SHAWNEE MISSION SCHOOL DISTRICT	
Return sealed envelope/package to: Shawnee Mission School District Purchasing Department 8200 W. 71st Street Shawnee Mission, Kansas 66204 **ATTN: Reed Beebe**	DATE: April 9, 2025 RFP NO. 25-004 RFP TITLE: **Pest Control Services** Proposals will be accepted until: Date: **April 30, 2025** Day: **Wednesday** Time: **3:00 p.m. (local time)** **Terms, conditions, and specifications under which proposals are requested are included. Please review thoroughly.**

General Instructions:

The Shawnee Mission School District ("the District") invites qualified vendors to submit proposals for **Pest Control Services** per the following terms, conditions, and specifications.

***Please note that vendors may request a copy of this RFP in Word format by emailing purchasing@smsd.org. Also, a copy of Attachment C can be provided in Excel format upon request.**

Official Contact:

Any questions regarding this Request for Proposal ("RFP") 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 RFP must be received no later than **Friday, April 18, 2025 by 4:00 p.m. (local time).** The District will address questions via addenda; it is currently anticipated that any applicable addenda will be issued by **Tuesday, April 22, 2025 by 4:00 p.m. (local time), although the District reserves the right to issue addenda past this date as needed.**

NON-MANDATORY SITE VISITS:
Interested vendors are welcome to visit the following locations on April 21, 2025 to see representative examples of an elementary school, middle school, and high school facility. Staff will be available to allow access to the site. To schedule a visit, please email purchasing@smsd.org.

Facility	Facility Address
HIGH SCHOOL	
Shawnee Mission East	7500 Mission Rd Prairie Village KS 66208
MIDDLE SCHOOL	
Hocker Grove	10400 Johnson Dr Shawnee KS 66203
ELEMENTARY SCHOOL	
Apache	8910 Goddard Overland Park KS 66214

Addenda/Cancellation:
The District may modify or cancel this RFP at any time prior to the RFP 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.**

RFP Awards:
The District reserves the right to accept or reject any or all proposals, to make a partial award, to make no award, or to make a multiple vendor award. The acceptance or rejection of any or all proposals and the making of an award, partial award, or no award shall be at the sole discretion of the District. The District reserves the right to request additional information. The contract shall be awarded to the qualified Proposer(s) whose proposal (which may include and incorporate the outcome of any subsequent negotiations), is determined to be in the best interests of the District.

Clarification of Proposals:
The District reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of a proposal.

Information in RFP Only an Estimate:
The District and its representatives make no representations, warranty, or guarantee as to the accuracy of the information contained in the RFP or issued via addenda. Any quantities or data contained in this RFP or related addenda are good-faith estimates provided only as general background information.

Method of Selection:
Award will be made to the most responsive and responsible Proposer offering the best value and most economical proposal as defined by the District. In general, the following criteria will be used**: Experience and Qualifications; Service Approach; and Cost/Charges.**

Available points for these respective criteria will be assigned as follows, for a maximum total of 100 evaluation points:

- **Experience and Qualifications –** 5 points;
- **Service Approach –** 50 points;
- **Cost/Charges –** 45 points

Staff will do an initial evaluation of eligible proposals, utilizing their expertise, experience, and the criteria outlined in this RFP. After the District's initial evaluation of proposals, select proposals will undergo additional review and evaluation. The District reserves the right to ask select Proposer(s) to provide additional product or service information.

The District may negotiate with the selected Proposer(s) for mutually agreeable contract terms before making a contract award. Negotiations could include, but not be limited to, price, scope of work, products and services offered, and the terms and conditions listed in the RFP.

Confidentiality of Information:

The District is a state agency, and information submitted to the District in response to District solicitations for product or service information is generally a public record. Accordingly, no response shall restrict the District's ability to produce the solicitation response and/or any corresponding documents in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 *et seq*.)

Appeal of Award:

An unsuccessful Proposer disputing an award decision may submit an appeal in writing to the District's Chief Financial Officer via purchasing@smsd.org. An appeal alleging irregularities or improprieties during the procurement process (such as malfeasance, misfeasance, conflict of interest, etc.) must be received by the Chief Financial Officer within five working days after the award is made (that is, approved by the District's Board of Education), and must describe the basis for the appeal, and must include all argument and evidence the disputant wishes the Chief Financial Officer to consider. Keeping track of the date an award is made, via the District's website as outlined under the section "**Addenda/Cancellation/Notice of Award and Bid Results,"** shall be the responsibility of the disputant.

