



Central Services
Administrative Center
111 East North Street
Eureka, MO 63025-1229

636.733.2032
636.733.8851 Fax
wichowskiterra@rsdmo.org

Terra Wichowski
Purchasing Buyer

July 19, 2018

RE: Request for Quote - Application of Cafeteria Ceiling/Wall Stencil Border

Dear Potential Bidder,

The Rockwood School District Purchasing Department is soliciting bids from qualified individuals, firms or organizations to provide services for the Application of Cafeteria Ceiling/Wall Stencil Border, as described in this Request for Quote.

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

In order to be considered, proposers must submit two (2) hardcopies of the proposal and one electronic copy. Proposals shall be signed and printed or typewritten, submitted sealed with the envelope plainly marked with the title and RFQ No. **RFQ0718WMSCAFE**. Proposals shall be delivered to:

Purchasing Buyer
Rockwood School District
RFQ0718WMSCAFE
111 East North Street
Eureka, MO 63025

INTRODUCTION:

The District is a nationally recognized, diverse community of learners. Currently the District serves nearly 21,000 students, made up of four high schools, six middle schools, and nineteen elementary schools, a talented and gifted campus, and a school for at-risk high school students. The District employs over 3,000 people, and covers 150 square miles in much of western St. Louis and northern Jefferson counties.

GENERAL TERMS AND CONDITIONS:

AWARD

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be most the most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications, and quality of Proposer's products. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal.

PROPOSALS FINAL

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

RIGHT TO REJECT

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

PRICE

Proposers are cautioned that the Products must be furnished at the prices, costs and/or rates submitted and proposed unless otherwise stated.

TAXES

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

EXCEPTIONS

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

INSURANCE REQUIREMENTS

Proposer will be required to issue a certificate of insurance naming Rockwood School District as additionally insured. Insurance limits must include \$ 1M per occurrence for Comprehensive General Liability Insurance (personal and property damage), Workman’s comp (as required by law), personal and automotive liability.

FEDERAL WORK AUTHORIZATION PROGRAM

As an independent contractor of the District, Consultants will provide documentation and a sworn affidavit that all employees of Consultants are not considered unauthorized aliens as defined by Federal law and are enrolled in and actively participate in a federal work authorization program (FWAP) used to verify citizenship information of newly hired employees under the Immigration Reform and Control Act of 1986. Consultants must also sign and provide to the District an affidavit (attached) indicating they do not knowingly employ any unauthorized aliens under this agreement.

PURCHASE ORDER

Vendor must be capable of accepting a purchase order from Rockwood School District.

SPECIFICATIONS:

Rockwood School District is seeking proposals for the Application of Cafeteria Ceiling/Wall Stencil Border. Fifty-two (52) words that are up to eight (8) feet long each need to be adhered to the wall near the ceiling around the cafeteria. Exhibit A shows the ceiling/wall in the cafeteria where the words will be placed. Exhibit B shows one of the words, which is lined through the middle for centering/leveling on the wall.

Proposer must provide lift. Proposer must provide proof of required insurance. Proposer must provide three (3) references of similar projects with pictures of previous projects preferred.

Bids need to be submitted in a sealed envelope to: Terra Wichowski, Purchasing Buyer, Rockwood School District, 111 East North Street, Eureka, MO 63025 by **2:00 PM CST on July 26, 2018**. An electronic copy of the submitted proposal needs to be sent to my email address (wichowskiterra@rsdmo.org) after delivery of the sealed bid.

Thank you for your interest in working with Rockwood School District. Feel free to contact me with any questions.

Sincerely,

Terra Wichowski

Terra Wichowski
Purchasing Buyer

EXHIBIT A

Stencil Placement



EXHIBIT B



FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

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. affirms 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. affirms 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. affirms 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) confirming 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

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. 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.
4. 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 _____ day of _____ 20____
this _____

NOTARY PUBLIC

My commission expires: