REQUEST FOR PROPOSAL (RFP)
BLUE VALLEY UNIFIED SCHOOL DISTRICT NO. 229

Sealed envelope should be addressed to:
Blue Valley School District
Attention: Nicole Hogan
15020 Metcalf Avenue
Overland Park, KS 66223

Date: January 20, 2021
RFP: 21022
For: Disaster Mitigation and Restoration Services

RFP # 21022

RFP Opens on:
Date: February 18, 2021
Time: 3:00 p.m.
Location: Administrative Center
15020 Metcalf, Overland Park

CONDITIONS UNDER WHICH RFP’S ARE REQUESTED ARE INCLUDED.
PLEASE REVIEW THOROUGHLY.

The Blue Valley School District (District) is soliciting proposals for the purpose of seeking unit pricing for disaster mitigation and restoration services. This is a non-construction Disaster Mitigation and Remediation proposal. Materials may be removed but not replaced under this agreement. Any deviations from this approach will need to be coordinated with the District in advance of the project commencement. Proposers (also herein referred to as “Service Providers” or “Contractors”) will execute and submit all proposals in accordance with these instructions and the applicable provisions of the specifications.

Unauthorized communication by potential vendors about this RFP to district representatives, other than via the purchasing email address below or via the mandatory pre-proposal conference, may result in vendor disqualification.

Mandatory Pre-proposal conference - meeting to be held via Zoom conference call on February 3, 2021 at 1:00 PM Central Time.

Proposers or potential proposers who obtain this document from the District’s web site or in any other way without receiving a formal invitation from this District's Purchasing Department are responsible for notifying purchasing@bluevalleyk12.org in order to receive addenda if any are issued. Proposals received by the District that do not include acknowledgement of addenda may be rejected.

Blue Valley School District reserves the right to reject any or all proposals received if such action is considered to be in the best interest of the District. This request does not obligate the District to pay any cost incurred by vendors related to submission of proposals in response to this RFP.

Any questions regarding RFP specifications or procedures should be directed in writing to: purchasing@bluevalleyk12.org by February 5, 2021, 5:00 PM CST. Questions received by this date will be sent with answers to all known participants the following day. Please keep in mind your questions and our responses will be shared with all known participants.

We are including only one copy of the RFP. Please return all RFP sheets completed. Do not include sales tax. Final results of the RFP will be sent via email once the RFP process has been completed.

THIS RFP IS NOT TRANSFERABLE
REQUEST FOR PROPOSAL - TERMS AND CONDITIONS

1. Blue Valley USD 229 (“School District”) reserves the right to reject any or all proposals, to accept any item or items in the proposal and to waive any informalities in proposal.

2. An alternate request for proposal (“RFPs”), based on group or total awards will be considered.

3. Please submit original signed proposal via email to Purchasing@bluevalleyk12.org. The electronic copy should be produced in PDF and sent to the email listed above.

4. The right is reserved by School District to increase or decrease, by not more than thirty percent (30%) at time of award, the quantity listed for any proposal items.

5. Prices quoted must remain firm for a period of one (1) year from date of proposal opening.

6. Prices quoted are to be free of all federal, state and local taxes, except those taxes from which the School District is not exempt.

7. The supplier represents that the price or prices specified in the proposal do not exceed the supplier’s current selling prices for the same or substantially similar items to any other purchaser, taking into account the quantity and/or service under consideration.

8. When submitting a substitute product or service as equal, the full name and illustrated description must be given in the proposal response. The School District reserves the right, to decide upon suitability of the product or service for the intended use. Upon request, samples of substitute products or services must be submitted. Substitute items furnished must be manufactured in compliance with all existing legal or governmental directives.

9. Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the company name and address of the supplier, proposal control number, proposal opening date, and proposal opening time. We encourage you to submit your proposal electronically to Purchasing@bluevalleyk12.org in order to avoid mail delays.

10. The date when goods are actually received by the School District shall be the effective date of receipt.

11. Deliveries are to be F. O. B. at a stated location and included in your proposal.

12. If the supplier refuses or fails to make deliveries of the materials or supplies within the time specified on the face of the request for proposal or the purchase order, the School District may, by written notice to the supplier, terminate the right of the supplier to proceed with deliveries of the materials or supplies as to which there has been delay.