Submission of Proposal:

All proposals must be received no later than **3:00 p.m. (local time), Wednesday, April 30, 2025**, and should be clearly identified as **"RFP 25-004 Pest Control Services".**

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

The District is currently transitioning to the electronic bidding/proposal system **Public Purchase**. During this transition, the District prefers that proposals be submitted electronically as outlined in **Attachment E**.

Electronic delivery outside of Public Purchase (i.e. email or fax) will not be accepted.

However, vendors wishing to submit hard copy proposals may still do so during this transition period by following the instructions below:

Proposals may be submitted in hardcopy format (one physical copy, **along with a thumb drive containing a digital copy of the proposal**) to the **"Official Contact**" address listed above, and shall be received by delivery in person or via service (US Mail, UPS, FedEx, etc.) in a sealed envelope or box.

Hardcopy proposals should be sealed **and marked on the lower left-hand corner** on the front of the sealed envelope/box with the **firm name** and **address of the Proposer**, RFP control number **("25-004"),** proposal due date (currently, **April 30, 2025**), and time (currently, **3:00 p.m. local time**).

A. No attempt will be made to provide special internal mail service for such documents.
B. Proposals not at the appointed place at proposal receipt deadline will be rejected.

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 Proposer to ensure delivery of proposals to the Purchasing Department.

Proposal Availability:

Proposals received by the District will not be open to public review, nor disclosed to unauthorized persons, prior to award of a contract. After award of a contract, all proposals shall be open to public inspection.

SPECIFICATIONS

Scope of Proposal:

The District would like to contract with a vendor to provide for **Pest Control Services** per the following terms, conditions, and specifications. An outline of desired services and requirements is provided in **Attachment A**.

Contract Term:

The term of any awarded contract will run from July 1, 2025 through June 30, 2026, with four annual (12-month) options to renew each year, as mutually agreed in writing by both parties, for a potential maximum of five (5) years, within terms negotiated as part of the resulting contract, and subject to applicable statutes and regulations. Initial contract pricing will remain the same for the initial annual contract period, with no more than a maximum 5% increase allowed for any subsequent annual renewal term of current services.

Contract Components:

This RFP, the successful proposal(s)'s response thereto, and any additional written modifications, contractual documents, and/or stipulations agreed upon the District and the selected vendor(s) will constitute the final contract. During the contractual period, any changes to the conditions outlined in these materials must be approved by both parties in writing.

Adjustment of Services:

Subject to the terms and conditions of any negotiated lease agreement, the District reserves the right to eliminate, reduce or otherwise adjust the scope of services provided by the selected vendor(s). If the selected vendor(s) does not complete the desired task(s) within the scheduled time frame for an extended period, the District may obtain another contractor to complete the task(s). The cost of obtaining another contractor for these services will be deducted from any costs owed by the District the selected vendor(s).

Terms and Conditions:

Desired terms and conditions are listed in **Attachment D**.

Permits and Licenses:

The selected vendor(s) will obtain and pay for all permits and licenses required by law that are associated with the selected vendor(s) performance of services as listed in this RFP.

Acceptance of RFP Terms:

A proposal submitted in response to this RFP shall constitute a binding offer. **The Proposer may suggest alternative terms (insurance requirements, termination requirements, etc.) for the District's consideration, but the Proposer must identify clearly and thoroughly any variation between its offer and the RFP.** Failure to do so shall be deemed a waiver of any right to subsequently modify the terms of performance. Proposer's authorized representative may withdraw submitted proposals only by written request received before the proposal due date.

PROPOSAL CONTENT AND FORMAT

To provide a degree of consistency in review of the submitted proposals, Proposers are required to prepare their proposals in the format described below:

Proposal Response Form:

An individual having full authority to submit a proposal and execute any resulting contract for products or services ("authorized representative") must complete and submit the attached Proposal 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.

Experience and Qualifications:

Proposer should provide a background of the firm's experience and qualifications. This should include a brief history of the firm, date founded, ownership and any subsidiary relationships. Also, list the types of services that the firm is able to provide. Please address the firm's ability to provide the desired products and/or services listed in **Attachment A**. Give examples of experience for similar products and/or services to other entities. In particular, if the firm has experience providing the desired products and services to other school districts, or institutions that are of similar size and have similar needs to the District, please note this information.

