



Request for Bid (RFB)  
For the Purchase of District  
"Walkie Talkies and Repeaters"

RFB-B-JAN318-54

Wentzville R-IV School District

Release Date December 1, 2017

**To Receive A Copy of this RFB:**

**Contact:** Carol Harvey

**Title:** Director of Purchasing

**Phone #:** (636)-327-3800 ext. 20346

**E-mail:** carolharvey@wsdr4.org

**RETURN BID NO LATER THAN: January 3, 2018 at 10:30 A.M., CST**

**RETURN BID AND ANY ADDENDA TO:**

WSD Administrative Center

ATTN: Carol Harvey, Director of Purchasing

280 Interstate Drive

Wentzville, Missouri 63385

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Bid (RFB) and as modified by any addenda thereto.

All Bids must be complete and properly executed by the vendor and received by the date and time noted above to be considered

This **REQUEST FOR PROPOSAL (RFP) REQUEST FOR QUALIFICATIONS (RFQ) REQUEST FOR BID (RFB)** contains the following:

**GEN – "GENERAL INFORMATION FOR VENDORS"** -- The section referred to as "General Information for Vendors" contains general information about the District's business and Bid procedures. Items listed may or may not be applicable to this RFB. Please keep this section for future reference.

**SPEC – "SPECIFICATIONS FOR RFB"** -- The section referred to as "Specifications for RFB" contains information specific to the goods and/or services in the Request for Bid. Specifications may be more detailed than the "General Information for Vendors" and therefore may be controlling.

**GEN-1 GENERAL INFORMATION FOR VENDORS**

1. Sealed Bids must be received at the Purchasing Department (no other location permitted), 280 Interstate Drive, Wentzville, MO 63385, no later than January 3, 2018 10:30 AM CST. No exceptions. The outside of sealed envelope shall be clearly marked: with Bid number, name of Bid, and due date and time of Bid. Late Bids will be rejected and returned unopened to the vendor. If the District is unexpectedly closed on the scheduled Bid opening date due to weather or other unforeseen circumstances, the Bid opening will automatically occur on the next regular working day at 11:00 A.M. prevailing Central Time.

2. It shall be the vendor's sole responsibility to insure their RFB envelope has been received by the District prior to the deadline date and time. It should not be assumed that their Bid sent by US mail, UPS, FedEx or any other courier will be in the correct hands by the opening deadline.
3. Bids may not be withdrawn after scheduled closing time for the receipt of Bids. Errors or omissions can be corrected by a telephone call with a follow-up in writing until the time of Bid opening. Bids shall then be deemed final, conclusive and irrevocable, and shall not be subject to correction or amendment.
4. Vendor will enter into an agreement with the District made under the laws of the state of Missouri, and for all purposes shall be construed in accordance with the laws of said state without regard to principles of conflicts of law. The agreement will also require that venue for any disputes arising out of the agreement will be in the Circuit Court of St. Charles County, Missouri.
5. Throughout this document the terms "RFP", "RFQ" and "RFB" are to be used interchangeably.
6. Throughout this document the term "District" refers to the Wentzville RIV School District.

## **GEN-2 LENGTH OF AGREEMENT**

1. Acceptance of a Bid by the district and subsequent execution of a written agreement shall create an agreement for the vendor to sell and the District to purchase, under the terms and conditions of the Specifications of RFB, the services, equipment and/or supplies specified in the vendor's Bid and the District's acceptance of the Bid amount. Agreements can be for a specific time to complete a service project, or up to a five year period as deemed by the RFB, if applicable.

## **GEN-3 AGREEMENT MODIFICATION**

1. Vendors taking exception to any clause, in whole or in part, should do so by listing said exceptions on company letterhead and submitting them as an alternate Bid. Said exceptions may or may not be honored by the District, and the District reserves the right to reject any alternate Bid. Alternate Bids should be clearly marked "Alternate Bid" and submitted on vendor letterhead.
2. Should the vendor need clarification on stated specifications or has questions of interpretation of any specifications, the vendor may e-mail Carol Harvey at [carolharvey@wsdr4.org](mailto:carolharvey@wsdr4.org). Should addendums emerge from these clarifications, they will be posted on the District's website under Open Bids. See GEN-6 Addendums.
3. The Specifications expresses the conditions under which Bids are solicited. Any modification thereto by the District shall be in writing and posted on the District website up to the Additional Information Date". See GEN-6 Addendums.
4. Should the vendor fail to accurately respond to the specifications of an RFB and/or omit required RFB information, the District reserves the right to disqualify the RFB based on irregularities. It shall be each vendor's responsibility to obtain and verify all the information required on RFB held within, prior to the submission of stated RFB. No objections with regard to the application, meaning, or interpretation of any or all of the specifications and/or the general information will be considered after the closing date and time of this RFB.

## **GEN-4 FINANCIAL ABILITY**

1. The District reserves the right to require the successful vendor to file proof of his ability to properly finance and execute the agreement, together with his record of successful completion of similar agreements. The District reserves the right to defer the acceptance of any Bid and the execution of an agreement for a period not exceeding ninety (90) days after the date of opening the Bids.

## **GEN-5 COMPANY REFERENCES, SUBCONTRACTING AND WARRANTIES**

1. The District may request at least three (3) references, preferably educational institutions, whom you have supplied similar equipment and services. The names, titles and telephone numbers of contacts for each reference should be given. Unless you specify otherwise, District officials will be free to contact these references.
2. Please attach a statement indicating whether your company proposes to use subcontractors for any aspect of the contract and identifying the proposed subcontractor in detail. No subcontracting shall be permitted without prior written approval by the District. In addition, no changes in subcontractors will

- be permitted without prior written approval by the District.
3. Please attach a copy (or detailed description) of all warranties on the equipment to be supplied, plus the cost to the District of maintaining such warranties after the expiration of this agreement.

## **GEN-6 ADDENDUMS**

1. As with any RFB there may be requests for clarification of information/specifications or questions. These will be answered by the district through "Addendums" and will be posted on the District's website: <http://Wentzville.k12.mo.us>. Page down to Open Bids. If the District is aware of vendors who are participating in the RFB, every effort will be made to send them by e-mail each addendum/s; but ultimately, it is the vendor's responsibility to verify if any addendums have been brought forth. Initialing each addendum will be required by the vendor in the sealed envelope. Vendors will propose under the same terms and conditions of the original Bid. Thereafter, all addendums will become part of the original Bid process. All clarifications must be received by the "Additional Information Date" stated in the RFB.

## **GEN-7 EVALUATION**

1. Upon receipt and after opening, all Bids will be evaluated by the District. Additional information necessary to the evaluation process will be requested from the vendor, where appropriate.
2. The District may inspect the vendor's facilities to ensure that the vendor can provide the necessary services specified under this agreement.
3. Sufficient inventory of specified items may be required to be maintained by the vendor during the agreement period in order to meet the requirements of the District. Vendor's commitment to maintain a supply of items currently used by the District may be a consideration when evaluating the Bid.

## **GEN-8 BASIS OF AWARD**

1. The District's policy is to award a Bid based upon the "lowest and best" Bid. However, the District will also strive to select equipment, supplies and services, which best fulfill the District's overall needs. In making the award, the District will take the following factors into consideration:
  - Extent to which the services and items proposed meet or exceed specifications and function;
  - Vendor's ability to supply all or most items/services required;
  - Vendor's commitment to maintain a sufficient supply of items needed by the District;
  - Any prior experience or history between the District and vendor;
  - Financial strength of the company;
  - The price proposed by the vendor;
  - Other factors deemed significant by District officials.
2. The District reserves the right to reject a Bid for any reason; to accept any Bid which it deems to be in its best interest; and to reject all Bids and solicit new Bids. The District reserves the right to waive any technicalities and requirements in this Specifications and Bid Form.
3. The District also reserves the right to award various portions of the contract to different vendors. In other words, the District shall have the discretionary right to select any or all of the items in the Bid at the Bid price. Vendors may exclude items listed when submitting their Bids. However, favorable consideration will be given to those vendors, which can supply all, or most of the items listed. However, if the RFB specifications call for a PRIME vendor, only one vendor will be selected.
4. The Bid constitutes an offer to the District to supply some or all of the items included in the Bid. Absent acceptance of part or all of the Bid and execution of a written agreement by the District, the District is in no way obligated to the vendor. The District will promptly notify all successful vendors of any action to be taken. Others should contact District officials for information about the award.
5. The District reserves the right to discontinue any agreement with the vendor by giving written thirty-day notice if circumstances warrant such action. Examples of such circumstances include, but shall not be limited to: budget/financial considerations; vendor service/product no longer required; and unsatisfactory vendor performance (see GEN-9), etc.

**GEN-9 POOR OR NONPERFORMANCE**

1. During the term of the contract, the District may terminate the contract for nonperformance, poor performance, late delivery, or other cause. The decision to terminate rests solely with the District and/or its duly appointed representative. In the event of termination, the District shall give the vendor written notice thirty (30) days prior to termination. The District may thereafter procure products or services from other vendors.
2. The vendor takes all responsibility for substandard or defective materials and will replace all items as requested.

**GEN-10 DOMESTIC PRODUCTS PROCUREMENT**

1. The District encourages its staff to purchase or lease products manufactured, or produced in the United States and for contractors and subcontractors of the District to do the same when providing goods and services to the District.
2. It is also the policy of the District to give preference to commodities manufactured, mined, produced or grown within the state of Missouri and to give preference to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when quality, price and delivery are approximately the same. (Legal Reference Section 171.181 RSMo.)
3. The Board of Education may make awards to local businesses located within the Wentzville School District and paying property taxes received by the Wentzville School District - Financial Operation - Board Policy 3180.

**GEN-11 BILLING AND PAYMENT**

1. All shipments must be accompanied by a packing list giving a complete description of items, total quantity of items, and total number of containers in the shipment. Packing list should also show District purchase order number, ordering department, date of shipment, quantity, price, and item(s) shipped.
2. Payments will be made in accordance with Wentzville School District payment cycles.

**GEN-12 DELIVERY**

1. All equipment, supplies, or services shall be delivered as specified on the District's purchase order or in the RFB.

**GEN-13 PRICE**

1. Price/s will be mandated by the RFB specifications. Length price will be in effect will be mandated by the RFB specifications.
2. Deletion of Items - The District reserves the right to delete any or all escalated items from the agreement if the item(s) can be purchased more economically from another source.

**GEN-14 COLLUSION CLAUSE**

1. By submission of this Bid, each vendor, anyone signing on behalf of a vendor, and in the case of a joint Bid, each party thereto, certifies under penalty of perjury, that to the best of his knowledge and belief:
  - a. The prices of this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or competitor; Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and no attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

**GEN-15 TAX EXEMPT STATUS**

1. The vendor shall pay sales, consumer, use and similar taxes for the work or portions thereof provided by the vendor which are legally enacted when Bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.
2. As set forth in 144.062 RSMo and 144.030 RSMo, contractors who purchase materials and/or supplies "for the purpose of constructing, repairing, or remodeling facilities for" the District are exempt from paying sales tax. The official State Tax exemption certificate will be furnished to the contractor. The quoted phrase was taken directly from the statute.

**GEN-16 "OR EQUAL"**

1. Whenever a material, article or piece of equipment is identified in the specifications by reference to manufacturers' trade name(s) etc., it is intended merely to establish a standard; and any material, article, or equipment of other manufacturers and vendors which will perform the duties imposed will be considered equal provided the material, article or equipment so proposed is, in the opinion of the Purchasing Office or using department, of equal substance and function. However, in some instances, the District will require specific specifications and will not permit "substitutes" or "or equals."

**GEN-17 TOBACCO FREE ENVIRONMENT**

1. Wentzville School District has adopted a tobacco free policy effective July 1, 1997. No tobacco products may be used in the facilities or on the grounds.