13. Advance written notice is to be given to the District Business Office at least two (2) work days before receipt of goods at the designated location.

14. In the event the School District cannot accept a scheduled delivery, it will notify the supplier of such delay as soon as possible.

15. All items furnished must be free from defects in material and workmanship. Items will be subject to School District inspection and approval at any time within thirty (30) calendar days after delivery.
16. All items must be properly packed or crated to insure delivery in good condition and in accordance with instructions listed on the face of the request for proposal or purchase order, if any.

17. Rejected items will be held by the School District at the supplier’s risk and expense. No replacement of defective items shall be made by the supplier unless agreed to by the School District in writing.

18. The supplier shall comply with the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1030) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry.

19. The School District is seeking an annual contract with the option to renew for five additional one year periods. The contract may be terminated by either party by giving the other party thirty (30) calendar days prior written notice of termination.

20. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.

21. In the event that an agreement is not reached with the top scoring supplier or suppliers within a reasonable time, the School District, at its sole discretion, may elect to award the contract to the next highest scoring supplier.

22. Kansas state law prohibits smoking in or on any Blue Valley USD 229 property. Compliance is required.

23. Contractors working on school property must have a background check that covers: Social Security, Felony conviction record, Misdemeanor conviction record, and US DOJ National Sex Offender Data base.

24. Indemnity and Hold Harmless: The supplier agrees to protect, defend, indemnify and hold the School District, its Board members, officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, reasonable attorneys’ fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the supplier. The supplier further agrees to investigate, handle, respond to, provide a defense for, and defend any such claims, at supplier’s sole expense; and agrees to bear all costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

25. Tax Exempt: School District is exempt from state and local sales taxes by virtue of Kansas Statutes Annotated 79-3606.

26. Supplier understands that the School District is subject to the Kansas Open Records Act, K.S.A. 45-215 et seq., as amended (the "Act"), and that any proposals made in response to an RFP may be disclosed as required, in the sole opinion of the School District, by the Act or other applicable law or judicial order. School District assumes no responsibility for such disclosure and will not be held liable for any damage or injury that may result from any disclosure that may occur. By submitting a response to an RFP, Supplier agrees to defend, indemnify, and hold School District harmless from and against any and all claims, demands, costs, and expenses, including reasonable attorneys' fees, arising as a result of School District's disclosure or refusal to disclose response information provided by Supplier.
27. Payment of the supplier’s invoice is subject to adjustment for any shortage, or for rejection of any item or items. Individual invoices must be issued for each shipment applying against a purchase order.

BLUE VALLEY USD #229 - PAYMENT TERMS:

- Payment can take 30-60 calendar days depending on when goods or services are received, orders are verified, and the date the invoice is received in Accounts Payable.

- Invoices received by Accounts Payable and orders verified by the 15th day of the month will be paid/mailed on or about the 15th day of the following month. Invoices received and orders verified on or after the 16th day of the month will be paid the second month following, on or about the 15th day of the month.

- The School District is not requiring the acceptance of a credit card as its form of payment and will still offer checks. However, would you accept a credit card as the School District’s form of payment for your goods and services understanding the requirements below?
  
  Yes__________ / No___________

Note: Acceptance of Credit Card Payment

- Will not change payment terms or timelines.
- Cannot increase the proposed costs as outlined in your Bid or RFP response.
- The vendor cannot charge any additional fees for the acceptance of credit card payment.
- We will need to work with you to setup the payment details.

I. DISTRICT OVERVIEW

Blue Valley School District is located in Overland Park, Kansas, a thriving suburb of Kansas City. The District was unified in 1965 and encompasses 91 square miles in southeastern Johnson County. Overland Park has been recognized in many national quality-of-life rankings. For example, in 2015
Livability.com ranked Overland Park as No. 17 in the "2015 Top 100 Best Places to Live"; in 2014 mylife.com ranked Overland Park as the No. 1 city to raise children; Overland Park was ranked No. 3 on the "Best Cities for Families" list by WalletHub.com in 2014; and Livability.com ranked Overland Park at No. 3 out of the "Top 10 Best Cities for Kids 2014". Overland Park was ranked #9 in Money magazine's Top 10 "Best Places to Live" in 2012.

