



**Central Services**  
Administrative Center  
111 East North Street  
Eureka, MO 63025-1229  
636.733.2045  
636.733.8851 Fax  
kirchhoeferbrenda@rsdmo.org

**Brenda Kirchhoefer, CPP**  
Coordinator of Purchasing

June 5, 2023

RE: Request for Proposal (RFP)– Digital Message Board – Crestview Middle School – RFP0623CMSDMB

Dear Potential Proposer,

The Rockwood School District Purchasing Department is soliciting bids from qualified individuals, firms or organizations to design and install an electrical message board as stated in this RFP at Crestview Middle School located at 16025 Clayton Road, Ellisville, MO 63011.

**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 4,000 people, and covers 150 square miles in much of western St. Louis and northern Jefferson counties. The District has consistently earned the accreditation of Distinction in Performance by the Missouri Department of Education. Additional detailed information about the District may be found at [www.rsdmo.org](http://www.rsdmo.org).

**SPECIFICATIONS:**

Rockwood School District is seeking proposals for the purchase and installation of one double sided digital message board and cabinet at Crestview Middle School per the specifications below:

- Existing sign measurements
  - Cabinet – 11.5 ‘ W x 4’ H x 8.08‘ L
  - Base – 4’ W x 2’ H (from ground) x 6.79 ‘ L
  - Sign Banner – 1’ H x 7.4 L (approximate)
  - Sign Space – 3’ H x 7.4’ L (approximate)
- Proposals should include the lead time for the product delivery and the estimated delivery date.
- The appropriate permits shall be obtained by the proposer. The cost of the permits should be included in your proposal.
- All questions related to this RFP must be submitted in writing to Brenda Kirchhoefer, coordinator of purchasing at kirchhoeferbrenda@rsdmo.org.

**WARRANTY:**

Product warranty information should be included as part of your quotes.

**PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

In order to be considered, quotes must be submitted as outlined

- Proposer's full name and principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.)
- The name(s) of the employees, persons or contractor(s) proposed to perform the services, and describe the qualifications and experience of each
- Evidence or information as to Proposer's financial condition and stability

- A minimum of five (5) references with names, addresses and phone numbers, and including specifically school districts for which each Proposer has provided services
- Proposers must state whether they have been involved in any litigation during the last five years, and if so, describe any such litigation.
- All proposals should include the name, title, mailing address, telephone number, fax number, and email address of the contact person submitting the quote.
- Proposals shall be submitted via email to [kirchhoferbrenda@rsdmo.org](mailto:kirchhoferbrenda@rsdmo.org) with the following subject line:  
     Proposal Enclosed (RFP0623CMSDMB)
- Proposals shall be received by the District by **2:00 PM CST ON JUNE 20, 2023**.
- Proposals shall be valid for 60 days.
- Proposer must be capable of accepting a purchase order from the District.
- The District is exempt from sales tax.

## **GENERAL TERMS AND CONDITIONS:**

### AWARD

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be the most advantageous to the District, considering overall content of the proposal, cost, overall proposal, experience and qualifications, and quality and content of the manner in which the services are proposed to be performed. 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. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

### 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 services must be furnished at the fees, 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 Proposer 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

Bidders will be required to issue a certificate of insurance naming Rockwood School District as additionally insured. Insurance limits must include \$1,000,000 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, Contractors will provide documentation and a sworn affidavit that all employees of Contractors 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. Contractors 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.

PAYMENT TERMS

Invoices shall be submitted directly to the Rockwood School District via email at [accountspayable@rsdmo.org](mailto:accountspayable@rsdmo.org) or mailed to the District's Finance Office at 111 E. North St., Eureka, MO 63025. Each invoice should contain the District purchase order number, date of shipment, quantity, price, and items(s) shipped. Invoices will not become due and payable until all times listed on the invoice are received complete.

Rockwood School District's payment terms are Net 45.

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

With appreciation,



Brenda Kirchhoefer