**GEN-18 INDEMNIFICATION**

1. To the fullest extent permitted by the law the Vendor shall indemnify, defend with legal counsel acceptable to the District, and hold harmless the District, its Board of Education, Board Members, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from personal injury, bodily injury, sickness, disease, or death, failure to make payment to suppliers, or injury to or destruction of tangible property, but only to the extent caused by the acts or omissions of the Vendor, or anyone directly or indirectly employed by the Vendor, or anyone for whose acts the Vendor may be liable.
2. **By responding to this RFB all vendors acknowledge and agree that the District cannot and will not agree to indemnify, defend or hold harmless the vendor in any manner.**

**GEN-19 SECURITY IDENTIFICATION BADGES (as related to on site work with services and construction, if applicable)**

1. All vendor employees servicing, repairing, delivery within the school buildings will be required to sign-in at the front office and receive a temporary security badge.
2. Construction contractor or subcontractor employees working on project sites will be required to obtain security identification badges before coming to the project site. Badges may be obtained by the District's Project Manager, the District's architectural firm or the general contractor. For questions concerning security badges contact John Blanton, Project Manager at 636-327-3800 ext. 20329.
  - a. To obtain a construction security identification badge, the contractor or subcontractor employee shall be required to give their full name, present personal identification verifying their name (e.g., driver's license), give their employer's company name, and present documentation verifying their employment with the company (e.g., business card, identification letter on company letterhead, etc.). During normal working hours, employment confirmation may be made by a confirming telephone call to the company.
  - b. Security identification badge must be kept with the contractor or subcontractor employee and prominently displayed while they are on the project site. The security identification badge may be temporarily removed from prominent display if the security identification badge will pose a safety threat to the contractor or subcontractor employee as the employee carries out the work.

- c. If the contractor or subcontractor employee temporarily removes the security identification badge from prominent display for safety purposes, the contractor or subcontractor employee shall promptly present the security identification badge to any employee of the District that requests to see the security identification badge. Failure to promptly present the security identification badge shall be grounds for instant removal of the contractor or subcontractor employee from the project site until the security identification badge can be presented. If the contractor or subcontractor employee fails to present the security identification badge a second time, the District may request the contractor or subcontractor employee to be removed from the project site permanently.
- d. **No employee of the vendor shall be authorized to have contact with or otherwise be in the presence of District students without a District employee also being present.**

**GEN-20 REQUIRED E-VERIFY COMPLIANCE**

- 1. Vendors will be required to comply with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program. The vendor represents and warrants that it is in compliance with Section 285.530 at the time of award of this RFB. Vendors will be required to provide a sworn affidavit and supporting documentation affirming participation in a qualified federal work authorization program and that vendor does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to any agreement entered into with the District.
  - a. FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") must be filled out and sent in the sealed envelope.
  - b. FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT must be filled out and notarized and sent in the sealed envelope.

**GEN-21 CONSTRUCTION PROJECTS – CONTRACTORS & SUB-CONTRACTORS**

- 1. Pursuant to Section 292.675 RSMo the construction contractor shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the Department of Labor and Industrial Relations which is as stringent as an approved OSHA program within sixty (60) days of beginning work on this project.
- 2. It shall be mandatory upon the contractor and any subcontractor under him/her to pay not less than the specified rates to all workmen employed by them in the execution of the contract, (see 290.250, RSMo).
- 3. Contractors and sub-contractors shall forfeit as a penalty to the state, county, city and county district or other political subdivision on whose behalf the contract is made or awarded one hundred dollars for each workman employed, for each calendar day, or portion thereof, such workman is paid less than the said stipulated rates for any work done under said contract, by him/her or by any subcontractor under him/her, and the said public body awarding the contract shall cause to be inserted in the contract a stipulation to this effect, (see 290.250 RSMo).
- 4. Contractor must post a legible list of all prevailing wage rates in a prominent and easily accessible place at the worksite by each contractor and subcontractor on the project. Notice must be posted during the full time that any worker is employed on the job, (see section 290.265, RSMo).
- 5. The Wentzville School District will make final payment only after the vendor has filed an affidavit of Compliance with the contracting public body, (see section 290.290 and 290.325, RSMo). Before final payment will be made, the contractor and all subcontractors must file an Affidavit of Compliance with the contracting public body. No payment can be legally made by the public body (Wentzville School District) to the contractor(s) until this affidavit is filed in proper form and with the public body (Wentzville School District).
- 6. All workmen must be experienced in this line of work, the job site must be left in a clean first-class condition, and free of debris.
- 7. The Contractor shall comply with all applicable state laws, municipal ordinances and the rules and regulations of governing authorities. The Contractor shall observe all regulations governing the provisions of the State Worker’s Compensation Law. The Contractor shall save and hold harmless the District from and against all liability, claims and demands on account of personal injuries, property loss or damage of any kind whatsoever connected with the performance any agreement entered into with the District.

8. Only Missouri laborers from nonrestrictive states are allowed by law to be employed on Missouri's public works projects when the unemployment rate exceeds 5% for two consecutive months. (See Sections 290.550 through 290.580 RSMo). Therefore, this statute is in effect and will remain in effect as long as this notice is posted. For questions call (573) 751-3403. View the Frequently Asked Questions at [http://www.dolir.mo.gov/ls/faq/faq\\_PublicWorksEmployment.asp](http://www.dolir.mo.gov/ls/faq/faq_PublicWorksEmployment.asp) or view the statute 290.550 – 290.580 RSMo, at <http://www.moga.mo.gov/statutes/C290.HTM>. Nonrestrictive states, which includes the District of Columbia and the territories, and the words "United States" includes such district and territories, as of January 2008 are: Alabama, American Samoa, Arkansas, Georgia, Guam, Hawaii, Indian, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Nebraska, New Hampshire, New Mexico, New York, North Carolina, Northern Mariana Islands, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and Wisconsin.
9. *Current Prevailing Wage Order* issued by the Missouri Division of Labor Standards will apply to all construction projects.

