INVITATION TO BID
“ITB”

Notice is hereby given that the LIBERTY PUBLIC SCHOOL DISTRICT, LIBERTY, MISSOURI, requests written, sealed bids on the items specified on the attached sheet(s).

DESCRIPTION OF BID ITEMS

DATE: OCTOBER 5, 2023

BID NUMBER: ITB 005-024

BID TITLE: POTABLE WATER SAMPLING AND TESTING SERVICES

BIDS MUST be received on or before OCTOBER 26, 2023 at 2:00 PM CST

BIDS MUST BE MAILED TO: Jason Breit, Director of Purchasing
Liberty Public School District 53
801 Kent St
Liberty, MO 64068
816-736-5358

All questions, requests for information or clarification pertaining to this bid must be submitted in writing to Jason Breit at jason.breit@lps53.org

The District reserves the right to accept or reject all or any part of any quote/proposal/bid, to waive technicalities, and to accept the offer that the District considers to be the most advantageous.

All supporting bid documents such as addenda, tabulation sheets, notices of action and/or notices of award will be posted on the website the District’s website at https://www.lps53.org/Page/1563. It is the responsibility of the bidder to monitor the website for all information regarding this bid or any upcoming bids/proposals.

BIDDER ACKNOWLEDGEMENT

Company Name ___________________________________________________________________________________

Address_________________________________________ City ______________ State ____ Zip Code ____________

Telephone ____________________ E-mail Address ____________________ Web Address __________________________

Name (Typed or Printed) __________________________________________________________________________

Signature of Authorized Representative: __________________________________________________________________________

Date________________________
BID IDENTIFICATION LABEL

NOTICE TO ALL RESPONDENTS
For your convenience, the label below has been provided to properly identify your proposal submittal. Place your bid in a sealed envelope, type or print company name and address in area provided below and affix the label on the outer surface of the envelope or package.

The Liberty Public School District 53, Support Services Center (SSC) is a controlled access building. All visitors are required to use the phone at the front entrance to gain access. If you are hand delivering a proposal, notify the Purchasing Department that you have a proposal to deliver via the lobby telephone. A record of all deliveries and delivery times will be documented in the Purchasing Department.

PLEASE FILL OUT THE LABEL BELOW AND ATTACH IT TO THE OUTSIDE OF YOUR REPLY ENVELOPE.

DO NOT OPEN - SEALED BID - DO NOT OPEN

BID #: ITB 005-024, TITLE: POTABLE WATER SAMPLING AND TESTING SERVICES

BID DUE BY: OCTOBER 26, 2023 at 2:00 PM CST

FROM: ____________________________________________

_________________________________________________

_________________________________________________

DELIVER TO: LIBERTY PUBLIC SCHOOL DISTRICT
Purchasing Department
ATTN: Jason Breit
801 Kent St
Liberty, MO 64068
BID INSTRUCTIONS

PURPOSE
The purpose of this ITB is to establish a service agreement for lead-in drinking water sampling in schools and support buildings district wide.

CALENDAR OF EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, October 5, 2023</td>
<td>Bid Release Date</td>
</tr>
<tr>
<td>Friday, October 20, 2023</td>
<td>Question Deadline – 3:00 PM CST</td>
</tr>
<tr>
<td>Thursday, October 26, 2023</td>
<td>Submittal of Bid Deadline - 2:00 PM CST</td>
</tr>
<tr>
<td>Tuesday, November 21, 2023</td>
<td>BOE Recommendation for Award</td>
</tr>
<tr>
<td>Wednesday, November 22, 2023</td>
<td>Vendor Award Notification</td>
</tr>
</tbody>
</table>

PRE-BID MEETING
A pre-bid meeting is not currently scheduled for this bid opportunity. Please reach out with any questions that you might have.

CLARIFICATION DEADLINE
The Vendor is presumed to completely accept the Bid requirements as stated herein. Bidders having questions concerning ITB terminology, general or specific conditions should submit them in writing to the Director of Purchasing at jason.breit@lps53.org.

