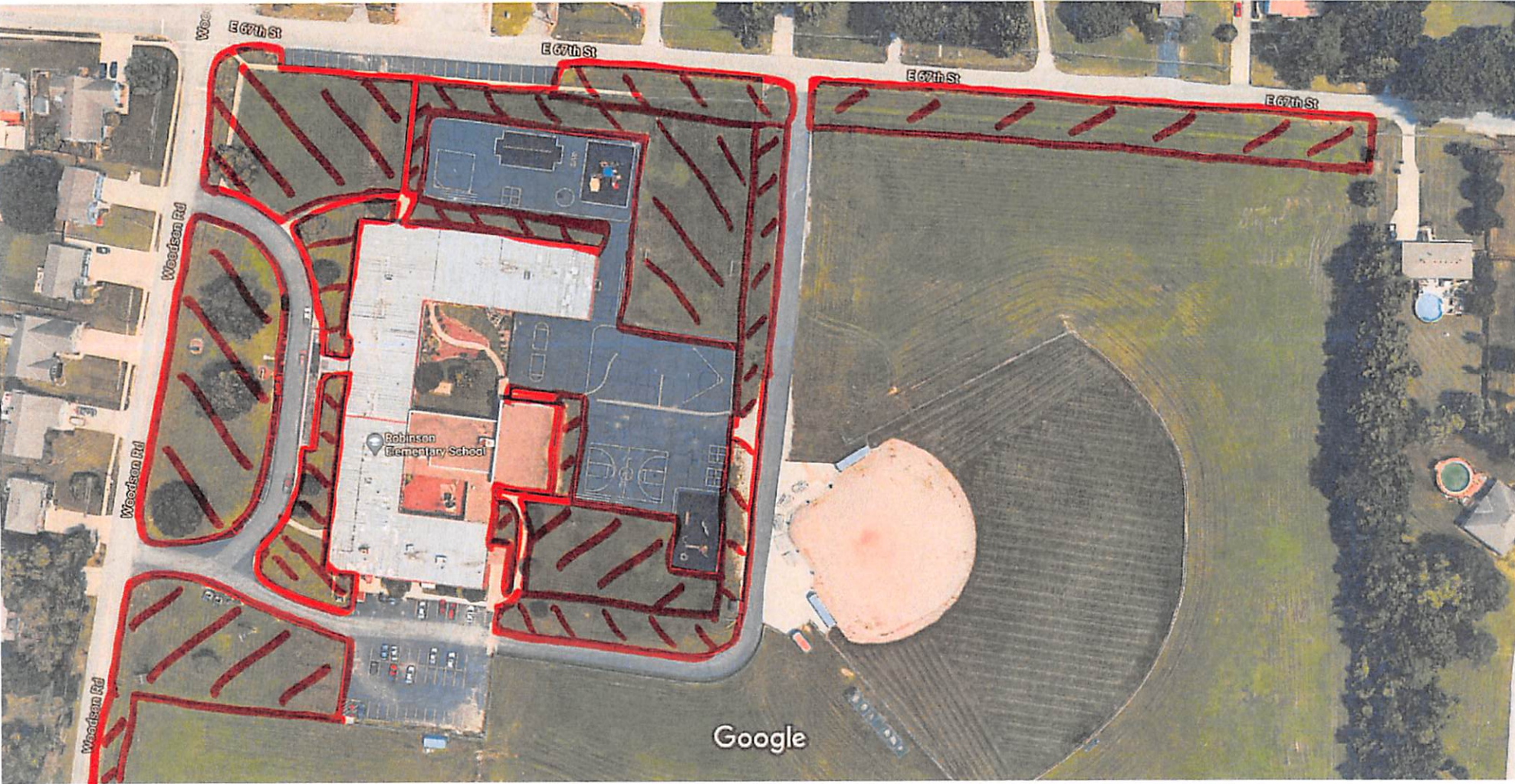




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