The Blue Valley School District currently has approximately 23,000 students located in five high schools (grades 9-12), nine middle schools (grades 6-8), twenty one elementary schools (grades K-5), a Center for Advanced Professional Studies building, Blue Valley Academy, an Early Childhood and Conferencing Center and several administrative buildings. The District also currently has 110 administrators, 1873 certified staff members, and 1453 classified staff members to serve the students and the community. More information is available at www.bluevalleyk12.org.

II. PURPOSE

The Blue Valley School District has a need for disaster mitigation and restoration services across all District locations. This is a non-construction Disaster Mitigation and Remediation proposal. Materials may be removed but not replaced under this agreement. Any deviations from this approach will need to be coordinated with the District in advance of the project commencement. Our intention is to solicit competitive proposals in order to obtain a vendor relationship or multiple vendor relationships that provides maximum services and competitive pricing to the District for all its disaster mitigation and restoration needs on an on-call needed basis. The objective of the District is to award a vendor partnership(s) for furnishing labor, materials, and equipment for these services. The purpose of the RFP is to award a contract that will guarantee response time and rates for the School District. The contract will not guarantee a certain amount of hours or annual sum paid. The District is seeking an annual contract with the option to renew for five additional one year periods. The first year of the contract will be a partial year and will begin on April 13th, 2021 and end on June 30th, 2021.

III. SERVICE AGREEMENT/VENDOR RESPONSIBILITIES

1. The Awarded proposals will be based on the need for the Blue Valley School District.

2. The equipment lists are not intended to be a comprehensive list of equipment, but rather a suggestion of the direction that the institution would like considered.

3. Period of Contract: April 13, 2021 through June 30, 2021 with the option to renew for five additional one (1) year periods. The term of this agreement shall be for a partial year during which rates will be frozen except for any mutually agreed. Rates shall not increase by more than the agreed upon maximum annual increase percent for any one year renewal. The District retains the right to ask for justification for any price increase. If agreement is not reached, the District may request proposals from other companies. The contractor will be required to notify the District ninety (90) days in advance of its intent to renew each additional one year period.

4. This Agreement is cancelable by the Blue Valley School District by giving the other party thirty (30) calendar days’ written notice.

5. Awarded contractor must be licensed in the state of Kansas.

6. Awarded contractor must have employees that are fully qualified and skilled to perform the services that constitute the work under this proposal.

7. Awarded contractor will be responsible for contacting utilities as necessary to mark and protect existing utilities. Site lighting and irrigation systems can be located by contacting the Facilities and Operations Department a minimum of 3 working days in advance of mitigation or restoration
activities. Unless there is an immediate threat to the building or personnel, vendor must contact the Facilities and Operations department for the District to coordinate turning off utilities.

8. By submitting a response to this RFP, Contractor acknowledges they are available 24/7/365 to respond to any and all emergency calls from the Owner, and can respond immediately as required.

9. Awarded contractor must maintain the following insurance coverage:

   a. **Workers’ Compensation Insurance:** Contractor shall maintain workers’ compensation insurance in accordance with the laws of the State of Kansas.

   b. **General Liability:** Contractor shall maintain General Liability Insurance (including broad form contractual liability, products, and completed operations) in the amount of at least $1,000,000.00 per person and $1,000,000.00 per occurrence and $1,000,000.00 annual aggregate; and property damage in the amount of not less than $1,000,000.00 per occurrence and $1,000,000.00 annual aggregate.

   c. **Automobile Liability:** Contractor shall maintain Automobile Liability Insurance, including owned, non-owned, and hired vehicles, covering bodily injury in the sum of not less than $1,000,000.00 per person and $1,000,000.00 per occurrence and $1,000,000.00 annual aggregate; and property damage in the amount of not less than $1,000,000.00 per occurrence and $1,000,000.00 annual aggregate.

   d. **Professional Liability Insurance.** Contractor shall maintain Professional Liability (errors and omissions) Insurance on a claims made basis with limits of liability of not less than $1,000,000.00.

   e. **General Requirements.** All insurance required hereunder shall be maintained in full force and effect in a company or companies reasonably satisfactory to Owner and shall be maintained at Contractor’s expense. All insurance required hereunder shall name Owner, its agents, its employees, and its assigns, as additional insureds and shall contain a clause requiring written notice to Owner thirty (30) days in advance of the cancellation, non-renewal, or material modification of said insurance. Contractor shall provide certificates evidencing such insurance before undertaking any work.