## **GEN-22 VENDOR REQUIREMENTS**

1. The vendor shall possess all current permits and licenses for operation.
2. No vendor staff will not be under the influence of alcohol and/or drugs in the performance of their duties with the District. Rudeness, vulgar or obscene language or inappropriate physical contact will not be tolerated.
3. All employees, contractors and subcontractors working for or associated with the vendor, who will be on any school premises, and certainly during school hours, must have cleared both a Missouri Highway Patrol and a FBI background check. No vendor employee, contractor or subcontract will be allowed on any District premises who is a registered sex offender. Should services require vendor's staff to interact with students:
  - a. All vendor staff will have an FBI/Highway Patrol Background Check which includes fingerprints. The charge for this process will be paid by the vendor for all staff who will be in District Facilities. Vendor staff who have been convicted of a felony or misdemeanor may not be allowed to provide services to the District.
  - b. All vendor staff who provide services to the District will have a TUBERCULIN PPD (Tuberculosis) test performed prior to being scheduled to work. This will be at no charge to the District. Vendor staff who test positive for Tuberculosis may not be allowed to provide services to the District.
  - c. All vendor staff will have their name run through the Missouri State Highway Patrol/Missouri Department of Social Services Child Abuse or Neglect Criminal Records check. There is no charge for this service.
  - d. It is the total responsibility for the vendor to insure that their above paperwork mentioned is on file. If it is found that a vendor staff does not have the appropriate forms on file, they will be asked to leave the District premises until all forms are on file with the District Human Resource Department.
4. The vendor shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the school board: including any committee member for the purpose of influencing consideration of this RFB.
5. Vendors are expected to utilize Carol Harvey as the sole representative for ALL information regarding this RFB. Vendors, who contact any other district employee or representative of the District regarding the subject of this RFB, are subject to disqualification.
6. The vendor must have been in business for a minimum of five years.
7. The vendor will not assign any of the rights, duties, or payments arising under any agreement to any third party without the consent of the District.
8. The vendor will disclose if any owners of their company are employed by the Wentzville School District, including persons who may sub for the district or have retired from the district.
9. It is the intent of this RFB and specifications to select a vendor or vendors to create a working agreement between all parties. The District however is under no obligation to assign, reward or select any vendor for the fulfillment of this RFB.
10. By submitting a RFB, the vendor specifically agrees that the decision of the Wentzville School District is final and binding and agrees to all contents of this RFB.

11. The vendor will comply with the Fair Labor Standards Act, Fair Employment Practices Act, Equal Opportunity Employment Act, Missouri Human Rights Act and all other applicable Federal and State laws, as well as the applicable Policies and Regulations of the District's Board of Education.
12. Every provision of law and clause required by law to be inserted in any agreement with the District will be deemed to be inserted and the agreement will be read and enforced as though it were included.
13. No vendor will perform service or deliver product without a District purchase order.

**GEN-23            INSURANCE REQUIREMENTS**

Vendors, contractors and/or sub-contractors (used interchangeably) shall, at its expense, procure and maintain at a minimum for the duration for any service or project and through the correction period stated in the agreement, except as otherwise set forth herein, the types and amounts of insurance described below or as otherwise required by law on all of its operations, in companies registered to do business in the State of Missouri and having an A.M. Best Rating or A-IX or higher:

1. Workers' Compensation and Employers Liability Insurance: Shall carry Workers' Compensation Insurance as required by any applicable law or regulation. Employers Liability Insurance shall be in amounts no less than \$1,000,000 each accident for bodily injury, \$1,000,000 for bodily injury by disease and \$1,000,000 each employee for bodily injury by disease. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's and Harbor Workers compensation act, the Jones Act or under laws, regulations or statutes applicable to maritime employees, coverage shall be included for such injuries or claims. If the contractor's Employers Liability limits are below those stated above an umbrella liability policy may be used to the requested limit.
2. Commercial General Liability Insurance: Shall carry Commercial General Liability Insurance written on ISO occurrence for CG 00 01 07 98 or later edition (or a substitute form providing equivalent coverage) and shall cover all operations by or on behalf of the Contractor, providing insurance for bodily injury liability and property damage liability for the limits indicated below and for the following coverage:
  - a. Premises and Operations
  - b. Products and Completed Operations
  - c. Contractual Liability insuring the obligations assumed by the Contractor under this Contract
  - d. Personal Injury Liability and Advertising Injury Liability
  - e. Except with respect to bodily injury and property damage included within the products and completed operations hazards, the general aggregate limit shall apply separately to the Contractor's project under this Contract. Completed Operations coverage must be maintained for the correction period provided by any agreement with the District.
3. Limit of Liability: The Commercial General Liability policy limits shall not be less than:
  - a. \$1,000,000 Each Occurrence (Combined Single Limit for Bodily Injury and Property Damage)
  - b. \$2,000,000 Aggregate for Products/Completed Operations
  - c. \$1,000,000 Personal Injury/Advertising Injury
  - d. \$2,000,000 General Aggregate (provide endorsement to apply the General Aggregate per project, if available. If not, see Umbrella Liability section).
4. Additional Insured: The District, all of its officers, directors and employees, shall be named as Additional Insured under the Commercial General Liability Insurance using ISO Additional Insured Endorsements CG 20 10 or substitute providing equivalent coverage. If additional insured status is required for a correction period then CG 20 37 or equivalent should also be used. These endorsements must be stated on the Insurance certificate provided to the District and a copy of the endorsements confirming coverage should accompany the insurance certificate.
5. Primary Coverage: Commercial General Liability Policy shall apply as primary insurance and any other insurance carried by the Architect (if applicable) or the District shall be excess only and will not contribute with vendor's insurance. This must be stated on the insurance certificate and a copy of the endorsement confirming coverage should accompany the insurance certificate.
6. Business Automobile Liability Insurance: The policy should be written on ISO form CA 0001, CA 0005, CA 0002, CA 0020 or a substitute form providing equivalent coverage and shall be at least \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident and should also cover Automobile Contractual Liability. The policy should name the District and all of its officers, directors and employees as Additional Insureds. The policy shall be endorsed to be primary coverage and any other insurance carried by the District shall be excess only and will not contribute with