Service Approach:

Proposer should submit a clear, concise response to accomplish the scope of services that reflects the firm's understanding of the District's requirements as described in **Attachment A**. Include information about the timeframe needed to implement services, service response times, and your firm's ability, to provide the desired services and products desired by the District. This response should demonstrate an understanding of the District's needs as outlined in the RFP.

Costs/Charges:

Submit a detailed breakdown of all costs and charges in providing the desired products and/or services (or equivalent) as listed in **Attachment A**, in the format of **Attachment C**. The District relies on the Proposer to assure that all charges to provide the desired products/services (or equivalent) are submitted in the proposal, and that there are no hidden costs are charges that will be incurred. **NOTE: A copy of Attachment C in Excel format may be requested by emailing purchasing@smsd.org**

Personnel:

Proposer should list the names of key management personnel who would be directly involved in providing services and products to the District: describe their relationship to the firm, the role they would

play in providing services, and their experience, qualifications, and years of service with the firm. Please note the respective personnel's experience with providing services similar to those desired by the District. The District may consider this information in its evaluation of the Proposer's service approach and experience and qualifications.

Use of Subcontractors:

The selected Proposer(s) shall be solely responsible for all products and services as required by this RFP. Subcontractors, if any, will be the responsibility of the Proposer and the role of subcontractors must be clearly identified in the proposal. The District may consider this information in its evaluation of the Proposer's service approach. The use of a subcontractor(s) does not relieve the selected Proposer(s) of liability under any awarded contract (see terms and conditions in **Attachment D**). The selected vendor(s) agrees not to assign or subcontract any part of a resulting contract without express written approval of the District.

References:

Proposer should submit information regarding three (3) comparable projects that the Proposer completed as contractor within the last five (5) years. The projects should indicate the start and completion dates, and the products and services provided. If references from comparable school districts are available, please provide these references. The provided references may be used by the District in its Evaluation of a Proposer's experience and qualifications.

Alternative Proposals:

In addition to addressing the service needs identified by the District in this RFP, Proposers are welcome to include additional information regarding alternative service solutions that might be of interest to the District. Such alternative proposals and any related features and pricing should be clearly identified as a proposed alternative solution or feature, outside Proposer's base proposal that addresses the needs identified in the RFP. While alternative proposals may be considered as a factor in the initial evaluation of a Proposer's service approach, proposed costs for such alternatives will not be evaluated in the initial cost comparisons.

ATTACHMENT A

SCOPE OF PROPOSAL

Overview:

The Shawnee Mission School District is located in suburban northeast Johnson County, Kansas, ten miles from downtown Kansas City, Missouri. The District is the third largest school district in the state of Kansas and is dedicated to guiding students to success. The District consists of 34 elementary schools, five middle schools, and six high schools for a total of 45 schools. **NOTE: A list of District site locations, and square footage, is provided at the end of this Attachment A.**

IPM Plan: The District desires a vendor that is able to provide quality pest control services. Specifically, the District is interested in a vendor that will provide a comprehensive Integrated Pest Management (IPM) plan for District facilities. The District considers "IPM" to be a process for achieving long-term, environmentally sound pest suppression through the use of a variety of technological and management practices. That is, IPM strategies extend beyond the mere application of pesticides to include structural and procedural modifications that reduce the food, water, harborage and access used by pests. Insect trapping, rather than usage of chemical applications and other pest control resources, is preferred. The selected contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide applications components of the IPM plan. The selected contract shall provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

Monthly Services: The District desires that the selected pest control contractor will, on a monthly basis, make inspection visits to the following areas: all food preparation areas, kitchen dry storage areas, public eating areas, break areas, vending areas, concession areas, concession storage areas, custodial closets, receiving and dock areas, all restrooms, all instructional areas utilizing food (for example, for "Home Economics" instruction), nurse stations, and exterior entryways.

Quarterly Services: The District desires that the selected contractor will, on a quarterly basis, make inspection visits in all basements, sub-basements, and mechanical spaces. Based on these inspections, pest control treatments will be made accordingly.

Weekly Services: The District desires that the selected contractor will, on a weekly basis, contact the District's designated representative to discuss any pest sightings or signs that may need attention from the contractor.

Posting Required Notices: The selected contractor will be responsible for posting, in a prominent location, any pest control signs needed to fulfil pest control requirements of the State of Kansas or local governments.

Record Keeping: The selected contractor shall be responsible for maintaining a pest control logbook for each building or site specified in the finalized contract. These records shall be kept by the designated custodian at each facility. The District will work with the selected contractor to finalize the desired format of this logbook.