10. Disaster Mitigation and restoration services shall include but are not limited to the following:

   a. Project Management

   b. Fire, Smoke and Water Damage Recovery

   c. Water Extraction and Moisture Control (desiccant dehumidification)

   d. Heating Ventilation and Air Conditioning (HVAC) Decontamination and Cleaning

   e. Microbial Remediation

   f. Telecommunications Recovery

   g. Electronics Restoration

   h. Media Recovery

   i. Documents, Books and Vital Records Recovery

   j. Equipment Recovery & Restoration

   k. Commercial Cleaning/Decontamination of Heating, Ventilation, and Air Conditioning (HVAC) Units and Ductwork, Drapes, and Post Construction Cleanup

   l. Biohazard Incidents and Crime Scene cleanup

   m. Debris Removal

   n. Building Deodorization/Odor Control

   o. Carpet Cleaning

   p. Content Cleaning and Decontamination

   q. Structural Cleaning and Restoration inclusive of Grafitti

   r. Structure and Content Drying

   s. Transportation and Storage
11. Other disaster mitigation and restoration services, supplies, materials and equipment not listed above may be added as needed as determined by the Blue Valley School District during the life of the contract.

12. The proposer shall provide all labor, materials, and equipment necessary to clean and restore the structure and contents.

13. The proposer shall provide general instructional services at no added cost to Blue Valley Schools.

14. The proposer must be able to demonstrate a successful track record and provide 24/7/365 response to these services needed.

15. The proposer shall perform a thorough physical survey and inspection to evaluate all damages to contents and structures including the presence of odor, water, and other damages; in the event of a fire: odor, soot, ash and other fire elements.

16. The proposer shall provide on-going digital photos and/or digital video as a baseline record and of work progress.

17. The proposer shall provide a written/electronic scope of damages.

18. The proposer shall provide a written/electronic detail itemized estimate of damages.

19. The Proposer shall, at own cost and expense, assume responsibility in accordance with all applicable laws, of any all leaks or spills, and other emergencies occurring in connection with performance of covered services, if leaks or spills, including leaks or spills of hazardous substances, occur at the worksite that is not in connection with vendors performance of covered services, response to the leak or spills may be added as a covered service under the procedures provided.

20. The Proposer shall document and provide on-going periodic written/electronic reports including humidity readings, etc.

21. The Proposer shall host meetings with BVSD project manager(s) to communicate work progress, etc.

22. The Proposer shall provide to BVSD, at completion of work, a written/electronic comprehensive final report with detailed information that summarizes all covered services provided by contractor and in sufficient detail to satisfy FEMA and insurance company requirements in order to maximize payment of claims and reimbursement of expenses.

23. The Proposer shall provide itemized invoice of all charges in accordance with the scope of each project.

24. All proposer employees working on District premises must undergo a background check process through Validity Screening. The Validity Screening background check is funded by the vendor and the PDF file of the background check provided to the Safety & Security Department. Once submitted, BVSD Safety & Security will review the background check and approve/deny the vendor’s employee in regards to receiving a security access badge for BVSD facility access. Only 1 tech or PM is required to be badged, and may bring a vendor team if more manpower is needed for a project. If a tech or PM will be entering BVSD facilities by themselves, then they are required to have the background check completed.
25. It is preferred that the proposer utilize existing employees for any Blue Valley services, and not employees through a temp agency to complete the work.

26. The proposer should be prepared to present audited financial statements if requested by the District.

IV. **SCHOOL DISTRICT RESPONSIBILITIES**

1. Meet with awarded contractor and offer pre-install meetings and a walk-through of premises.
2. Provide a proposed time schedule for the completion of each project and break down by phase if necessary.
3. Provide onsite project direction if necessary.
4. Provide key contact names and telephone numbers for each individual project.
5. The following areas may be evaluated by the District throughout the life of the contract on a quarterly, annual, or as needed basis: Quality of product/service, delivery of product/service, customer service, or accuracy of price.

