



Kosciusko School District
Empowering Students ... A Tradition of Excellence

**Kosciusko School District
229 West Washington Street
Kosciusko, MS 39090
662-289-4771**

**REQUEST FOR PROPOSAL (RFP)
FOR OUTDOOR CLASSROOM WITH SENSORY PANELS**

**PROPOSAL DUE DATE
FEBRUARY 14, 2022**

**BID OPENING
JANUARY 12, 2022**

**SUPERINTENDENT OF EDUCATION
MR. BILLY ELLZEY**

**FEDERAL PROGRAMS DIRECTOR
MRS. CORRIE RAMAGE**

January 12, 2022

The Kosciusko School District is seeking to construct an Outdoor Classroom with Sensory Panels to be placed at our Pre-K zone at Kosciusko Lower Elementary during the Summer of 2022. Contained within this document is a sample of a desired structure. It is the intent to place the structure as soon as feasible in 2022.

The RFPs will be due **Monday, February 14, 2022 at 11 AM** at 229 West Washington Street, Kosciusko, MS 39090, and approval is desired at a Board Meeting at or before, March 8, 2022. If you have further questions, please contact Mrs. Corrie Ramage, Director of Federal Programs, corrie.ramage@kosciuskoschools.com, (662)289-4771. If you are interested in viewing the expected location of the structure, please call for an appointment.

General Conditions and Instructions to Bidders

1. Proposals shall be submitted on forms furnished by the owner. The proposal shall be in accordance with the specifications listed within this document.
2. Any variance from the specifications shall be fully explained in writing by the Bidder.
3. **Submission of Proposals:**
Proposals shall be electronically submitted to the following:
corrie.ramage@kosciuskoschools.com
4. **No oral or faxed proposals** (or modifications) will be considered.
5. **Withdrawal of Bids:**
Any bidder may withdraw their bid at any time prior to the scheduled time of opening the bids upon presentation of proper identification. After the opening of the bids, no proposal shall be withdrawn for a period of sixty (60) days or the time as indicated in the request for bid.
6. **Proposal Forms and Signatures:**
Proposals shall be made on the proper forms provided by the owner. All spaces shall be properly filled in with ink or typewriter. The signatures shall be in longhand in ink by an authorized representative.
7. **Addenda:**
Any explanations of contract documents will be issued in the form of an addendum.

All addenda issued during the bidding time shall become part of the specifications. A copy of the addendum shall be sent to all bidders. No verbal statements by the owner shall be considered as authoritative. No requests for explanations can be processed within four (4) days immediately prior to the bid opening date.
10. **Royalties and Patents:**
The contractor shall pay for all royalties and patents and shall defend all suits for claims or infringements on patent rights and save the owner harmless from loss on account thereof.
11. **Clean Up:**
The contractor shall, at all times keep the premises free from accumulations of waste materials or same caused by the work; and upon completing the work, shall remove all work related rubbish from and about the building and shall leave the work area clean, or its equivalent. In the case of dispute, the owner may remove the rubbish and charge the cost to the contractor as the owner

shall determine.

12. Federal, State, and Municipal Taxes:

Each proposal submitted shall include, and the contractor shall pay, all taxes which are levied by the Federal, State, and Municipal Governments, on labor and for materials entering into the work. The owner reserves the right to require evidence of such taxes prior to final payment. In compliance with the regulations of the Mississippi Sales Tax Commission, no Sales Tax is to be included in the proposal. The School District is exempt from Federal Excise tax.

13. Qualification of Bidders:

The owner may request any or all bidders to submit any of the following information before the award of the contract:

- A. A bidder's performance record.
- B. The address and description of the bidder's equipment, plant or permanent place of business.
- C. A description of any project that the bidder has completed.
- D. Information about litigation past, present or pending.
- E. Such additional information will satisfy the owner that the bidder is adequately prepared to fulfill the contract.
- F. Description of work that will be done simultaneously with the owner's project.

14. Award:

Purchasing award decisions may include price; product quality; service; delivery; maintenance of product; adherence to specifications; past performance to the District; supplier reliability; warranties; supplier environmental responsibility; responsible contracting compliance, and increasing the percentage of contracts with local companies.

The contracts shall be deemed as having been awarded when the formal notice of acceptance of this proposal has been duly served upon the intended awardee by some officer or agent of the owner duly authorized to give such notice. Notice shall be in the form of a Kosciusko School District purchase order.

15. Guarantee:

Each contractor shall furnish the owner a written guarantee running for one (1) year after the final payment covering all work in the contract. Any defects in workmanship or materials for which a claim is submitted within this period shall be corrected.

16. Documents:

The Proposals submitted shall be based upon the specifications contained herein.

17. Rights of Acceptance or Rejections:

The Board of Education of the Kosciusko School District reserves the right to reject any or all bids in whole or in part and to accept the bid or portion of bid that, in their opinion, best serves the interests of the School District.

18. Contractors and subcontractors are required not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to hire, tenure, terms, conditions or privileges of employment, because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a bonafide occupational qualification. Breach of this covenant may be regarded as a material breach of the contract of purchasing agreement as provided in the Mississippi Fair Employment Practices Act and may be processed there under.

PROPOSAL FORM
Kosciusko School District
Outdoor Classroom with Sensory Panels – Kosciusko Lower Elementary Pre-k

Please complete and return this proposal form including a drawing and any additional information you feel is necessary to help us evaluate your firm. Proposal form should be the first page of the submitted vendor documentation. **Proposals are due by 11:00 AM on Monday, February 14, 2022.**

Product requested:

- One (1) Custom Outdoor Classroom with Sensory Panels at Kosciusko Lower Elementary, 41 Veterans Memorial Drive, Kosciusko, MS 39090 · Includes freight, delivery and installation inclusive of site preparation

Deliverables:

- Proposal Form
- Specification List
- Attached Required Forms

Tax Exempt (Education)

Cost of Project: \$ _____

Name of Company: _____

Address: _____

Telephone: _____

Email Address: _____

We hereby certify that the product bid meets or exceeds all specifications, terms and conditions set forth in the request for bids. ____ Yes ____ no

If no, all exceptions, substitutions and or variations are listed as follows:

Terms: _____ Signature _____ Net 30
 unless indicated

Familial Disclosure Form

The undersigned, the owner or authorized officer of _____
(the "Proposer"), pursuant to the familial disclosure requirement provided in the Kosciusko School District (KSD) Request of Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationship exist between bidder(s) or any employee of KSD, and any member of the Board of Education of the School District or the Superintendent listed in the Request for Proposal.

List Family Relationships:

Dated: _____

PROPOSER: _____

By: _____

Its: _____

State of Mississippi County of _____)^{ss:}

This instrument was acknowledged before me on the _____ day of _____,
20__, by _____.

_____(Signature)

_____(Printed)

Notary Public, _____ County, Mississippi

My Commission Expires: _____

Acting in the County of _____

Assurances and Certifications

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs The applicant hereby agrees that it will comply with all Federal and Mississippi laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e. Kosciusko School District, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with Section 400 (d) (4) of the U.S. Department of Education Compliance Supplement for A-133.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Kosciusko School District as a Mississippi public entity is required to follow Public Act 517 of 2012.

Dated: _____

PROPOSER: _____

By: _____

Its: _____

State of Mississippi County of _____)^{ss:}

This instrument was acknowledged before me on the ____ day of _____, 20__, by _____.

_____(Signature)

_____(Printed)

Notary Public, _____ County, Mississippi

My Commission Expires: _____

Acting in the County of _____