Included Pests: As part of its base pest treatments, the District expects the selected contractor to suppress the following general pests: rodents (rats, house mice, etc.), cockroaches, ants, flies, spiders, and any other anthropoid pest not specifically excluded from the contract.

The District understands that pest control firms differ on what is covered in their base treatment programs. Vendors are asked to list the costs for basic treatments, along with any excluded pests (termites, mosquitos, bed bugs, etc.) If specific pests are excluded from base treatment, vendors are asked to list such exclusions, and the cost for separate treatments.

For cost comparison purposes in **Attachment C,** vendors are asked to quote pricing for base monthly treatments at each site that cover the "Included Pests" listed above (rodents, cockroaches, etc.) Vendors are also asked to list prices for separate offered pest treatments or solutions (bed bugs, termites, etc.) for the District's consideration.

List of District Sites and Square Footage:

Facility	Facility Address	Square Footage
HIGH SCHOOLS		
Shawnee Mission East	7500 Mission Rd Prairie Village KS 66208	350,480
Shawnee Mission Horizons	5900 Lamar Ave Mission KS 66202	62,816
Shawnee Mission North	7401 Johnson Dr Overland Park KS 66202	362,382
Shawnee Mission Northwest	12701 W 67th St Shawnee KS 66216	356,940
Shawnee Mission South	5800 W 107th St Overland Park KS 66207	344,860
Shawnee Mission West	8800 W 85th St Overland Park KS 66212	367,417
MIDDLE SCHOOLS		
Hocker Grove	10400 Johnson Dr Shawnee KS 66203	118,207
Indian Hills	6400 Mission Rd Prairie Village KS 66208	126,062
Indian Woods	9700 Woodson Dr Overland Park KS 66207	137,863
Trailridge	7500 Quivira Rd Lenexa KS 66216	134,317
Westridge	9300 Nieman Rd Overland Park KS 66214	135,597
ELEMENTARY SCHOOLS		
Apache	8910 Goddard Overland Park KS 66214	87,762
Belinder	7230 Belinder Ave Prairie Village KS 66208	69,319
Benninghoven	6720 Caenen Ave Shawnee KS 66216	73,722
Bluejacket Flint	11615 W 49th Ter Shawnee KS 66203	81,989
Briarwood	5300 W 86th St Prairie Village KS 66207	72,000
Broken Arrow	5901 Alden St Shawnee KS 66216	68,064
Brookridge	9920 Lowell Ave Overland Park KS 66212	71,236
Brookwood	3411 W 103rd St Leawood KS 66206	76,502
Comanche	8200 Grant St Overland Park KS 66204	68,731
Corinth	8301 Mission Rd Prairie Village KS 66206	67,892
Crestview	6101 Craig St Merriam KS 66202	63,865
Diemer	9600 Lamar Ave Overland Park KS 66207	78,750
East Antioch	7342 Lowell Ave Overland Park KS 66204	55,542
Highlands	6200 Roe Ave Mission KS 66205	76,971

Lenexa Hills	8650 Haven St Lenexa KS 66219	74,305
Marsh	5642 Rosehill Rd Shawnee KS 66216	72,066
McAuliffe	15600 W 83rd St Lenexa KS 66219	73,108
Merriam Park	6100 Mastin St Merriam KS 66203	69,591
Mill Creek	13951 W 79th St Lenexa KS 66215	62,818
Nieman	10917 W 67th St Shawnee KS 66203	70,695
Oak Park Carpenter	10000 Nieman Rd Overland Park KS 66214	78,827
Overland Park	8150 Santa Fe Dr Overland Park KS 66204	69,525
Pawnee	9501 W 91st St Overland Park KS 66212	76,988
Prairie	6642 Mission Rd Prairie Village KS 66208	64,979
Rising Star	8600 Candlelight Ln Lenexa KS 66215	89,805
Roesland	4900 Parish Dr Roeland Park KS 66205	70,715
Rosehill	9801 Rosehill Rd Lenexa KS 66215	82,146
Rushton	6001 W 52nd St Mission KS 66202	74,196
Santa Fe Trail	7100 Lamar Ave Overland Park KS 66204	58,551
Shawanoe	11230 W 75th St Shawnee KS 66214	84,650
Sunflower	8955 Loiret Blvd Lenexa KS 66219	80,961
Tomahawk	6301 W 78th St Overland Park KS 66204	82,475
Trailwood	5101 W 95th St Overland Park KS 66207	68,000
Westwood View	4935 Belinder Ave Westwood KS 66205	70,000
OTHER FACILITIES		
Arrowhead	6601 Santa Fe Dr Overland Park KS 66202	36,436
Broadmoor/Early Childhood Education Center	6701 W 83rd St Overland Park KS 66204	70,146
Center for Academic Achievement	8200 W 71st St Overland Park KS 66204	128,200
Indian Creek	4401 W 103rd St Overland Park KS 66207	103,405
Operations & Maintenance	6445 Carter Ave Merriam KS 66203	60,000
Softball Complex	6101 Maurer Rd Shawnee KS 66217	3,911
Aquatic Center	12751 W 87th St Lenexa KS 66219	54,341
		5,657,266 Total Sq. Ft.