V. **REQUEST FOR PROPOSAL (RFP) TIMELINE**

1. RFP Release – January 20, 2021
2. Mandatory Pre-Proposal Conference – February 3, 2021 at 1:00 PM CST
3. Deadline for Submitting Questions – February 5, 2021 at 5:00 PM CST
4. Proposals due – February 18, 2021 at 3:00 PM CST
5. Optional Finalist Interviews – March 9 - 10, 2021 Time TBD
6. Anticipated Award of RFP 21022 – April 12, 2021
7. Anticipated Contract Start Date – April 13, 2021

VI. **MANDATORY QUESTIONS**

**Vendor Qualifications**

1. Briefly describe your company’s history, number of years in business, how long you have operated in the Kansas City metropolitan area and ownership and senior management structure (organization chart a plus with brief description of roles for each person). Make note of those that would be assigned to the Blue Valley School District account.

2. Describe your employee pool in terms of how many full-time year round employees you have in the KC Metro area, within a four hour radius and nationally?

3. Describe your employee pool in terms of about how many seasonal employees you have in the KC Metro area?
4. Focusing on the staff serving the KC Metro area breakdown how many full-time and seasonal employees you have by general roll (position type).

5. Please provide some detail on employee screening practices required for each employee. For example: Alcohol, Drugs, Driving Records, Criminal Background Checks, etc.

6. Provide some background on servicing school districts, schools of any kind or similar clients in the K-12 education industry.

7. Please provide additional information regarding the use of subcontractors. Will you use a subcontractor for any services related to this RFP? If so, briefly describe the relationship of the companies, scope of services offered, experience and key staff. We would prefer to see the list of subcontractors that you utilize based on the categories in this RFP.

8. Have you ever failed to complete, defaulted, or been accused of failing to complete any work awarded to you? If so, where and why? Also, how did your company resolve the situation?

9. Have you been sued or sued an Owner within the past ten (10) years? If so, provide the case number and court, including county and state? Also please describe the project, nature of arbitration and outcome.

10. Describe your experience as a service provider to Kansas public school systems. What are some key lessons learned?

11. Describe your company's Customer Service Department (hours of operation, number of service centers, etc).

12. What OSHA Hazmat training does your personnel have?

13. What relevant certifications do your personnel have? We would want to know the certifications of the personnel being assigned to the Blue Valley work.

References

14. List (3) three references from current customers where similar services are provided. Include business name, contact name, phone number, number of year’s served and general description of the most common services provided.

15. Provide (2) two references from current customers that were new accounts in the last year (did not do business with you for over two years prior to return). These can be from any industry, but customers with similar scope of services preferred. Include business name, contact name, phone number, date started and general description of most common service provided.

Approach, Flexibility, Timeliness and Resources

16. In the past year, what was the max number of employees including seasonal, that you had in the field on the same day in the KC Metro area? When was this? How did it differ from your normal? How did you accommodate? How much notice did you need?

17. What is general rule on how many days or hours’ notification must be given prior to scheduling / rescheduling an install?

18. Provide detail of fleet, quantity and size of vehicles serving the KC Area Metro area?
19. Briefly describe to what extent your company has the ability to provide the list of materials needed to complete a disaster mitigation or recovery services project. Where are the materials and equipment sourced, and how quickly can you acquire the materials and equipment?

20. Where is your company headquartered? Where is the local or regional office that would be servicing our account located? If different, where is the main dispatch yard that will be servicing our account located?

21. What are the days and hours your company would be available to provide services? What are your normal service hours?

22. Please describe your typical program approach to these services. Include who is involved in the project from your company and explain what their role and responsibility is of each key personnel. Also include how your company will provide the following services.
   a. Cleaning up after water loss making sure the environment is stable so mold and mildew don’t grow.
   b. Cleaning up after a fire and/or smoke damage.
   c. Evaluate the feasibility of restoring versus replacing damaged items.
   d. Identify and tag all items that will be restored.
   e. Provide documentation of damaged/lost items.
   f. Pack, transport, and store salvageable items.

23. How will your company track and account for employee time, service, and materials used in disaster mitigation and restoration services?

24. Describe your health and safety program for discovery and dealing with hazardous materials. The proposer shall state their methods of disposal for various types of disposals. Examples include: furniture that cannot be restored, floor tiles, carpets, books, etc.

25. Provide a sample invoice to us where similar services were provided. Please remove pricing from the sample invoice.

26. Do you use an online portal to share findings back to the District? If so, please describe what this tool looks like.

