



# Académie Lafayette

EST. 1999

Director of Operations  
201 E Armour Blvd  
Kansas City, Missouri  
64111  
Phone: 515.979.6871  
September 23, 2024,  
REQUEST FOR PROPOSAL

## **1.0 Purpose**

The purpose of this Request for Proposals (RFP) is to select a vendor to provide Roof Replacement Oak Campus Attachment 1 contains the location names and addresses. Mandatory Pre-bid Meeting October 7, 2024 at 2:00 PM will be held at Académie Lafayette located 201 E Armour Blvd, Kansas City, MO 64111.

## **2.0 Background/Demographic Information**

Académie Lafayette is a public charter school district that encompasses three locations, Cherry, Oak and the Armour Campus.

## **3.0 Scope of Work**

The successful Proposer shall incorporate the following minimum expectations, which may include, but are not limited to the items listed below:

Modified Bitumen Roof System Price

2. TPO Roof System Price

3. Remove Solar Panel Price

4. Solar Panel Disposal Price

Add costs:

- ☞ Replace the roof drains (recommended)
- ☞ Add a Vapor Barrier (recommended):
- ☞ Install a new roof access hatch (recommended)

Unit Costs:

- ☞ Replace deteriorated perimeter plywood sheathing: \$ per square foot.

Scope of Work:

#### 1. Modified Bitumen Roof System:

- Remove and dispose of the existing sheet metal trim, roofing and roof insulation down to the surface of the existing concrete deck.
- Adhere a new tapered insulation system providing 1/8" per foot slope and an average R-Value of 31.83.
- Adhere one (1) layer of 1/2" Gypsum roof coverboard over the completed insulation system.
- Adhere a 300 mil 2 ply APP Modified Bitumen roof and flashing system.
- Fabricate and install new prefinished sheet metal flashing and trim.
- Supply a manufacturer's 20-year labor and material warranty and a contractor's 2-year materials and workmanship warranty.

#### 2. TPO Roof System:

- Remove and dispose of the existing sheet metal trim, roofing and roof insulation down to the surface of the existing concrete deck.
- Adhere a new tapered insulation system providing 1/8" per foot slope and an average R-Value of 31.83. Please review the taper layout drawing provided in this correspondence.
- Adhere one (1) layer of 1/2" Gypsum roof coverboard over the completed insulation system.
- Adhere a 60 mil 1 ply TPO roof and flashing system.
- Fabricate and install new prefinished sheet metal flashing and trim.
- Supply a manufacturer's 20-year labor and material warranty and a contractor's 2-year materials and workmanship warranty.

#### 3. Remove solar panels:

Palletized for pick up by others.

### **4.0 Overview-**

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Purchase Order- After receipt of quote, Académie Lafayette will send a PO, per job.

- I. Work Schedule- Contractor shall work with Académie Lafayette Security to schedule work being mindful of the unique nature of K-12 work and schedules. Contractor shall seek to perform work with as minimal distraction to the educational process as feasible.

## **Performance Period**

The initial contract 2024/2025 following Notice of Award by the Board of Education.

## **5.0 General Information**

5.1 Point of Contact - The following individual shall provide clarification of the specifications for this RFP:

Rick Carpenter, Director of Operations  
201 E Armour Blvd  
Kansas City, MO 64111  
515-979-6871

All questions regarding this RFP shall be submitted via email [hcarpenter@academielifayette.org](mailto:hcarpenter@academielifayette.org). All inquiries will be answered at the sole discretion of Académie Lafayette. All questions should, to the degree possible, cite the specific RFP section and paragraph number(s) to which the question refers.

### 5.2 Right to Amend or Withdraw

Académie Lafayette reserves the right to alter, amend or modify any provision of this RFP, or to withdraw this RFP at any time prior to the award of a contract, if to do so is in the best interest of the district.

### 5.3 Ownership of Responses

All responses become the property of Académie Lafayette. Responses may be reviewed by any person after the selected vendor or vendors and Académie Lafayette have signed contracts. Académie Lafayette reserves the right to use any and all information and materials presented in reply to this RFP.

Disqualification of a vendor does not eliminate this right.

### 5.4 Pre-agreement Costs

Académie Lafayette is not liable for any cost incurred by any responding vendor prior to issuance of a Purchase Order.

### 5.5 Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified. The bid shall be sealed and submitted no later than 2:00 p.m. on October 21<sup>st</sup>, 2024 at 201 E Armour Blvd, Kansas City, MO 64111.