ATTACHMENT B

PROPOSAL RESPONSE FORM

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

DATE: _____

Proposal of:_____, (herein after called Proposer), a Corporation/Partnership/Individual doing business as_____.

TO: The Shawnee Mission School District

The Proposer, in compliance with your **Request for Proposal – Pest Control Services**, and having reviewed the RFP 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 pricing stated in this RFP response. These prices are to cover all expenses incurred in providing the desired products and/or services.

Proposer 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: _____

Please review and provide responses to the questionnaire below. Responses need not be in the format of the questionnaire, but following the questionnaire format does help District staff in evaluating vendor responses; regardless of format, vendors should address all listed questions and requests for information. A Word copy of this Attachment B may be requested by emailing purchasing@smsd.org.

QUESTIONNAIRE

1. Please provide a brief history of your firm, the date founded, ownership and any subsidiary relationships.

2. Please list the types of services your firm is able to provide (e.g., traps, sprays, types of pests that your firm can exterminate, etc.). Does your firm have the capacity to provide the services listed in the RFP? Has your firm provided such services to institutions or school districts of similar size to the District?

3. Does your firm consult with or utilize entomologists for developing pest control strategies? If so, what certifications do these entomologists possess?

4. Please list the names of key management personnel who would be directly involved in providing services to the District: describe their relationship to the firm, the role they would play in providing services, and their experience, qualifications, and years of service with the firm. Please note the respective personnel's experience with providing services similar to those desired by the District.

5. If applicable, please identify the role of any subcontractors that would be utilized to provide services to the District.

6. Please list information regarding three (3) comparable projects that your firm completed as prime contractor with the last five (5) years. The projects should indicate the start and completion dates, and the products and services provided.

7. Generally, how much notification time (weeks, days, hours, etc.) must a client give your firm to schedule a pest service call?

8. Please describe your firm's general process for escalating ongoing (or challenging-to-resolve) pest control issues.

9. Please describe your firm's process for diagnosing site-specific current or potential pest issues.

10. Please describe your firm's ability to maintain documentation of pest assessments and treatments at various school locations. Is your firm able to provide the desired documentation identified in **Attachment A** ("Record Keeping")?

11. Given the District's unique operational needs (students on site, etc.) would your firm be able to provide treatments after 3:00 pm on weekdays, if desired?

12. Please describe your firm's ability to respond to emergency pest control needs (for example, the discovery of pests that might impact instructional activities at schools, etc.)

ALTERNATIVE/ADDITIONAL FEATURES AND SERVICES:

Are there any pest control services that are not listed in the RFP, that your firm offers and would like to share with the District, for its consideration? If so, please note that your firm is welcome to include additional information regarding alternative product and service solutions that might be of interest to the District. Such alternative proposals and any related features and pricing should be clearly identified as a proposed alternative solution or feature, outside your firm's base proposal that addresses the needs identified in the RFP.

ATTACHMENT C - COSTS/CHARGES FORM

NOTE: An Excel copy of this attachment may be requested by emailing purchasing@smsd.org.

The District understands that pest control firms differ on what is covered in their base treatment programs. Vendors are asked to list the costs for basic treatments, along with any excluded pests (termites, mosquitos, bed bugs, etc.) If specific pests are excluded from base treatment, vendors are asked to list such exclusions, and the cost for separate treatments.

For cost comparison purposes, vendors are asked to quote pricing for base monthly treatments at each site that cover the "Included Pests" listed above (rodents, cockroaches, etc.), as well as the quarterly treatment services outlined in the RFP. Vendors are also asked to list prices for separate offered pest treatments or solutions (bed bugs, termites, etc.) for the District's consideration.