- Contractor's Insurance. To confirm coverage, a copy of the Additional Insured Endorsement and the Primary Insurance Endorsement should accompany the Insurance certificate.
7. **Umbrella Excess Liability:** Should provide an umbrella excess liability policy that will provide a minimum of \$2,000,000 per occurrence/\$2,000,000 aggregate over the above listed coverage's. This policy should "follow-form" of the underlying policies and comply with all insurance requirements of those policies. If the General Aggregate of the Commercial General Liability policy does not apply per project, the limits should be \$3,000,000 per occurrence/\$3,000,000 aggregate.
  8. **Waiver of Subrogation:** The Commercial General Liability and Automobile Liability policies shall each contain a waiver of subrogation in favor of the District and its officers, director and employees.
  9. **Certificates of Insurance:** As evidence of the Insurance, limits and endorsements required, a standard ACORD or equivalent Certificate of Insurance executed by a duly authorized representative of each insurer shall be furnished by the vendor to the District and Architect (if applicable) before any work is commenced by the vendor. The District shall have the right, but not the obligation, to prohibit vendor, contractor or any subcontractor from entering the project site until such certificates are received and approved by the District. With respect to insurance to be maintained after final payment, an additional certificate (s) evidencing such coverage shall be promptly provided to the District as a precondition to final payment. The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the District. Failure to maintain the insurance required herein may result in termination of any agreement at District's option. In the event the vendor does not comply with the requirements of this section, the District shall have the right, but not the obligation, to provide insurance coverage to protect the District and Architect (if applicable), and charge the vendor for the cost of that insurance. The required insurance shall be subject to the approval of the Architect (if applicable), but any acceptance of insurance certificates by the Architect (if applicable) or District shall in no way limit or relieve the vendor, contractor or any subcontractor of their duties and responsibilities in the agreement.
  10. **Copies of Policies:** Shall furnish a certified copy of any and all insurance policies required under this Contract within ten (10) days of the District's written request for said policies. **Subcontractors:** Vendor shall cause each subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each subcontractor, subcontractors' commercial/general liability and business automobile liability insurance shall name the District and its Architect (if applicable) as Additional Insureds and have the Waiver of Subrogation endorsement added.
  11. **Other Insurance:** The District may require insurance coverage in excess of the types and amounts required in this Exhibit. Vendor shall attempt in good faith to obtain quotes for such additional coverage and provide them to the District for review. Vendor shall purchase any such additional insurance as may be requested by the District in writing. The District shall pay any additional premium for such additional coverage.

**GEN-24 GOVERNING LAW, JURISDICTION AND VENUE**

1. The agreement shall be governed and interpreted in all respects according to the laws of the State of Missouri. In the event either party must bring a legal or equitable action to enforce any of its rights under the agreement, the venue for such actions shall be the Circuit Court of St. Charles County, Missouri.

**GEN-25 CONFIDENTIALITY**

1. To the extent that is applicable, the vendor will observe the confidentiality of and protect student information in accordance with applicable law, including but not limited to the Family Educational Rights and Privacy Act, (FERPA), 10 U.S.C. § 1232g, and the Health Insurance Portability and Accountability Act (HIPAA), and will indemnify the District for any damages suffered by it by reason of vendor's failure to do so.



## SPECIFICATIONS FOR RFB

|  |   |  |
|--|---|--|
| <b>RFB NUMBER:</b><br><br>RFB-P-JAN318-54  | <b>RELEASE DATE:</b><br><br>December 1, 2017  | <b>RFB NAME:</b><br><br>Walkie Talkies and Repeaters |
| <b>DUE DATE &amp; RFB OPENING:</b><br><br>Date: January 3, 2018<br>Time: 10:30 AM CST<br><br>Location: WSD Administrative Center<br>280 Interstate Drive<br>Wentzville, MO 63385 | <b>"ADDITIONAL INFORMATION DATE DUE"</b><br>December 13, 2017 by 9:00 AM CST  |  |
|  | <b>MANDATORY WALK-THROUGH MEETING</b><br>December 13, 2017 by 9:00 AM CST   |  |
| <b>ADDRESS INQUIRIES TO:</b><br><br><b>Carol Harvey, Purchasing Department</b><br>PH: (636) 327-3800 ext. 20346<br>carolharvey@wsdr4.org   | <b>RETURN BID TO:</b><br>WSD Administrative Center<br>ATTN: Purchasing Department<br>280 Interstate Drive<br>Wentzville, MO 63385 |  |

**SPEC-1      SCOPE**

1. As part of the ongoing security measures for the Wentzville RIV School District school buildings, the District is increasing the number of Motorola BPR40 Walkie Talkies for each school while also installing new Motorola SLR 5000 Series Repeaters for those buildings in need of additional signal strength. This is a turn-key RFB.

**SPEC-2      DISTRICT OVERVIEW**

1. The District encompasses approximately 89 square miles in St. Charles County. The District serves some or all of the following cities: Foristell, Wentzville, Lake St. Louis, Dardenne Prairie and O'Fallon. For the past decade, the Wentzville School District has been the fastest-growing school district in the state. The District currently has three high schools, three middle schools, twelve elementary schools, one early childhood program and one alternative program, for a total of twenty school locations. Additional information regarding the District may be obtained at <http://wentzville.k12.mo.us>.