### 5.6 Order of items in proposal

The items in the proposal shall be in the following order:

- Cover Sheet (page 8)
- Price Sheet (page 9)
- Contractor Questionnaire (pages 10)
- References (page 11)
- E-Verify (page 12)
- Attachment 2: RFP Process- Meeting Notes for Potential Business Partners
- Copy of Contract you wish the district to approve
- Additional Information as provided by proposer, include a list of manipulatives provided as a resource to support the online / digital resources

### 5.7 Timeline

The following timeline will be used as a guide for RFP

Posting of RFP	September 30, 2024
Mandatory Pre-bid Meeting	October 7, 2024 @ 2:00 p.m.
Question Deadline	October 14, 2024 @ 2:00 p.m.
RFP Submittal Deadline	October 21, 2024 @ 2:00 p.m.
Proposal Evaluation	October 22, 2024
Board of Education Approval	November 11, 2024 or next scheduled meeting

### 5.8 Notice of Award

The award of this RFP shall be sent out upon execution of a contract with the proposer following a November 2024 Board of Education meeting. All responses and working papers pursuant to this RFP are considered confidential information until all contracts have been executed. Purchase Orders shall be awarded in accordance with regulations adopted by the Académie Lafayette Board of Education and adhere to all applicable purchasing policies.

### **6.0 Pricing**

The proposer shall provide pricing that will remain firmly in effect for one year from date of award.

After a year, the vendor may submit price adjustments to the district based on Economy. The request MUST contain a written notification from the contractor price increases. The Revised Published Price List or contractor notification shall be submitted to the district at least thirty (30) calendar days prior to the effective date of the new price to be charged to the district.

### **7.0 Deviations or Exceptions**

Bidders are expected to bid on the items as listed or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description included in their submission. The district reserves the right to determine the successful bidder and will make that decision based on the best interest of the district.

If your company intends to deviate from the Specifications listed in the attached documents, such deviations and exceptions must be listed in the response, with complete and detailed conditions and information included. The district will consider any deviations or exceptions in its bid award decisions. The district reserves the right to accept or reject any proposals based upon any deviations indicated.

### **8.0 Basis of Award**

8.1 The proposal evaluation committee shall choose the proposer who is deemed to be in the best interest of the district based on, but not limited to, the following factors:

- Lowest responsive, responsible bidder
- Meets the qualifications for quality, price, terms of bid, and service.

8.2 Académie Lafayette will review all responses submitted and select one or more proposers with whom they will award within 90 days after the RFP opening.

8.3 Proposers are advised that, in the event of receipt of an adequate number of proposals which, in the opinion of Académie Lafayette, require no clarification and/or supplementary information, such proposals may be evaluated without further discussion. Thus, the initial proposal from each vendor should represent the vendor's most complete and favorable terms from a technical standpoint. Should the proposals submitted require clarification and/or supplementary information, vendors should be prepared to submit such additional information in a timely manner, when requested to do so.

## **9.0 Other General Terms and Conditions**

9.1 Proposals: Proposals must be **sealed** and delivered prior to the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED** for any reason. It is the sole responsibility of the proposer to ensure time of the proposal. Académie Lafayette will not be responsible for failure of service on the part of the delivery.

9.2 Acceptance: The right is reserved to accept or reject any or all of the proposals, waive minor technicalities, and to accept the proposal most advantageous to the School District.

9.3 Invoices: Invoices must be prepared by the successful proposer and submitted to: or Email:

**Académie Lafayette**  
**Director of Operations**  
**201 East Armour Blvd**  
**Kansas City, MO 64111**

**Accounts Payable Discounts:** Normal payment terms are approximately 30 calendar days, given that the goods and/or services received are in satisfactory condition. Any discounts available to the School District or early payment discounts should be noted in the proposal.

**Taxes:** Académie Lafayette is exempt from Missouri State Sales tax. **TAX MUST NOT BE INCLUDED IN RESPONSE.** A tax exemption certificate will be executed by the Purchasing Department upon request.

9.4 Specifications/Samples: Any catalog, brand name or manufacturer's reference in the specifications are descriptive NOT restrictive, and are used to indicate type and quality level desired. Proposals on brands of like nature and quality may be considered unless specifically excluded. If proposing on other than reference or specifications, the proposal must show manufacturer, brand, trade name, catalog and/or lot number, etc. on the article proposed and certify that the article proposed is equivalent to specifications. If other than specified brand of items is proposed, specifications, illustrations, and complete descriptive literature must be submitted with proposal unless previously filed with the Purchasing Department. Samples, if required shall be furnished prior to opening, free of expense to the School District, and if not used or destroyed in examinations and testing, will be returned to the proposer, if requested, at the proposer's expense. Each sample must be marked with the proposer's name, address, item number and RFP name reference.

9.5 Warranty/Maintenance Agreement: Any information regarding warranties and/or maintenance agreements pertaining to said item(s) are to be included in the proposal.

9.6 Proprietary Information: All material submitted to the School District becomes public property and is subject to the Missouri Sunshine Law upon receipt. If a proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of

submission. The School District will, to the extent allowed by law, endeavor to protect such information from disclosure. However, if required by law any information submitted is subject to disclosure. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

9.7 Transfer: Transfer or assignment of the contract by the proposer is prohibited.

#### **10.0 Cancellation/Default of Contract**

In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the district shall have the right to terminate its contract by specifying the date of termination in written notice to the selected vendor at least thirty (30) days prior to termination date. The Académie Lafayette also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred. No contract assignment will be allowed. The district also has the right to terminate the contract for no reason upon thirty (30) days written notice.