Facility	Facility Address	Square Footage	Cost for Monthly Treatment per Site	Cost for Quarterly Treatment per Site
HIGH SCHOOLS				
Shawnee Mission East	7500 Mission Rd Prairie Village KS 66208	350,480	$0.00	$0.00
Shawnee Mission Horizons	5900 Lamar Ave Mission KS 66202	62,816	$0.00	$0.00
Shawnee Mission North	7401 Johnson Dr Overland Park KS 66202	362,382	$0.00	$0.00
Shawnee Mission Northwest	12701 W 67th St Shawnee KS 66216	356,940	$0.00	$0.00
Shawnee Mission South	5800 W 107th St Overland Park KS 66207	344,860	$0.00	$0.00
Shawnee Mission West	8800 W 85th St Overland Park KS 66212	367,417	$0.00	$0.00
MIDDLE SCHOOLS				
Hocker Grove	10400 Johnson Dr Shawnee KS 66203	118,207	$0.00	$0.00
Indian Hills	6400 Mission Rd Prairie Village KS 66208	126,062	$0.00	$0.00
Indian Woods	9700 Woodson Dr Overland Park KS 66207	137,863	$0.00	$0.00
Trailridge	7500 Quivira Rd Lenexa KS 66216	134,317	$0.00	$0.00
Westridge	9300 Nieman Rd Overland Park KS 66214	135,597	$0.00	$0.00
ELEMENTARY SCHOOLS				
Apache	8910 Goddard Overland Park KS 66214	87,762	$0.00	$0.00
Belinder	7230 Belinder Ave Prairie Village KS 66208	69,319	$0.00	$0.00
Benninghoven	6720 Caenen Ave Shawnee KS 66216	73,722	$0.00	$0.00

Bluejacket Flint	11615 W 49th Ter Shawnee KS 66203	81,989	$0.00	$0.00
Briarwood	5300 W 86th St Prairie Village KS 66207	72,000	$0.00	$0.00
Broken Arrow	5901 Alden St Shawnee KS 66216	68,064	$0.00	$0.00
Brookridge	9920 Lowell Ave Overland Park KS 66212	71,236	$0.00	$0.00
Brookwood	3411 W 103rd St Leawood KS 66206	76,502	$0.00	$0.00
Comanche	8200 Grant St Overland Park KS 66204	68,731	$0.00	$0.00
Corinth	8301 Mission Rd Prairie Village KS 66206	67,892	$0.00	$0.00
Crestview	6101 Craig St Merriam KS 66202	63,865	$0.00	$0.00
Diemer	9600 Lamar Ave Overland Park KS 66207	78,750	$0.00	$0.00
East Antioch	7342 Lowell Ave Overland Park KS 66204	55,542	$0.00	$0.00
Highlands	6200 Roe Ave Mission KS 66205	76,971	$0.00	$0.00
Lenexa Hills	8650 Haven St Lenexa KS 66219	74,305	$0.00	$0.00
Marsh	5642 Rosehill Rd Shawnee KS 66216	72,066	$0.00	$0.00
McAuliffe	15600 W 83rd St Lenexa KS 66219	73,108	$0.00	$0.00
Merriam Park	6100 Mastin St Merriam KS 66203	69,591	$0.00	$0.00
Mill Creek	13951 W 79th St Lenexa KS 66215	62,818	$0.00	$0.00
Nieman	10917 W 67th St Shawnee KS 66203	70,695	$0.00	$0.00
Oak Park Carpenter	10000 Nieman Rd Overland Park KS 66214	78,827	$0.00	$0.00
Overland Park	8150 Santa Fe Dr Overland Park KS 66204	69,525	$0.00	$0.00
Pawnee	9501 W 91st St Overland Park KS 66212	76,988	$0.00	$0.00
Prairie	6642 Mission Rd Prairie Village KS 66208	64,979	$0.00	$0.00
Rising Star	8600 Candlelight Ln Lenexa KS 66215	89,805	$0.00	$0.00
Roesland	4900 Parish Dr Roeland Park KS 66205	70,715	$0.00	$0.00
Rosehill	9801 Rosehill Rd Lenexa KS 66215	82,146	$0.00	$0.00
Rushton	6001 W 52nd St Mission KS 66202	74,196	$0.00	$0.00
Santa Fe Trail	7100 Lamar Ave Overland Park KS 66204	58,551	$0.00	$0.00
Shawanoe	11230 W 75th St Shawnee KS 66214	84,650	$0.00	$0.00
Sunflower	8955 Loiret Blvd Lenexa KS 66219	80,961	$0.00	$0.00
Tomahawk	6301 W 78th St Overland Park KS 66204	82,475	$0.00	$0.00
Trailwood	5101 W 95th St Overland Park KS 66207	68,000	$0.00	$0.00
Westwood View	4935 Belinder Ave Westwood KS 66205	70,000	$0.00	$0.00
OTHER FACILITIES				
Arrowhead	6601 Santa Fe Dr Overland Park KS 66202	36,436	$0.00	$0.00