The Vendor must raise any questions regarding the Bid requirements no later than October 20, 2023, 3:00 PM CST so that appropriate information may be researched and made available prior to the bid opening.

By submitting a bid, the bidder warrants that he/she is fully satisfied that these specifications, as amended if applicable, accurately describe or indicate that all conditions, site or otherwise, have been taken into account in determining the bid price(s). There will be no increase in the contract price based upon a bidder’s misunderstanding or lack of knowledge about the intent of the solicitation. In addition, the vendor must list and outline, in their bid response, any exceptions to the Bid requirements. The timeliness, nature and number of the exceptions taken by the Vendor are among the factors that the District will consider in selecting the successful Vendor.

SPECIAL REQUIREMENTS
One original proposal clearly marked "Original", and two (2) copies, clearly marked "Copy", must be submitted. Please also include a digital/electronic copy on a flash drive within your proposal packet. The complete Bid Response should be sealed in an envelope or box for delivery to the Purchasing Office of Liberty Public Schools. "Copy" documents must be identical to Original Response submitted. The Liberty School District will not be held responsible for pricing sheets or materials left out of "Copy" or "Original" submittals.

The District may occasionally submit more than one separately numbered proposal packet to you in a single envelope. Please be aware that you must return separately numbered proposals to the District in separate envelopes. Multiple options within the same proposal may, however, be submitted together.

ADDENDA
All changes, additions, and/or clarifications in connection with this Bid will be issued by the Purchasing Office in the form of a written addendum. Signed acknowledgement of receipt of each addendum must be submitted with the Bid (see “Bid Response Form”). Verbal responses and/or representations shall not be binding.

BID CONTENTS AND SUBMISSION
Bids shall include the following information:

A. Name, address, and telephone number of Bidder(s). See page 2.
B. Full price for providing the Product, Equipment and/or Service in accordance with this Bid.

C. A completed Bid Form attached to this Invitation for Bid.

D. Name, address and telephone number of not less than two (2) references for whom the Vendor has provided similar Supplies, Equipment, and/or Services to within the last 2 years.

E. Detailed description of material and services to be provided.

Vendors must use the forms provided for the purpose of submitting quotes and must give the unit price, extend totals, and sign the quote as required in each specific instance. If the vendor does not care to quote, we request that forms be returned and the reason noted. Provide all specifications and descriptive literature.

EVALUATION
In evaluating any aspect of the Response, the District may consider previous dealings with the Vendor, references from the Vendor’s customers, inspections of other Supplies, Equipment or Services provided by the Vendor, and any other information the District obtains regarding the Vendor, or that the District deems relevant.

1. Responsive responses from Vendors will be evaluated on the basis of criteria that include the following:
   a. Overall cost to the District, whether direct or indirect.
   b. Delivery and/or lead-time required for receipt of goods/services.
   c. Completed required forms and ability to meet the requirements of the attached service contract.

2. The timeliness, nature and number of any exceptions taken by the Vendor to the Bid will be considered by the District in evaluating a Response. Any one of these criteria alone, or in combination, may provide a basis for not accepting the Vendor’s Response.

3. A responsible vendor is one who, in the opinion of the District, possesses the skill, experience, ability, integrity, financial and other resources necessary for providing the supplies, equipment, and/or services. In evaluating a Vendor’s responsibility, or in evaluating any other aspect of the Response, the District may consider previous dealing with the District, references from the Vendor’s customers, inspections of other supplies, equipment, and/or services supplied by the vendor, and may other information the District obtains regarding the Vendor or that the District deems relevant.

SUPPLEMENTAL MATERIALS
Vendors are responsible for including all pertinent product data in the returned proposal package. Literature, brochures, data sheets, specification information, completed forms requested as part of the proposal package and any other facts which may affect the evaluation and subsequent contract award should be included.

Materials such as legal documents and contractual agreements, which the vendor wishes to include as a condition of the proposal, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

TIME OF COMPLETION
All PM’s and services will be scheduled by the district’s Facilities and Grounds Department.

BID EXPIRATION
All bids shall be considered as firm for a period of sixty (60) calendar days, commencing the date and time of the bid closing and expiring at 3:00 PM CST of the last day. Please note on the any deviations to this requirement.
DISTRICT OPTION

A. Select more than one successful Bidder based on price break(s).

B. During the term of this Bid, the District reserves the right to purchase, from the accepted Bidder, additional products, equipment or services at the herein proposed Bid price.

C. The District does not guarantee that any minimum quantity will be purchased from the successful Bidder during the term of this Bid.

BID OPENING

The proposal/bid contents and any modifications shall be returned in a sealed envelope addressed to the Purchasing Department, Support Services Center, 801 Kent St, Liberty, Missouri, 64068. The Bid number and Bid Opening date shall be shown on the face of the envelope, and must be labeled with the vendor’s name. Facsimile telegraph Bids will not be considered. Bids may be modified if sent in a sealed envelope, marked “Revised Bid”, and be in the possession of the Purchasing Director by the Bid opening date and time. All prospective Bidders will utilize the attached Bid Form.

Any bid proposal(s) delivered prior to the bid proposal due date must be delivered between the operational hours of 8:00 AM and 3:00 PM CST, Monday through Friday. This excludes major holidays. This is to ensure that Purchasing Department staff is on hand and available to accept bid proposal prior to the official due date and time.

BID REJECTION

The District reserves the right to accept or reject all or any part of any quote, to waive technicalities, and to accept the offer that the District considers to be the most advantageous.

ACCEPTANCE OF BIDS:

The District reserves the right to accept the Bid that, in its judgment, is the lowest and/or best Bid.

The delivery date(s) or dates when work will start shall be stated in definite terms, as they will be taken into consideration when making the award.

LATE BIDS

Bids received after the date and time of the Bid opening stated herein shall not be considered and will be returned unopened.

MISTAKE IN BIDS

If the respondent discovers a mistake in Bid prior to the date and time specified for the Bid opening, he or she may correct the mistake by modifying or withdrawing the Bid. If the apparent low and best Bidder discovers a mistake in Bid of a serious and significant nature which is unfavorable to him or her prior to the issuance of a purchase order or a contract, he or she may request consideration be given to modifying the Bid if he or she remains the lowest Bidder or to withdrawing the Bid if the result of the correction of the mistake makes another Bidder lowest and best Bidder. The mistake must be evident and provable. A mistake in Bid cannot be considered once a purchase order or contract is issued.

NEGOTIATION

A. The District reserves the right to award a contract based on the initial Responses received, without engaging in discussions or negotiations. Accordingly, a Vendor should submit its initial Bid on the most favorable terms possible to the District. However, should only one Bid be received by the District, the District may, but is not obligated to, conduct negotiations with this vendor whose Response, in the opinion of the District, is competitive or may best meet the needs of the District.

B. The District may, but is not obligated to, seek clarification of a Response submitted by a Vendor.
C. If the District chooses to negotiate, negotiation may involve any issue bearing on the Response and may take place after submission of Response and before an award is made. The District reserves the right to follow negotiations with a request for submission of a best and final Response.

AWARD OF THE CONTRACT
After the Bids have been opened and duly considered, the lowest and/or best Bid shall be submitted to the Liberty Public School District 53 Board of Education for formal approval. After approval by the District Board of Education, the Purchasing Director will notify, in writing, the successful Bidder. An approved Bid award by the Board of Education shall constitute the District’s official award of the Bid. A written contract, or purchase order, noting the terms and conditions of this bid will be executed before “Notice to Proceed” is given. Vendors with standardized contracts should submit them with the Bid Response.
REFERENCES

Please provide references of entities that your company has provided services to and that the district may contact for reference.

Reference # 1
Organization Name: ____________________________________________________ Telephone #: ________________
Contact Name: ________________________________ Email: _____________________________
Scope of Work Provided: ____________________________________________________________________________
Project Dollar Value: __________________________ Contract Dates: ____________________________

Reference # 2
Organization Name: ____________________________________________________ Telephone #: ________________
Contact Name: ________________________________ Email: _____________________________
Scope of Work Provided: ____________________________________________________________________________
Project Dollar Value: __________________________ Contract Dates: ____________________________

Reference # 3
Organization Name: ____________________________________________________ Telephone #: ________________
Contact Name: ________________________________ Email: _____________________________
Scope of Work Provided: ____________________________________________________________________________
Project Dollar Value: __________________________ Contract Dates: ____________________________
SERVICE CONTRACT

Below is the formal service contract, which includes all governing terms and conditions, that shall be dually executed between the District and awarded Vendor upon formal award of service by the District Board of Education. All materials such as legal documents and contractual agreements, which the vendor wishes to include as a condition of the proposal, must also be included within the returned proposal package for review by District.

SERVICES CONTRACT

Between

LIBERTY PUBLIC SCHOOL DISTRICT #53

and

CONTRACTOR

Contract No. ________________________

THIS CONTRACT SHALL BE BINDING ON THE DISTRICT ONLY IF IT IS APPROVED BY THE BOARD OF EDUCATION AND SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE DISTRICT

This Services Contract (“Contract”) is made by and between the Liberty Public School District #53, Liberty, MO 64068 (“LPS” or “Liberty Schools”) and CONTRACTOR (“Contractor”). The parties agree as follows:

CONTRACTOR DATA

Contractor Name: ____________________________________________________________________________

Contact Name: ______________________________________________________________________________________

Address: _________________________________________________________________________________________

City, State, ZIP: _______________________

Telephone: __________________________ Email: __________________________

Contractor must submit a completed “Request for Taxpayer Identification Number and Certification” (Form W-9) with this signed contract. Payment information will be reported to the Internal Revenue Services under the name and TIN or SSN, whichever is applicable, provided by Contractor. Contractor certifies under penalty of perjury that Contractor is a

___ Sole Proprietor ______ Corporation ______ Limited Liability Company

___ Partnership ______ Nonprofit Corporation ______ Other (describe :______)

District Point of Contact: ______________________________________

Name of Building or Department: _________________________________________

Address: _________________________________________________________________________________

*All information in this contract is subject to public records law. Please contact the District Point of Contact listed above if you have any questions.
1. **Purpose.** This contract is for services other than (a) personal services or (b) architecture, engineering, or related services.

2. **Term and Termination.** This contract becomes effective on _______________ or the date on which the Contract is fully executed by both parties, whichever is later. No party shall perform work under this Contract before the effective date. An email notification with a copy of the fully executed contract will be sent to the Contractor email listed above upon execution. At that time, work under the contract may begin.

Unless earlier terminated as provided below, this Contract shall continue through

Check if applicable:

___ As provided for in _______________ (enter RFP/ITB/QUOTES solicitation number, e.g. RFP 010-018), this Contract may be renewed for up to _______________ (e.g. four additional one-year terms) by amendment signed by both parties.

3. **Cooperative Purchasing Option.** At the discretion of the Contractor and pursuant to District policy, purchasing procedures, other public agencies may purchase the awarded goods and services from the awarded Contractor(s), under terms and conditions of this contract.

Any such purchases will be between the Contractor and the participating public agency under separate contract and will not impact the Contractor’s obligations to the District. Any estimated purchase volumes listed in this Contract do not include other public agencies and the District makes no guarantee as to their participation.

4. **Detailed Description of Services/Statement of Work.** Contractor shall provide the services described in Exhibit A (Statement of Work).

5. **Contract Documents.** This Contract consists of these Terms and Conditions and the documents listed below in descending order of precedence. A conflict in these documents shall be resolved in the priority listed below with these Terms and Conditions taking precedence over all other documents. The Exhibits to this Contract include the following documents.

