



Tom Snodgrass
Operations Director
325 N. Woodlawn
Derby, KS 67037

REQUEST FOR BID

Description of Item(s) to be bid Stainless Steel Service Door
Date, Time, and Place of Bid Opening February 9, 2012 at 9:00 a.m.
Administrative Center 120 E. Washington, Derby KS 67037

Conditions Under Which Bids are Requested:

Unified School District 260 interprets the term "lowest responsible bidder" as allowing the school district to choose between the kinds of materials, goods, or services subject to bid. The school district may consider such factors as labor costs, service and parts availability and cost, availability of materials and supplies, maintenance costs, and experience of vendor on previous similar projects. The school district may also determine any differences or variation in quality or character of the materials, goods, or services being bid.

The item(s) contained in this bid shall conform to all standards including warning labels and safety devices, guards, and equipment required to meet the safety standards established by any jurisdiction recognized by industry safety councils or organizations to establish safety standards.

K.S.A. 75-3740a (The State Preferential Bid Law) may be applied against all vendors who are domiciled outside of the State of Kansas, and whose state has preferential bidding statute.

Please return this bid in a sealed envelope, with name of bidder, date of bid opening, and marked "Stainless Steel Service Door Bid" on the lower left-hand corner. Return to the USD 260 Business Office, Attention: Don Adkisson, 120 E. Washington, Derby, KS 67037.

STANDARD CONDITIONS

1. **USD 260 reserves the right to reject any or all bids, to accept any item(s) in the bid and to waive any informality in bidding. Contracts entered into on the basis of submitted bids are revocable if contrary to law.**
2. Each bid item must show unit price and extension. In case of error, unit prices will govern.
3. Alternate bids, and/or bids based on group or total awards may be considered.
4. Deliveries are to be F.O.B. stated location, Derby, Kansas.
5. Certain bids, because of unique factors, may not be covered by standard conditions. Alternate or special conditions will take precedence over any standard condition previously stated.
6. Performance, surety, bid, and statutory bonds shall be provided when required by Kansas Statutes.
7. Vendors shall be in compliance with all federal, state, and local laws, ordinances, and regulations.

8. A valid federal tax identification number must be provided before any purchase order can be issued.
9. A purchase order constitutes the buyer's offer to the seller upon the terms and conditions stated herein, and shall become a binding contract on the terms set forth when it is accepted, either by acknowledgement or performance.
10. If the vendor fails to make deliveries or initiate performance within the time specified on the request for bid or the purchase order, USD 260 may, by written notice, terminate the right of the vendor to proceed with deliveries or performance.
11. Vendor shall certify that all supplies or equipment sold and delivered to the district are free and clear of any and all liens or claims or liens arising under and by virtue of the provisions of the General Statutes of Kansas, 1961 Supplement, Sections 58-201, et. seq., and any other lien, right or claim of any kind.
12. All items sold and delivered to the district shall be free from defects in material and workmanship, and shall be subject to our inspection and approval at any time within thirty days after delivery. Rejected items shall be held at the seller's risk and expense. No replacement of defective items shall be made by the seller unless agreed to by a USD 260 authorized representative, and such agreement shall be in writing.
13. The vendor agrees to require the following sections in all contracts:
 - a. A requirement to observe the provisions of the Kansas Act Against Discrimination;
 - b. A requirement that all solicitations or advertisements for employees shall include the phrase "Equal Opportunity Employer;"
 - c. A requirement to comply with the proper reporting procedures to the Kansas Commission on Civil Rights, in accordance with the provisions of K.S.A. 1976 Supp. 44-1030;
 - d. A requirement that should the vendor be found guilty of a violation of the Kansas Act Against Discrimination, such violation shall deem any contract with USD 260 to have been breached.

We submit the attached bid in accordance with stated conditions:

Authorized Signature _____

Printed Name _____

Firm _____

Address _____

City _____ **State** _____ **ZIP** _____

Date _____ **Telephone** _____ **Fax** _____

SPECIFICATIONS

STAINLESS STEEL SERVICE DOOR

Derby Unified School District 260 is seeking competitive bids for the purchase and installation of a stainless steel cafeteria service door to be installed at Derby High School, 920 N. Rock Road, Derby, Kansas.

Door

Shall measure 12' 3" x 9' 5" and be similar to a Model 900 stainless steel service door manufactured by Wayne Dalton.

Door Removal and Installation

The successful bidder shall be responsible for removing the old door, hauling the old door away for disposal and installing a new door meeting or exceeding the above specifications. Installation includes all work required on the ceiling and on each end of the door opening to return those areas to original condition.

Material Lift

The successful bidder shall be responsible for providing any lift device necessary to remove the old door and install the new door.

Acceptable Door Manufacturers

The following door manufacturers have been deemed acceptable for this project:

Wayne Dalton
Cornell
Overhead Door

Potential bidders proposing manufacturers other than those listed above must submit their request to the USD 260 Director of Operations and receive approval prior to the bid opening. Bids received for a door manufacturer not previously approved will be rejected.

Site Visit: Prospective bidders must conduct a site visit and perform their own measurements. Site visits may be scheduled by contacting Tom Snodgrass (director of operations), (316) 788-8479. Bids submitted by prospective bidders who did not conduct a site visit will be rejected.

Timing Requirements: All work must be accomplished when classes are not in session. The successful bidder will be able to work around the academic year by removing and replacing the door when school is not in session.

Insurance: The successful bidder shall provide worker compensation insurance for their employees and produce a certificate of general liability insurance that includes at least \$2,000,000 per incident/occurrence.

Reference Requirements: All bidders must include a minimum of three references for similar size or larger projects.

Bidders may anticipate the following timetable:

Bid Opening— **February 9, 9:00 a.m.**

Board of Education Bid approval – **February 13**

District Issues Purchase Order to Winning Bidder – **February 15**

Total Bid: \$ _____