Broadmoor/Early Childhood Education Center	6701 W 83rd St Overland Park KS 66204	70,146	$0.00	$0.00
Center for Academic Achievement	8200 W 71st St Overland Park KS 66204	128,200	$0.00	$0.00
Indian Creek	4401 W 103rd St Overland Park KS 66207	103,405	$0.00	$0.00
Operations & Maintenance	6445 Carter Ave Merriam KS 66203	60,000	$0.00	$0.00
Softball Complex	6101 Maurer Rd Shawnee KS 66217	3,911	$0.00	$0.00
Aquatic Center	12751 W 87th St Lenexa KS 66219	54,341	$0.00	$0.00

5,657,266 Total Sq. Ft.

ADDITIONAL COSTS/TREATMENTS (if appilcable)

Please quote the treatments below if separate from monthly and quarterly service plans. Please elaborate as needed

Bed Bug Treatment	$0.00
Termite Treatment	$0.00
Exterior Rodent Service	$0.00
Exterior Rodent Stations	$0.00
Interior Rodent Traps	$0.00
Exterior Spays (cost per spray)	$0.00

NOTE: Please list any other additional services or costs not addressed above.

ATTACHMENT D

STANDARD TERMS AND CONDITIONS/CONTRACTUAL PROVISIONS

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

Contract Term: The term of any awarded contract will run from July 1, 2025 through June 30, 2026, with four annual (12-month) options to renew each year, as mutually agreed in writing by both parties, for a potential maximum of five (5) years, within terms negotiated as part of the resulting contract, and subject to applicable statutes and regulations. Initial contract pricing will remain the same for the initial annual contract period, with no more than a maximum 5% increase allowed for any subsequent annual renewal term of current services.

Termination: District reserves the right to cancel, for cause, the contract without prior written notification. Cause for termination shall include the following: 1) violation by Contractor of any applicable federal, state, or local law, regulation or ethical code; 2) Contractor's substantial under performance, as determined by District; or 3) failure to comply with the provisions of this contract. District shall, where permitted by law, have the right to terminate the Contract immediately and without other cause or prior notice to Contractor in the event that Contractor does any of the following: 1) makes written admission of its inability to pay its debts or obligations as they become due; 2) files a voluntary petition in bankruptcy; 3) is adjudicated as bankrupt or insolvent; 4) seeks, consents to or acquiesces in the appointment of any trustee, receiver, or liquidator of all or any substantial part of its business assets; 5) fails to actively operate its business for a period of more than seven (7) consecutive days without the prior written consent of the District; or 6) fails to maintain the insurance coverage required in this Contract. The contract shall terminate immediately if it is no longer permitted by applicable laws, rules or regulations, or if the District decides to limit or discontinue its operation for any reason.

Modification of Contract: No waiver or modification of this Contract or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith and no evidence of any waiver or modification shall be offered or received in evidence of any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Contract, or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing, duly executed as aforesaid, and the parties further agree that the provisions of this Section may not be waived except as herein set forth.

Codes, Laws, and Regulations: Contractor will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Contract.

Adjustment of Services: The District reserves the right to eliminate, reduce or otherwise adjust the scope of services provided by the Contractor. The District will notify Contractor of desired service adjustments withing thirty (30) days of desired implementation.

Assignability: Neither this Contract nor any rights hereunder may be assigned by the Contractor without the District's prior written consent.

Insurance Requirements:

A. Worker's Compensation Insurance: Worker's Compensation and Employer's Liability Insurance as required by law to cover fully all employees.

B. Bodily Injury and Property Damage Insurance: A comprehensive general bodily injury and property damage policy, including automobiles, covering the work to be performed. The policy shall be written to provide a minimum coverage of $1,000,000 for each person, with an aggregate of $1,000,000 for property damage arising from one accident, with not less than $1,000,000 aggregate damages to, or destruction of, property during the policy period; except, in case of automobile damage coverage, the minimum provided shall be not less than $1,000,000 bodily injury and $1,000,000 property damage per accident for any vehicle used on the project, whether owned, hired, or non-owned.