   - Exhibit A (Statement of Work)
   - Exhibit B (Felony Conviction Notification Form)
   - Exhibit C (Federal Work Authorization Program Affidavit Form)
   - Exhibit D (Federal Work Authorization Program (“E-Verify) Addendum Form)

6. **Maximum Total Payment; Invoicing.** The maximum total payment under this Contract is $___________________:

This is a not-to-exceed amount, and the District will not pay more than this amount unless specifically agreed to in an amendment executed by the parties. Contractor shall invoice District, and District shall pay Contractor as described in Exhibit A. In all cases, District reserves the right to withhold payments to Contractor for amounts
reasonable and sufficient to (a) cover District’s costs in processing invoices more than 60 days late and (b) protect the District from any loss, damage, or claim which may result from Contractor’s failure to perform in accordance with the terms of the Contract or failure to make proper payment to suppliers or subcontractors.

7. **Other Payment Issues.**

   a. **Method of Payment:** Unless otherwise specified in Exhibit A, District shall pay Contractor net 30 days upon invoice approval and work acceptance.

   b. **Payment on Early Termination:** Upon termination pursuant to Section 15 (Early Termination), District shall pay Contractor as follows:

      i. If District terminates this Contract for its convenience under Section 15 (a) or 15 (b), then District must pay Contractor for work performed before the termination date if and only if Contractor performed in accordance with this Contract. District shall not be liable for any direct, indirect, or consequential damages. Termination by District shall not constitute a waiver of any other claim District may have against Contractor.

      ii. If Contractor terminates this Contract under Section 15 (c) or 15 (d) due to Contractor’s breach, then District must pay Contractor for work performed before the termination date if and only if Contractor performed in accordance with this Contract.

      iii. If District terminates this Contract under Sections 15 (c) or 15 (d) due to Contractor’s breach, then District must pay Contractor for work performed before the termination date less any setoff to which District is entitled and if and only if Contractor performed such work in accordance with this Contract.

   c. **Non-Appropriation; Adequate Funding:** District is prohibited from contracting for services for which it has not received appropriated funds. If payment for work under this Contract extends into District’s next fiscal year, District’s obligation to pay for such work shall be subject to approval for future School Board appropriations to fund this Contract. Moreover, continuation of this Contract at specified levels is specifically conditioned on adequate funding under the District’s budget adopted in June of each year. District reserves the right to adjust the level of services provided for in this Contract in accordance with the funding levels adopted by its Board of Education.

8. **Cost Adjustments.** Both parties agree that contracted prices shall be fixed for the first 12 months of this Contract. Contractor must submit to District any proposed cost adjustments at least 60 days before the proposed effective date of such increases with a detailed explanation for each adjustment. District reserves the right to reject any changes to this Contract it deems unacceptable.

9. **Independent Contractor Status:** By its signature on this contract, Contractor certifies that the service or services to be performed under this Contract are those of an independent contractor. And that Contractor is solely responsible for the work performed under this Contract. Contractor represents and warrants that Contractor, its subcontractors, employees, and agents are not “officers, agents, or employees” of the District.

10. **Subcontracts and Assignment.** Contractor shall not subcontract, assign, delegate, or transfer any of its duties, rights, or interests under this Contract without the prior written consent of District. District may withhold such consent for any or no reason. If District consents to an assignment or subcontract, then in addition to any other provisions of this Contract, Contractor shall require any permitted subcontractor to be bound by all the terms and
conditions of this Contract that would otherwise bind Contractor. The parties agree that any such subcontracts shall be construed as matters solely between Contractor and its subcontractor and shall not have any binding effect on District.

11. **Successors in Interest.** This Contract shall bind and insure to the benefit of the parties, their successors, and approved assigns, if any.

12. **No Third Party Beneficiaries.** District and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives or provides any benefit or right, directly or indirectly, to third parties unless they are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.