   **Additional Cost Considerations**

27. When would a supervisor be required on site?

28. Would any minimum charges apply to our projects? If so, please describe.

   **Value Added**

29. What makes your company unique when compared to the competition?

30. Please provide any additional information on services offered or not called out in this RFP?

**VIII. SCORING AND SHORTLISTING**

   **Evaluation of Proposals:** An evaluation committee comprised of District employees shall evaluate proposals received.
1. **Phase I Evaluation and Shortlisting:**
   All proposals will be evaluated according to the point schedule listed below. Proposals not short-listed will not be further considered.

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<thead>
<tr>
<th>Section</th>
<th>Section Title</th>
<th>Total Possible Points</th>
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<tbody>
<tr>
<td>Section III</td>
<td>Insurance Certificates</td>
<td>5 Points</td>
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<td>Section VI</td>
<td>Q &amp; A, Vendor Qualifications</td>
<td>10 Points</td>
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<tr>
<td>Section VI</td>
<td>Q &amp; A, References</td>
<td>5 Points</td>
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<td>Section VI</td>
<td>Q &amp; A, Flexibility, Timeliness &amp; Resources</td>
<td>15 Points</td>
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<td>Section VI</td>
<td>Q &amp; A, Additional Cost Considerations</td>
<td>5 Points</td>
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<td>Section VI</td>
<td>Q &amp; A, Value Added</td>
<td>15 Points</td>
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<tr>
<td>Section XI.1</td>
<td>#1 Most Common Service Requested</td>
<td>5 Points</td>
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|               | \frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}} \times \text{Possible Points Available} = \text{Pricing Score (rounded to the nearest hundredth)}
|               | \]                                                                           |
| Section XI.1  | #2 Most Common Service Requested                                            | 5 Points              |
|               | \[
|               | \frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}} \times \text{Possible Points Available} = \text{Pricing Score (rounded to the nearest hundredth)}
|               | \]                                                                           |
| Section XI.1  | #3 Most Common Service Requested                                            | 5 Points              |
|               | \[
|               | \frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}} \times \text{Possible Points Available} = \text{Pricing Score (rounded to the nearest hundredth)}
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| Section XI.1  | #4 Most Common Service Requested                                            | 5 Points              |
|               | \[
|               | \frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}} \times \text{Possible Points Available} = \text{Pricing Score (rounded to the nearest hundredth)}
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| Section XI.1  | #5 Most Common Service Requested                                            | 5 Points              |
|               | \[
|               | \frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}} \times \text{Possible Points Available} = \text{Pricing Score (rounded to the nearest hundredth)}
|               | \]                                                                           |
| Section XI.1  | #1 Most Common Equipment Requested                                          | 5 Points              |
|               | \[
|               | \frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}} \times \text{Possible Points Available} = \text{Pricing Score (rounded to the nearest hundredth)}
|               | \]                                                                           |
Section XI.1 #2 Most Common Equipment Requested

\[
\text{Pricing Score (rounded to the nearest hundredth)} = \frac{\text{Proposer Proposed Fees}}{\text{Possible Points Available}} \times \text{Possible Points Available}
\]

Section XI.1 #3 Most Common Equipment Requested

\[
\text{Pricing Score (rounded to the nearest hundredth)} = \frac{\text{Proposer Proposed Fees}}{\text{Possible Points Available}} \times \text{Possible Points Available}
\]

Section XI.1 #4 Most Common Equipment Requested

\[
\text{Pricing Score (rounded to the nearest hundredth)} = \frac{\text{Proposer Proposed Fees}}{\text{Possible Points Available}} \times \text{Possible Points Available}
\]

Section XI.1 Review Other Unit Costs (Subjective) 10 Points
Section XI.2 Review Additional Cost Information 5 Points
Section XI.3 Maximum Annual Percentage Increase 5 Points
Section XII Deviations 5 Points
Overall Proposal (Quality of content, organized, complete, professional) 5 Points

Total Possible Points Phase I: 130 Points

The District retains the right to end the RFP and base award of the RFP after the Phase I scoring or continuing on to Phase II Optional Finalists Interviews. Vendors are encouraged to put their best proposals forward since award can be made after Phase I and if a Phase II shall occur, only the selected finalists will be invited based on Phase I scoring.