**SPEC-3**

**CURRENT NUMBER OF WALKIE TALKIES AND BID REQUEST AMOUNTS**

| Current Inventory BPR40 Walkie Talkies | SCHOOL                          | BID ADDITIONAL BPR40 WALKIES | BID BUILDING REPEATER |
|--|---------------------------------|------------------------------|-----------------------|
| QTY                                    |                                 | QTY                          | QTY                   |
| 28                                     | Barfield Early Childhood        | 2                            | 0                     |
| 40                                     | Boone Trail Elementary          | 6                            | 1                     |
| 30                                     | Crossroads Elementary           | 7                            | 1                     |
| 42                                     | Discovery Ridge Elementary      | 7                            | 1                     |
| 30                                     | Duello Elementary               | 7                            | 0                     |
| 9                                      | Frontier Middle School          | 10                           | 1                     |
| 24                                     | Green Tree Elementary           | 5                            | 0                     |
| 20                                     | Holt High School                | 10                           | 1                     |
| 33                                     | Heritage Intermediate (3-6)     | 7                            | 1                     |
| 31                                     | Heritage Primary (K-2)          | 7                            |                       |
| 24                                     | Liberty High School             | 5                            | 1                     |
| 28                                     | Lakeview Elementary             | 2                            | 1                     |
| 12                                     | Pearce Hall Alternative Program | 3                            | 0                     |
| 17                                     | Peine Ridge Elementary          | 4                            | 0                     |
| 34                                     | Prairie View Elementary         | 7                            | 1                     |
| 17                                     | Stone Creek Elementary          | 7                            | 0                     |
| 34                                     | South Middle School             | 10                           | 1                     |
| 24                                     | Timberland High School          | 10                           | 1                     |
| 26                                     | Wabash Elementary               | 3                            | 0                     |
| 26                                     | Wentzville Middle School        | 10                           | 1                     |
| 529                                    | TOTALS                          | 129                          | 12                    |

**SPEC-4**

**WALKIE TALKIE SPECIFICATIONS**

1. Bid a total of 129 **Motorola Mag One - BPR40 Walkie Talkies –Model Number AAH84RCS8AA1**
2. Includes: 1200 mAh NiMH Battery, Rapid Rate Charger, 2 Inch Spring Belt Clip, Antenna, Operating Manual, 1 Year Limited Radio Warranty
3. All are UHF
4. Walkie Talkies will be shipping to 20 locations – 7 of those locations will not be having repeaters installed
5. The District has a call sign WQCQ652 for current walkie talkies, modification to add frequencies should be on this call sign
6. The District will provide vendor with FCC frequencies for each location for programming
7. Each walkie talkie will be engraved with a location and number, provided by the District - Similar to: BTE #19 or Pearce Hall #21
8. Under "Unit Price" on Bid Form, unit cost should include the cost of the walkie talkies, engraving & shipping – Cell 3C
9. Any FCC Modifications will be in the total on the Excel Bid Form Spreadsheet on F27

**SPEC-5****REPEATER & ANTENNA SPECIFICATIONS**

1. Bid a total of 12 **Motorola SLR 5000 Series UHF Repeaters – Model Number AAR10QCGANQ1AN**
  - a. Includes: 1-50 Watt, Continuous Duty Cycle Unit, Duplexer, Preselector, Wall Mount Kit, Interface Cables
2. Bid a total of 12 **UHF Unity Gain Antenna System**
  - a. Includes: Fiberglass Unity Gain Antenna, Polyphaser, Up to 75' of Coax, connectors, Jumper and Mount (cable and mount subject to change after walk through)
3. "Unit price" as shown on Excel Bid Form for the Repeater, shall include all items listed above for the repeater and shipping. – Enter amounts in Column "G" in yellow highlighted cells only on Excel Bid Form Spreadsheet
4. "Unit" price" as shown on Excel Bid Form for the Antenna, shall include all items listed above for the antenna and shipping – Enter amounts in Column "H" in yellow highlighted cells only on Excel Bid Form Spreadsheet
5. All 12 Repeaters and Antennas will be installed in the most advantageous location in or on the roof of the 12 locations for optimum signal strength
6. Installation costs of Repeaters and Antennas will be by location (Mandatory Walk-Through on December 13, 2017) – Enter Installation amounts in Column "I" in yellow highlighted cells only on Excel Bid Form Spreadsheet
7. Heritage Intermediate and Heritage Primary will be considered one location for the purpose of installation

**SPEC-6****FCC License Modification**

1. Total of all FCC License Modification costs shall be placed in Cell F27 on the Excel Bid Form Spreadsheet
2. The majority of walkie talkies use multiple channels up to 8
3. Current inventory of walkie talkie is 529 which will increase by 129 – Note that the 529 is an estimate

**SPEC-7****MANDATORY WALK-THROUGH FOR INSTALLTION INFORMATION**

1. A mandatory walk-through of all 12 locations will be on December 13, beginning at 9:00 AM. Plan on several hours and lots of driving. For convenience, a map of the District is attached. (See Page 17)
2. The Mandatory Walk-Through will be as follows:
  - a. Meet at 9:00 am at Lakeview Elementary
  - b. Heritage Campus (Intermediate/Primary)
  - c. Holt High School
  - d. Wentzville Middle School
  - e. Timberland High School
  - f. Boone Trail Elementary
  - g. South Middle School
  - h. Liberty High School
  - i. Discovery Ridge Elementary
  - j. Frontier Middle School
  - k. Crossroads Elementary
  - l. Prairie View Elementary

**SPEC-8****BID FORMAT AND SPECIFICATIONS**

1. Bid Form is an Excel Spreadsheet. Fill in Yellow areas only. All other cells contain formulas. Print a hard copy of completed Excel Bid Form, similar to Page 14.
2. The Bid should contain the following four listed documents in the order presented below. Bids that do not include these sections may be considered non-responsive and as such may not be considered.
3. Other information can be included that is deemed pertinent to the bid review; however this information should be placed in a separate envelope and marked with "Additional Information".
4. In the sealed envelope and in the following order:

- a. First Document: Signed Bid Cover Sheet (Page 13)
- b. Second Document: Completed hard copy of Excel Bid Form Spreadsheet. Similar to Form on (Page 14)
- c. Third Document: Signed Federal Work Authorization Program (E-Verify) (Page 15)
- d. Fourth Document: Signed Federal Work Authorization Program Affidavit (Page 16)

## **SPEC-9**

### **SEALED ENVELOPE SPECIFICATIONS**

1. Bids must be received in a sealed envelope by the Wentzville RIV School District by January 3, 2018, no later than 10:30 A.M. CST.
2. The District will be closed December 25<sup>th</sup>, 26<sup>th</sup>, and January 1<sup>st</sup>. No deliveries or mail will be accepted.
3. Clearly written on the outside of the sealed envelope must be the words: Walkie Talkies and Repeaters RFB.
4. Bids are to be received at:

Wentzville RIV School District Administrative Center  
Attn: Carol Harvey  
280 Interstate Drive  
Wentzville, MO 63385

5. It shall be the responsibility of the vendor to insure that their bid has been received by the Wentzville RIV School District prior to the opening date and time. The vendor should not assume that envelopes that have been mailed, sent by UPS or FedEx are in the correct hands for the bid opening. All costs incurred in the preparation of the bid shall be the sole responsibility of the vendor.