C. Subcontractor's Insurance: If a part of this contract is sublet, the contractor shall either cover any or all subcontractors in his insurance policies; or required each subcontractor to secure insurance which will protect him against all applicable hazards not covered by the contractor's policies.

D. Certificate and Maintenance of Insurance: The contractor shall submit a copy of the Certificate of Insurance to the District. The required insurance shall be maintained in force until the contract is completed or terminated.

Payment Terms: Unless otherwise specified herein, payment shall be made within 45 days after District's receipt of goods or services and receipt of an accurate invoice indicating the actual amount owed by the District.

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 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.

CONTRACTUAL PROVISIONS ATTACHMENT
Shawnee Mission School District

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 SMSD-146a, Rev.01-23), which is attached hereto, are hereby incorporated in this contract and made apart 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 Johnson County, Kansas.

3. **Termination Due To Lack Of Funding Appropriation**: If sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, Shawnee Mission School District (SMSD) may terminate this agreement at the end of its current fiscal year. SMSD agrees to give written notice of termination to contractor at least thirty (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 ninety (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 SMSD under the contract. SMSD 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 SMSD, title to any such equipment shall revert to contractor at the end of SMSD's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to SMSD 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 SMSD to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas and SMSD 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 Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (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 agreement may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by SMSD or the Kansas Department of Administration.

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, including, but not limited to the signature of an authorized representative of SMSD, as defined in SMSD policy.

7. **Arbitration, Damages, Warranties**: Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or SMSD have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and SMSD 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 SMSD 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 SMSD 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 SMSD 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 it 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 State of Kansas 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 and SMSD 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 SMSD or 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.

14. **Privacy of Student Records.** The contractor understands that SMSD is subject to the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) (FERPA) and agrees to handle any student education records it receives pursuant to the contract in a manner that enables SMSD to be compliant with FERPA and its regulations. The contractor agrees to protect the privacy of student data and educational records in a commercially reasonable manner and shall not transmit, share, or disclose any data about a student without the parent's/guardian's written consent, except to other SMSD officials who seek the information within the context of their professionally assigned responsibilities and used within the context of official SMSD business. Contractor shall promptly report to SMSD any request for or improper disclosure of SMSD's student educational records.

15. **Confidentiality**. As a state agency, SMSD contracts are generally public records. Accordingly, no provision of this contract shall restrict SMSD's ability to produce this contract and/or any corresponding documents in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 *et seq*.).

ATTACHMENT E

VENDOR INSTRUCTIONS FOR SUBMITTING PROPOSALS VIA PUBLIC PURCHASE

The District will be using Public Purchase, a free web-based e-Procurement service. Vendors submitting proposals via Public Purchase will need to follow the two-step registration instructions detailed below. Please register as soon as possible so that you have access to the District's RFP notifications.

INSTRUCTIONS

1. **Register with Public Purchase:**

   Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure to add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

   https://www.publicpurchase.com/gems/register/vendor/register

   If you are already registered with Public Purchase, please proceed directly to step 2.

2. **Register with The Shawnee Mission School District:**

   1. Once you have received your activation email from Public Purchase log in to www.publicpurchase.com and accept the terms and conditions of use.
   2. Click on the "Tools" tab located on the far right of the menu header.
   3. On the new list of sub-tabs, click on "Agencies"
   4. Search for the agency: **Shawnee Mission School District** - Make sure the Registration Status field is set to "All"
   5. Once you find the result, please click on the [Register] tab on the far right of the agency name.
   6. Complete the registration steps with the agency.

It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities via Public Purchase from the **Shawnee Mission School District.** *It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

Why the switch?

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by government agencies and their vendors.

Benefits to Vendor
This eProcurement system will create a single location in which to view open bids and award information for previous bids issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities.

All of this is provided at no charge to you.

If you need any assistance with this process please contact Public Purchase at support@publicpurchase.com or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

NOTE: At this time, the District is transitioning to Public Purchase, and hard copy bids may be submitted as outlined in the ITB under **"Bid Response Instructions."** The District hopes to have a preliminary bid summary sheet – that would include both electronic bids submitted via Public Purchase and hard copy bids submitted to the District – prepared one business day after the bid due date.