2. Phase II Optional Interviews:
The District retains the right to invite some, all or none of the RFP Finalists identified in the Phase I Scoring. Interviews will be scheduled for March 9th and 10th, 2021. The District retains the right to adjust the dates of the interviews. Companies invited for interviews will be notified by February 26, 2021 or shortly thereafter. Scores from Phase I will carry over and combined with the following:

Total Possible Points
Phase I 130 Points
(\text{May be adjusted pending outcome of interviews.})
Clarifications and additional information presented. 70 Points

Grand Total Possible Points 200 Points

Scoring from Phase I will not be made available until Phase II has been completed or ruled out.

IX. RFP RESPONSE INSTRUCTIONS

1. Sealed proposal due to the District – The due date for the sealed RFP response is listed on page 1. \textbf{All proposals received after the date and time set for receipt will be}
REJECTED. Proposals received after the time and date set will not be considered. The District will not consider or be responsible for errant delivery or late performance by courier service.

2. District requires original signed proposal via email to Purchasing@bluevalleyk12.org. The electronic copy should be produced in PDF and sent to the email listed above.

3. The RFP response may be hand-delivered or must otherwise be received by the District at the address provided on page 1, by the submittal deadline. No fax proposals will be accepted.

4. Responses to the District should be in a sealed box or envelope clearly marked and addressed. If the RFP is not clearly marked, the Proposer has the risk of the proposal being misplaced and not properly delivered. The RFP Coordinator is not responsible for identifying proposals submitted that are not properly marked. (15020 Metcalf Avenue, Overland Park, KS 66223). Email responses is preferred.

5. It is the responsibility of the submitter to insure that the proposal arrives to the District within the deadline. Proposer should allow sufficient time for proper delivery. The District assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the District. Every Proposer is solely responsible for ensuring that its proposal is delivered on time. Proposals will be opened only after the due date and hour.

6. Original RFP responses shall be signed by an official authorized to legally bind the Proposer.

7. Pricing must be submitted in a separate sealed envelope within the main submission documents and be clearly labeled “Pricing Response, RFP # 21022”. If submitting pricing response via email at purchasing@bluevalleyk12.org, please submit in separate PDF or Excel document.

8. Vendors are to reply with information in the following order:

Proposal Format: Proposals shall be submitted by tab number as instructed below. The Proposer agrees and will comply with all provisions and specifications as stated in this RFP unless otherwise stated in the Deviations section of this RFP. Any additional cost or factors to meet a specification or requirement must be noted in the Deviations section. Failure to respond to these requirements may result in the proposal being considered non-responsive.

Tab 1 – Minimum Criteria
   a. Cover letter
   b. RFP Document including the Proposal Form signed by an authorized Company Officer, plus any signed addendums if applicable.

Tab 2 – Required Documents
   a. Proof of required insurance / insurance certificates

Tab 3 – Answers to Mandatory Questions
   a. Provide answers following each of the questions asked in Section VI.
Tab 4 – Deviations (Section XI.)
   a. Provide a statement with any deviations or simply state “none”.

Tab 5 - Pricing Response
   a. Submit pricing information in a separate sealed envelope or separately emailed to purchasing@bluevalleyk12.org.
      i. Provide information from the Price Sheet.
      ii. Provide any additional service or material costs for consideration.
      iii. Provide a maximum annual rate increase.
X. PRICING RESPONSE (Pricing in Separate Sealed envelope or emailed separately to purchasing@bluevalleyk12.org.)

1. **FILL OUT UNIT COSTS ON PRICE SHEET ATTACHED.**

2. ** PROVIDE ANY ADDITIONAL SERVICE OR MATERIALS COSTS FOR CONSIDERATION**

   (Be sure to include clear descriptions when providing unit cost information.)

3. **MAXIMUM ANNUAL RATE INCREASE:**

   Maximum Annual Percentage Increase to Rates __________ %

XI. **DEVIATIONS**

List below any deviations or exceptions to this RFP document or (if any) addendum related to this RFP.

XII. **SIGNATURES**

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if the Proposal is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated except as stated as a deviation in Section XI.

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<thead>
<tr>
<th>Company</th>
<th>Authorized Signature</th>
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<tbody>
<tr>
<td>Company Address</td>
<td>Date</td>
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<td>Telephone Number</td>
<td>Fax Number</td>
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<td>Email Address</td>
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