



Académie Lafayette

EST. 1999

Director of Operations

201 E Armour Blvd

Kansas City, Missouri

64111

Phone: 515.979.6871

September 1, 2025

REQUEST FOR PROPOSAL

1.0 Purpose

The purpose of this Request for Proposals (RFP) is to select a vendor to provide air condition system and heating system for Cherry auditorium Campus. Attachment 1 contains the location names and addresses. Mandatory Pre-bid Meeting September 15, 2025 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.

The new air conditioning and heating system shall consist of a packaged gas/electric rooftop unit located on the roof and ducted into the building thru the existing wall.

2. Include saw cutting the wall for a return and supply air path. Flash around the wall opening with metal and attached to ductwork.
3. Remove existing ventilation fan, motor, ductwork, dampers and outside air louver.
4. Dispose of all old equipment and ductwork into contractor furnished metal dumpster.

5. Remove existing supply air duct above the ceiling
6. Install new insulated return and supply air ductwork over the top of the auditorium ceiling. Install new flexible duct of a maximum of 8' connected to the main supply trunk and install a minimum of (8) supply air grilles for air distribution.
7. Install new return grille ducted back to the packaged rooftop unit
8. Run loads for the space and size equipment and duct accordingly.
9. Provide engineered drawing of new system
10. Provide structural engineering report for any equipment located on the roof
11. Install new rooftop unit on a platform curb and patch the roof top match existing.
12. Ensure there is adequate electrical service to the building and install new electrical breaker, conduit and disconnect switch for new unit
13. Connect new unit to existing building management system, or install internet accessible communicating thermostat in space for control
14. Run condensate from new unit to the nearest roof drain
15. Patch and paint any repairs needed to the existing ceiling in auditorium
16. Provide airflow test and balance report
17. Tie system into building fire alarm system (if applicable)
18. Provide manufacturers startup report, installation and operation manuals
19. Provide a minimum of 2 hours of owner training on equipment and controls
20. Provide 1 year parts and labor warranty and 5 year extended compressor warranty
21. Upon notification of award, provide detailed construction schedule
22. Provide new rooftop unit with the following optional features

- Roof curb
- Enthalpy controlled economizer
- Hail guards
- Hot gas reheat
- Return air smoke detector
- Convenience outlet
- ECM fan motor
- Single zone VAV multispeed fan motor

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 2025/2026 following Notice of Award by the Board of Education. Time frame will be share at Pre-bid meeting.

Liquidation damages. In case of failure on the part of Contractor to effect completion within the time specified. School shall have the right to deduct from the total compensation otherwise due to contractors as liquidated damages, fixed and agreed to in advance, the sum of \$400 for each 24-hour calendar day, including weekends and holidays, the work remains incomplete over the specified completion time.

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 East Amour Blvd
Kansas City, MO 64111
515-979-6871

Please mark your envelope “**SEALED BID**”

All questions regarding this RFP shall be submitted via email 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 1st, 2025 at 201 East Amour Blvd, Kansas City, MO 64111.

5.5.1 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)

Must adhere to 290.210.340 RSMO Prevailing Wage

Must adhere to 285.530 RSMO. Federal Work Authorization program

Must adhere to 292.675 RSMO OSHA Training Must show proof

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

5.6 Timeline

The following timeline will be used as a guide for RFP

Posting of RFP	September 1, 2025
Mandatory Pre-bid Meeting	September 15th, 2025 @ 2:00 p.m.
Question Deadline	September 29th, 2025 @ 2:00 p.m.
RFP Submittal Deadline	October 1, 2025 @ 2:00 p.m.
Proposal Evaluation	October 3, 2025
Board of Education Approval	November 11, 2025 or next scheduled meeting

5.7 Notice of Award

The award of this RFP shall be sent out upon execution of a contract with the proposer following a November 2025 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 Academy 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 to 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 Amour
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, proposal must show manufacturer, brand, trade name, catalog and/or lot number, etc. on article proposed and certify that 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 submittal. 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.

11.0 Must adhere to 292.675 RSMO -OSHA training MUST SHOW PROOF

Académie Lafayette
Cover Sheet
Proposal for HVAC Cherry 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
205 E Amour 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 proposal must show title or AUTHORITY TO BIND HIS FIRM IN A CONTRACT.

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 law suits 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 test on the Service Techs that may be assigned to this contract? (At Hire, Random, or Both)?

AUTHORIZED SIGNATURE:

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

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EMAIL