## WENTZVILLE RIV SCHOOL DISTRICT

### BID COVER SHEET

**Title:** Walkie Talkies and Repeaters RFB

**Contact Person:** Carol Harvey

**Issue Date:** November 29, 2017

**Phone #:** (636) 327-3800 ext. 20346

**E-mail:** carolharvey@wsdr4.org

RETURN NO LATER THAN: **January 3, 2018, by 10:30 AM CST.**

**RETURN BIDS AND ADDENDA TO:**

Wentzville RIV School District  
 Attn: Carol Harvey  
 280 Interstate Drive  
 Wentzville, MO 63385

The Proposer hereby declares understanding, agreement and certification of compliance to provide the services in accordance with all terms and conditions, requirements and specifications of the original Request for Bid (RFB) and as modified by any addenda thereto.

**SIGNATURE REQUIRED**

|                      |        |                |
|----------------------|--------|----------------|
| Authorized Signature |        | Date           |
| Agents Name          |        | Title          |
| Firm Name            |        |                |
| Main Address         |        |                |
| City, State Zip      |        |                |
| Phone #:             | Fax #: | E-Mail Address |

# Example of Excel BID FORM SPREADSHEET

WENTZVILLE RIV SCHOOL DISTRICT  
Walkie Talkies and Repeaters  
Use Actual Excel Bid Form Spreadsheet-Fill in Yellow Cells Only  
Print Hard Copy and Seal in Envelope

| Fill In Yellow Cells Only - Other Cells Contain Formulas              |                |                     |                      |                           |                              |                    |   |  |        |
|---|----------------|---------------------|----------------------|---------------------------|------------------------------|--------------------|---|--|--------|
| SCHOOL  | Motorola BPR40 | ** BPR40 Unit Price | BPR40 Price Extended | Motorola SLR 5000 Series  | **SLR 5000 Series Unit Price | Antenna Unit Price | Complete Installation Price - By Location | Total SLR 5000 Series Unit Price with Installation |        |
|   | Qty            | \$0.00              |                      | Qty                       |                              |                    |   |  |        |
| Barfield Early Childhood  | 2              |                     | \$0.00               | 0                         |                              |                    |   |  |        |
| Boone Trail Elementary  | 6              |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Crossroads Elementary   | 7              |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Discovery Ridge Elementary  | 7              |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Duello Elementary   | 7              |                     | \$0.00               | 0                         |                              |                    |   |  |        |
| Frontier Middle School  | 10             |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Green Tree Elementary   | 5              |                     | \$0.00               | 0                         |                              |                    |   |  |        |
| Holt High School  | 10             |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Heritage Intermediate & Heritage Primary                              | 14             |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Liberty High School   | 5              |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Lakeview Elementary   | 2              |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Pearce Hall Alternative Program                                       | 3              |                     | \$0.00               | 0                         |                              |                    |   |  |        |
| Peine Ridge Elementary  | 4              |                     | \$0.00               | 0                         |                              |                    |   |  |        |
| Prairie View Elementary   | 7              |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Stone Creek Elementary  | 7              |                     | \$0.00               | 0                         |                              |                    |   |  |        |
| South Middle School   | 10             |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Timberland High School  | 10             |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| Wabash Elementary   | 0              |                     | \$0.00               | 0                         |                              |                    |   |  |        |
| Wentzville Middle School  | 10             |                     | \$0.00               | 1                         | \$0.00                       | \$0.00             | \$0.00                                    | \$0.00   |        |
| <b>** Should include all costs (See Specifications listed on bid)</b> |                |                     |                      |                           |                              |                    |   |  |        |
| Sub Total   |                |                     | \$0.00               |                           |                              |                    |   |  | \$0.00 |
| Total of FCC License Modifications                                    |                |                     |                      | \$0.00                    |                              |                    |   |  |        |
| <b>Grand Total of Walkie Talkies &amp; Repeaters</b>                  |                |                     |                      | <b>\$0.00</b>             |                              |                    |   |  |        |
|   |                |                     |                      | To be Read at Bid Opening |                              |                    |   |  |        |
| Each "Cost" of replacement BPR40                                      |                | \$0.00              |                      |                           |                              |                    |   |  |        |

**FEDERAL WORK AUTHORIZATION PROGRAM (E-VERIFY)**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school District must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a. Agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b. Agrees it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c. Agrees that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d. Agrees you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e. Agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) of your participation in E-Verify;
- f. Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g. Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)



**FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

1. I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:
2. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
3. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
4. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
5. Company does not knowingly employ any person who is an unauthorized alien in connection with the Services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)  
For \_\_\_\_\_ (company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

