

# REQUEST FOR PROPOSAL

**Tipton R-VI School District**

**334 US Hwy 50 East**

**Tipton, MO 65081**

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## **Air Filtration & Installation**

Detailed Proposal Information is Available on District Website <https://www.tipton.k12.mo.us/>

**Proposal Closing Date: September 20, 2021**

**Proposal Closing Time: 8:00 am CST**

**Tipton R-VI School District reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.**



# TIPTON R-VI SCHOOL DISTRICT

305 U.S. HIGHWAY 50 EAST  
TIPTON, MISSOURI 65081



Central Office: 660-433-5520 (phone); 660-433-5241 (fax)  
High School Office Phone: 660-433-5528  
Elementary Office Phone: 660-433-2213

## OFFICERS OF BOARD OF EDUCATION

Clint Miller, President  
Craig Wolf, Vice President  
Lisa Bixler, Secretary  
Leslie Rumans, Treasurer

## ADMINISTRATION

Dr. Terry Robinson - Superintendent  
Mrs. Leeanna Meador - Junior High/High School Principal  
Mr. Kelly Kohler - Elementary Principal  
Mr. Culpepper - Activities Director, Asst. Principal  
Ms. Nancy Thomas - Director of Special Services

## MEMBERS OF BOARD OF EDUCATION

Ashley Kliethermes  
Bo Helms  
Aaron Diggs  
Patsy Reed

## REQUEST FOR PROPOSAL - Air Filtration and Installation

The Tipton R-VI School District (DISTRICT) is seeking proposals from air filtration companies to furnish air filtration equipment with a proposed date of installation of no later than August 15, 2022.

Proposals will be received by the Board of Education Secretary at the District Office located at 334 US Hwy 50 WEST, Tipton, MO 65081 by September 20, 2021, AT 8 AM.

Proposals will be evaluated by a selection committee of the DISTRICT on or about October 13, 2021. A copy of the initial selection criteria is included in this RFP. Once the evaluation process is complete, the information will be available to all who responded.

Said proposals must conform to the specifications and instructions. Proposals must be submitted in a sealed envelope with "Air filtration and installation proposal" clearly on the label. A proposal must consist of all required materials and the signature page of the proposal, signed by an authorized representative of the PROVIDER. Non-conformance with these instructions may be grounds for the rejection of the proposal. Late proposals will not be considered.

The DISTRICT reserves the right to reject any and all proposals and to waive informalities or irregularities in any proposal.

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Dr. Terry Robinson  
Superintendent  
Tipton R-VI School District  
334 US Hwy 50 West  
Tipton, MO 65081  
(660) 433-5520 phone

## PURPOSE

Tipton R-VI School District is seeking proposals from high-quality air filtration and installation companies (PROVIDER). **Companies should furnish air filtration equipment, training, and installation beginning no later than June 1, 2022, and project completion no later than August 15, 2022.**

**In addition, the District wishes to take advantage of federal grants which allow the District to purchase equipment and have a full installation with 100% reimbursement. It is the intent of the district to have the winning bidder file all appropriate paperwork both online and in hard copy form with the federal government in order to realize this reimbursement.** As such, the provider will act as the grant writer. The provider can subcontract with a grant writing provider, but the winning bidder will be responsible for completing all necessary paperwork and filings. **No payment will be made to the winning bidder until documentation is properly submitted to the federal government and reimbursement is received by the federal government.** Further, no payment will be made until a contract has been executed with the Tipton R-Vi School District Board of Education and work has been substantially started and

## RFP SCHEDULE

August 19, 2021`	RFP specifications available for distribution
September 19, 2021	RFP due by 8:00 am CST
September 20 - October 13, 2021	Board meeting(s) to review proposals
October 13, 2021	PROVIDER selected by Board of Education for approval

## INTERVIEWS

To facilitate consideration of the Proposals, the DISTRICT may, at its option, conduct interviews, after receipt of a proposal, in an attempt to clarify or qualify terms of a proposal. If this is necessary, the DISTRICT will contact PROVIDER to arrange a time for an interview.

The DISTRICT may accept any proposal as submitted whether or not interviews or negotiations have been conducted between the parties.

## GENERAL TERMS AND CONDITIONS

1. If there are variances or conflicts between the General Terms and Conditions and the Special Conditions outlined in the solicitation, the Special Conditions must prevail.
2. The PROVIDER must respond to this RFP by submitting all data required herein in order for its proposal to be evaluated and considered for award. Failure to submit such data must be deemed sufficient cause for disqualification of the proposal from further consideration for award.
3. PROVIDERS must state any variances to the terms, conditions, and specifications of this proposal.
4. The DISTRICT may issue a written addendum to this RFP if substantial changes are made which impact the submission of proposals. All addendums will be signed by a duly authorized employee of the DISTRICT. A copy of the addendum will be e-mailed to each PROVIDER receiving the solicitation and posted on the DISTRICT website. In the event of a conflict between the original RFP and an addendum, the addenda must control. Subsequent addenda may govern over prior addenda.
5. The PROVIDER is advised that the ONLY official position of the DISTRICT is that position which is stated in writing and issued by the Board of Education Secretary as an RFP and any amendments or addenda thereto. No other means of communication, whether oral or written, may be construed as a formal or official response or statement.
6. The Proposal must contain a hand-written signature of an authorized agent of the PROVIDER in the space provided on the Proposal Form. If the PROVIDER's authorized agent fails to sign and return the Proposal form; its proposal will be non-responsive and will not be considered.
7. The PROVIDER, by affixing its signature to its Proposal, certifies that the proposal is made without previous understanding, agreement, or connection, either with any persons, firms, or corporations offering the same items or with the DISTRICT. The PROVIDER also certifies that its proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
8. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. An authorized agent of the PROVIDER must initial all corrections made by the PROVIDER.
9. Said proposals must conform to the specifications and instructions. Proposals must be submitted in a sealed envelope with **"Air filtration and installation proposal"** clearly on the label. A proposal must consist of all required materials and the signature page of the proposal, signed by an authorized representative of the PROVIDER. Non-conformance with these instructions may be grounds for the rejection of the proposal. **Late proposals will not be considered.**

10. Tipton R-VI School District assumes no responsibility for the delivery of mail via U.S. Post Office or other means.
11. Late proposals received after the date and time set forth in the RFP will not be considered.
12. Modifications to a proposal may only be made by written notice on company letterhead and must be received prior to the time and date set for the deadline. Each modification must be submitted in the same manner as for submission of the original RFP. The modification must contain a manual signature of an authorized agent of the PROVIDER.
13. If more than one modification is submitted, the modification bearing the latest date of receipt by the DISTRICT will be considered valid.
14. Proposals may be withdrawn prior to the time and date set for the deadline. Any such request must be made in writing on company letterhead and signed by the authorized agent of the PROVIDER.
15. The DISTRICT reserves the right, before making an award, to investigate whether the qualifications or services offered by the PROVIDER meet the requirements set forth in the RFP. The DISTRICT reserves the right to waive any defects and informalities in any proposal, to reject any and all proposals, take any or all proposals under advisement, or to accept any proposal as may be deemed in the best interest of the DISTRICT.
16. The DISTRICT reserves the right to consider historic information and fact, whether gained from PROVIDER'S submission in response to the RFP, question and answer conference, references, or any other source, in the evaluation process of this RFP.
17. PROVIDERS must not include federal, state, or local excise or sales taxes in their proposal prices, as the DISTRICT is exempt from payment of such taxes.
18. There is no expressed or implied obligation for the DISTRICT to reimburse the PROVIDER for any expenses incurred in preparing the Proposal. The DISTRICT shall not be responsible for any pre-agreement expenses of any PROVIDER.
19. If a Proposal conflicts with this RFP, the DISTRICT will resolve any inconsistency in favor of the RFP. The PROVIDER agrees to abide by the decisions of the DISTRICT.

## **SPECIAL CONDITIONS**

### **Intent**

The intent of this Request for Proposal is to acquire high-quality air filtration equipment, installation, training, and federal grant writing services.

## Selection

The DISTRICT will select one or more Proposals that, in its own judgment, best meet specifications and all required documents. The DISTRICT may choose multiple or no Proposals. The DISTRICT reserves the right to reject any and all proposals based upon its sole discretion.

Any non-responsive proposals will not be considered for award.

Upon selection of a Proposal, the DISTRICT will enter into a contract or agreement with the selected provider. Such a contract or agreement may be terminated by the mutual consent of both parties at any time.

The DISTRICT may or may not conduct negotiations of technical aspects of the proposals or prices after reviewing all proposals submitted. These negotiations will only be with the PROVIDER whom the DISTRICT is considering for award of services. Post-proposal negotiations may be conducted jointly with representatives of the DISTRICT and PROVIDER's representatives. Neither the commencement nor cessation of negotiations will constitute rejection of a proposal or a counteroffer by the DISTRICT.

## Insurance

PROVIDER must, at its expense, procure and keep in force all required insurance protecting DISTRICT, its board, officers, employees, and agents, and PROVIDER, its employees, and agents.

## Reports

The PROVIDER must make and furnish such reports as may be required or requested by the DISTRICT or by the Missouri Department of Elementary and Secondary Education and the Federal Government.

## PROVIDER Requirements

All competing bids must utilize technology that meets all of the required criteria and specifications listed below:

- UVGI ceiling mounted units
- Mirrored/Sealed UVC Chamber
- Minimum 27-watt bulb
- Weighs Under 30 lbs.
- 24/7/365 Operation of UVC Chamber
- Safe to run in occupied spaces
- Produces less than 40 decibels of noise

- Minimum 5-year warranty
- Optional LED downlight
- Data Analytics Platform with web-based administration access
- Peer-reviewed test studies required
- School case studies required
- Third-party laboratory review required

### **Proposal Requirements**

1. Include an Executive Summary that is a one or two-paragraph summary that highlights the PROVIDER's strengths and ability to meet all RFP requirements, indicates any requirements that cannot be met and references any other key points the DISTRICT should consider during the evaluation.
2. Identify names, titles, roles, and years of experience with this PROVIDER for each service member that DISTRICT management will be interacting if the Proposal is approved..
3. Proposed billing schedule.
4. Complete and submit the attached signature page.
5. Provide a current Annual Registration Report from the Missouri Secretary of the State's Office and the Better Business Bureau showing good standing.
6. **Provide at least three school district or government references** with their contact information. Each reference should be as similar to the DISTRICT regarding financial and depository needs as possible.
7. **Submit two complete copies of the Proposal in sealed envelopes plainly marked "Air filtration and installation proposal" by September 20, 2021, at 8 am to the following person:**

**Leslie Rumans  
Board of Education Secretary  
Tipton R-VI School District  
334 US Hwy 50 WEST  
Tipton, MO 65081**

### **Agreement requirements**

1. The agreement entered with a PROVIDER will be exclusive.
2. Such contract or agreement may be terminated by the mutual consent of both parties at any time.
3. The PROVIDER will be required to certify there are no “parties of interest” or “conflicts of interest”, as defined by state or federal regulations, existing between the PROVIDER and the DISTRICT or any of its employees, agents, or Board of Education members.

### **Attachments to this RFP**

Signature page to be included in the proposal.

Proposals will be evaluated by the DISTRICT based on the following criteria:

-- Innovative ideas or suggestions reflected in the proposal;

- Qualifications of the PROVIDER and an assigned team regarding experience and resources;
- Services provided;
- Research service available;
- Resume, reputation, and qualifications of sales representatives;
- Due diligence and references;
- State government and commercial expertise;
- Quality of service provided;
- Value of service provided;
- The institution’s ability and willingness to provide the services desired by the DISTRICT and demonstrated understanding of the operational requirements of the DISTRICT;
- The District’s prior experiences, if any, with the institution and any other factors the DISTRICT believes would be in its best interest to consider.



## SIGNATURE OF AUTHORIZED AGENT OF PROVIDER

The PROVIDER, by affixing its signature to its proposal, certifies that the proposal is made without previous understanding, agreement, or connection, either with any persons, firms or corporations offering the same items, or with the DISTRICT. The PROVIDER also certifies that its proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Name of Authorized Agent: \_\_\_\_\_

Title of Authorized Agent: \_\_\_\_\_

Date: \_\_\_\_\_

PROVIDER Name: \_\_\_\_\_

PROVIDER Address: \_\_\_\_\_  
\_\_\_\_\_

**Signature of Authorized Agent:**

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