**Académie Lafayette**  
**Cover Sheet**  
**Proposal for Roof Replacement**

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID #: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

Print/Typed

AUTHORIZED SIGNATURE: \_\_\_\_\_

Signed

DATE: \_\_\_\_\_

If unable to respond to this proposal and you wish to receive future proposal invitations, please return this sheet to the following address:

**Académie Lafayette**  
**201 E Armour Blvd**  
**Kansas City, MO 64111**

Authorized Signature: By signing and executing this contract, the proposer certifies and represents to the District that the proposer has not proposed, conferred, or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient's decision, opinion, recommendation, vote or any other exercise or discretion concerning this proposal. Proposals shall show vendor name and be manually signed. Failure to do so will disqualify the proposal. Person signing this proposal must show title or AUTHORITY TO BIND HIS FIRM IN A CONTRACT.



# Académie Lafayette

EST. 1999

## Price Sheet

### **BID FORM**

As detailed herein, quoted price must include the items listed below of Académie Lafayette Oak Campus 6903 Oak Street, Kansas City MO 64113.

Modified Bitumen Roof System	\$ _____
Remove and dispose of the existing sheet metal trim, roofing and roof insulation down to the surface of the existing concrete deck.	\$ _____
	\$ _____
	\$ _____
	\$ _____
- Adhere a new tapered insulation system providing 1/8" per foot slope and an average R-Value of 31.83.	\$ _____
- Adhere one (1) layer of 1/2" Gypsum roof coverboard over the completed insulation system.	\$ _____
- Adhere a 300 mil 2 ply APP Modified Bitumen roof and flashing system.	\$ _____
- Fabricate and install new prefinished sheet metal flashing and trim.	\$ _____
- Supply a manufacturer's 20-year labor and material warranty and a contractor's 2-year materials and workmanship warranty	\$ _____
TPO Roof System	
Remove and dispose of the existing sheet metal trim, roofing and roof insulation down to the surface of the existing concrete deck.	\$ _____



- Adhere a new tapered insulation system providing 1/8" per foot slope and an average R-Value of 31.83. Please review the taper layout drawing provided in this correspondence.	\$ _____
- Adhere one (1) layer of 1/2" Gypsum roof coverboard over the completed insulation system.	\$ _____
- Adhere a 60 mil 1 ply TPO roof and flashing system.	\$ _____
- Fabricate and install new prefinished sheet metal flashing and trim.	\$ _____
- Supply a manufacturer's 20-year labor and material warranty and a contractor's 2-year materials and workmanship warranty	\$ _____
Solar Panel Disposal	\$ _____
Remove Solar Panel	\$ _____
Replace the roof drains	\$ _____
Add a Vapor Barrier	\$ _____
Install a new roof access hatch	\$ _____
Replace deteriorated perimeter plywood sheathing: \$ per square foot	\$ _____

Name of Equivalent: \_\_\_\_\_

**Contractor Questionnaire**

Questionnaire information will be utilized in the evaluation of this Bid. Vendors must include all information requested. Failure to do so will reflect negatively in evaluation and may result in your submission being deemed "non-responsive" and eliminated from consideration.

Company Name:

Years of service

# of Permanent Employees

# of Employees Assigned to for this Contract:

Where is the location of your nearest service facility? Please provide location and # miles from Académie Lafayette.

Has your company ever failed to comply with any contract awarded? (Explain if yes.)

Has your company ever lost a contract to any government entity based on poor performance or breach of contract (Explain if yes)

Is your company currently suspended or debarred from any government entity? (Explain if yes.)

Are there any judgments, claims, legal proceeding or lawsuits pending or outstanding against your company or any of its officers? (Explain if yes)

Is your company currently in bankruptcy proceedings or has it filed for bankruptcy in the past five years? (If Yes, please explain)

Do you perform Background Checks on the Service Techs that may be assigned to this contract? If so please detail the type of check (GCIC, NCIC etc.)

Do you perform drug tests on the Service Techs that may be assigned to this contract? (At Hire, Random, or Both)?

AUTHORIZED SIGNATURE:

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REFERENCES

Provide references with similar scope of work per specifications.

(References must be provided for each company involved in the completion of the work.)

BUSINESS OR  
SCHOOL NAME

ADDRESS

BUSINESS OR  
SCHOOL NAME

ADDRESS

CONTACT

PHONE

FAX

EMAIL

CONTACT

PHONE

FAX

EMAIL

BUSINESS OR SCHOOL NAME

BUSINESS OR SCHOOL NAME

ADDRESS

ADDRESS

CONTACT

PHONE

FAX

CONTACT

PHONE

FAX

EMAIL

EMAIL

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E-Verify