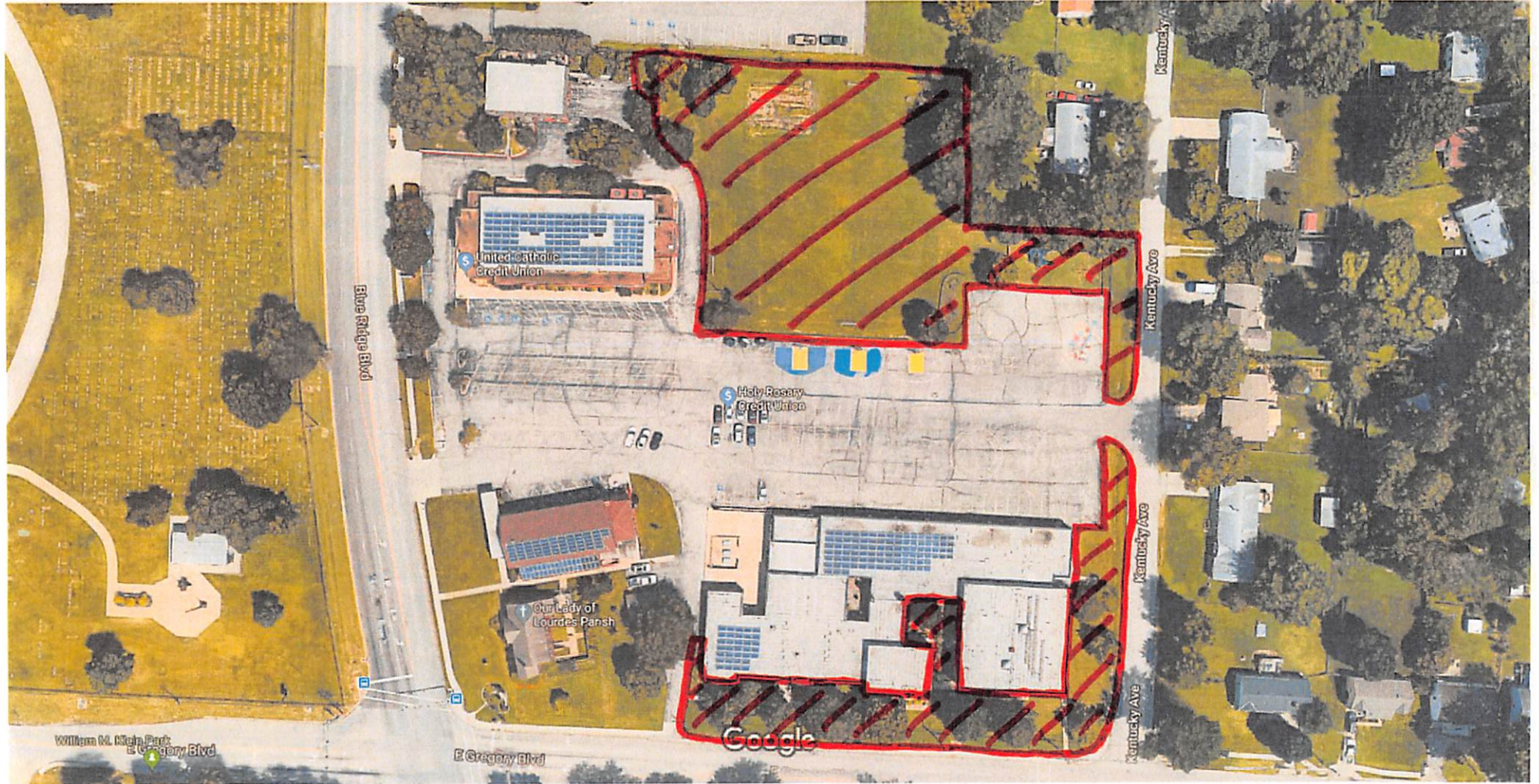








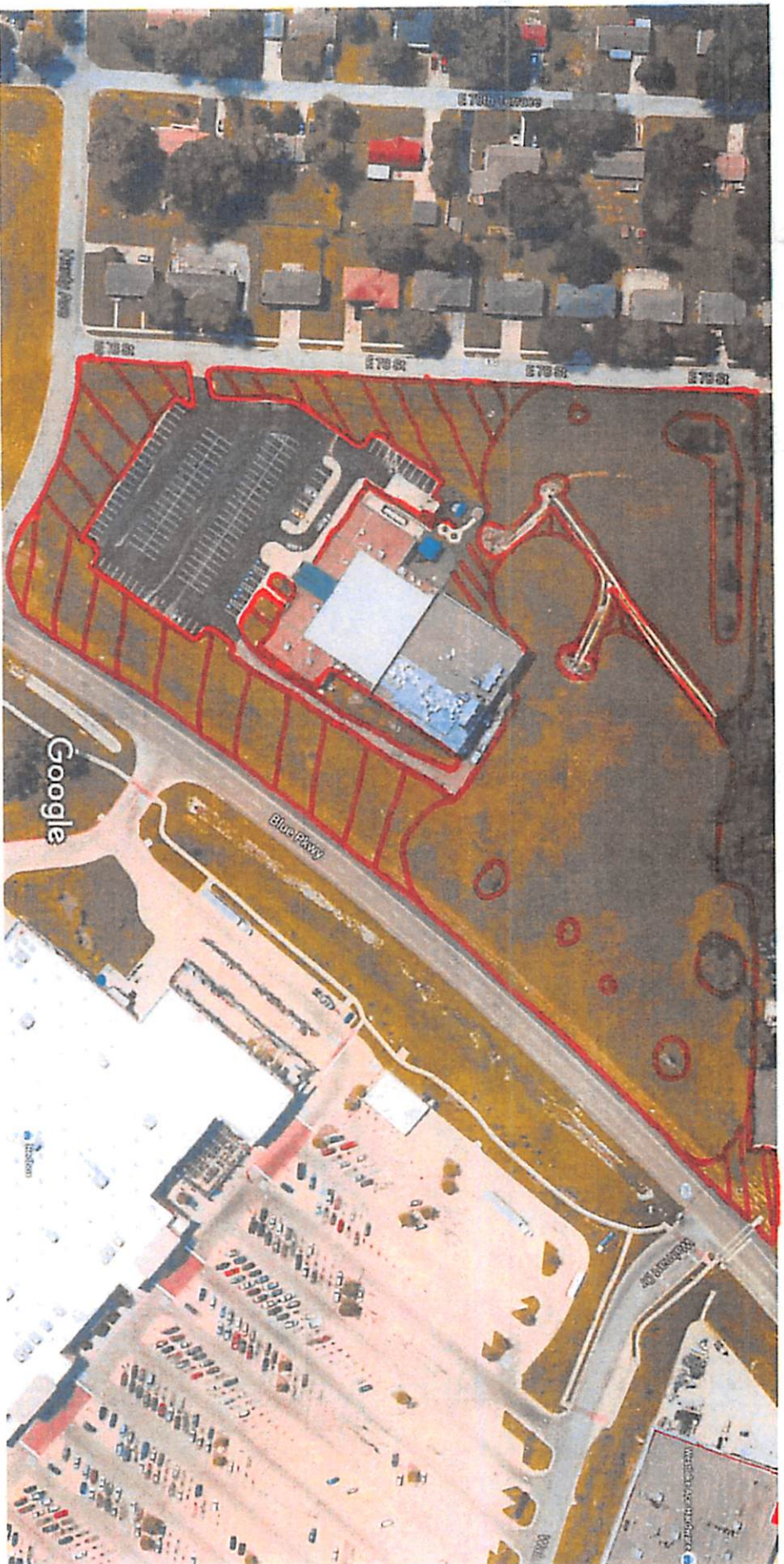
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Wellness Center



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