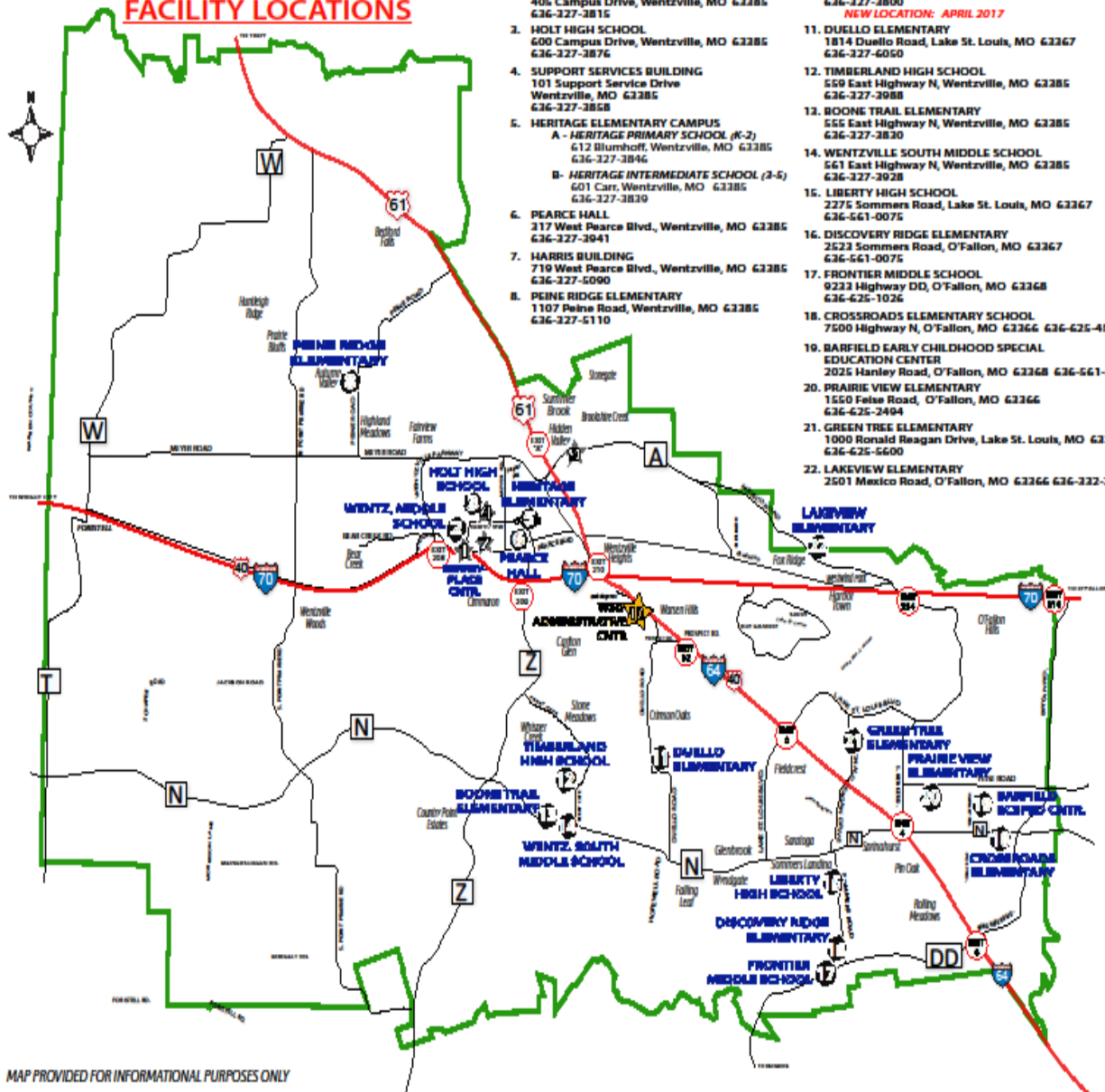
My commission expires:

# WENTZVILLE R-IV SCHOOL DISTRICT

## FACILITY LOCATIONS

### LOCATION ADDRESS

1. BERREY-PLACE CENTER  
One Campus Drive, Wentzville, MO 63285  
636-327-3862  
*Parents As Teachers*
2. WENTZVILLE MIDDLE SCHOOL  
405 Campus Drive, Wentzville, MO 63285  
636-327-3815
3. HOLT HIGH SCHOOL  
600 Campus Drive, Wentzville, MO 63285  
636-327-3876
4. SUPPORT SERVICES BUILDING  
101 Support Service Drive  
Wentzville, MO 63285
5. HERITAGE ELEMENTARY CAMPUS  
A - HERITAGE PRIMARY SCHOOL (K-2)  
612 Blumhoff, Wentzville, MO 63285  
636-327-3846  
B - HERITAGE INTERMEDIATE SCHOOL (3-5)  
601 Carr, Wentzville, MO 63285  
636-327-3830
6. PEARCE HALL  
217 West Pearce Blvd., Wentzville, MO 63285  
636-327-3941
7. HARRIS BUILDING  
719 West Pearce Blvd., Wentzville, MO 63285  
636-327-5090
8. PEINE RIDGE ELEMENTARY  
1107 Peine Road, Wentzville, MO 63285  
636-327-5110
9. TRANSPORTATION SERVICES  
100 Westgate Business Court, Wentzville, MO 63285  
636-327-3860
10. **WSD ADMINISTRATIVE CENTER**  
280 Interstate Drive, Wentzville, MO 63285  
636-327-2800  
*NEW LOCATION: APRIL 2017*
11. DUELLO ELEMENTARY  
1814 Duello Road, Lake St. Louis, MO 63367  
636-327-6050
12. TIMBERLAND HIGH SCHOOL  
559 East Highway N, Wentzville, MO 63285  
636-327-3988
13. BOONE TRAIL ELEMENTARY  
555 East Highway N, Wentzville, MO 63285  
636-327-3830
14. WENTZVILLE SOUTH MIDDLE SCHOOL  
561 East Highway N, Wentzville, MO 63285  
636-327-3928
15. LIBERTY HIGH SCHOOL  
2275 Sommers Road, Lake St. Louis, MO 63367  
636-561-0075
16. DISCOVERY RIDGE ELEMENTARY  
2523 Sommers Road, O'Fallon, MO 63367  
636-561-0075
17. FRONTIER MIDDLE SCHOOL  
9233 Highway DD, O'Fallon, MO 63368  
636-625-1026
18. CROSSROADS ELEMENTARY SCHOOL  
7500 Highway N, O'Fallon, MO 63366 636-625-4537
19. BARFIELD EARLY CHILDHOOD SPECIAL  
EDUCATION CENTER  
2025 Hanley Road, O'Fallon, MO 63368 636-561-5757
20. PRAIRIE VIEW ELEMENTARY  
1550 Peine Road, O'Fallon, MO 63366  
636-625-2494
21. GREEN TREE ELEMENTARY  
1000 Ronald Reagan Drive, Lake St. Louis, MO 63367  
636-625-5600
22. LAKEVIEW ELEMENTARY  
2501 Mexico Road, O'Fallon, MO 63366 636-322-2922



MAP PROVIDED FOR INFORMATIONAL PURPOSES ONLY