13. **Other Contractors.** If this Contract is for “services” and not “services requirements” (see Section 1 (Purpose)) District may enter into other contracts for additional or related work, and Contractor shall fully cooperate and coordinate its performance under the Contract with those other contractors and with relevant District employees. Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by District employees.

14. **Nonperformance; Substituted Services.** As used in this Contract, “failure to perform” means failure (for whatever reason) to deliver the services as specified and/or scheduled in this Contract. If Contractor fails to perform under this Contract and does not cure that failure within seven days’ written notice from District, then District has the right to complete the services itself, to obtain the services from other sources, or to a combination thereof as necessary to accomplish the purpose of this Contract. Both parties agree that Contractor shall bear any reasonable cost difference for these substituted services.

15. **Early Termination.** This Contract may be terminated as follows unless specified herein:

   a. **Mutual:** District and Contractor may terminate this Contract at any time by their written agreement.

   b. **District’s Sole Discretion:** District in its sole discretion may terminate this Contract for any reason on 30 days’ written notice to Contractor.

   c. **Breach:** Either party may terminate this Contract in the event of a breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by giving a written notice of termination.

   d. **Contractor Licensing, etc.:** Notwithstanding Section 15 (c), District may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, or certificate that Contractor must hold to provide services under this Contract.

   e. **Furlough:** District reserves the right to terminate or otherwise suspend this Contract if District’s Board of Education determines that funding is insufficient to remain fully open and calls for a District-wide furlough or similar temporary District reduction in operations. Any temporary closure shall not affect amounts due Contractors under the Contract, subject to a pro-rated adjustment for reduction in services or need for goods during the furlough.
16. **Remedies.** In case of Contractor breach and in addition to the provisions of Section 13 and 14 of this Contract, the parties agree that District is entitled to any other available legal and equitable remedies. In case of District breach, the parties agree that Contractor’s remedy is limited to Contract termination and receipt of Contract payments to which Contractor is entitled.

17. **Hazardous Materials.** Contractor shall notify District before using any products containing hazardous materials to which District employees, students, or the general public may be exposed. Upon District request, Contractor must immediately provide Material Safety Data Sheets to District for all Materials subject to this provision.

18. **Errors.** Contractor shall perform any additional work necessary to correct Contractor errors in the services it performs. Under this Contract and shall do so without undue delays or additional cost to District.

19. **Access to Records; Contractor Financial Records.** Contractor agrees that District and its authorizes representatives are entitled to review all Contractor books, documents, papers, plans, and records, electronic or otherwise (“Records”), directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain all Records, fiscal and otherwise, directly relating to this Contract in accordance with generally accepted accounting principles so as to document clearly Contractor’s performance. Following final payment and termination of this Contract, Contractor shall retain and keep accessible all Records for a minimum of three years, or such longer period as may be required by law, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later.

20. **Ownership of Work Products.** Contractor agrees that all work product created or developed for District by Contractor pursuant to this Contract are intended as “work made for hire” and shall be the exclusive property of the District. If any such work product contains Contractor’s intellectual property that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants District a perpetual, royalty-free, fully-paid, non-exclusive, and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, and use or re-use, in whole or in part, and to authorize others to do so, all such work product. District claims no right to any pre-existing work product of Contractor provided to District by the Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for District use only.

21. **Work performed on District Property.** Contractor shall comply with the following:

   a. **Identification:** When performing work on District property, Contractor shall be in appropriate work attire (or uniform, if applicable) at all times. If Contractor does not have a specific uniform, then Contractor shall provide identification tags and/or any other mechanism the District in its sole discretion determines is required to easily identify Contractor.

   b. **Sign-In Required:** As required by schools and other District locations, each day Contractor’s employee are present on District property, those employees must sign into the location’s main office to receive an in-school identification/visitors tag. Contractor’s employees must display this tag on their person at all times while on District property.

   c. **No Smoking:** All District properties are tobacco-free zones; Contractor is prohibited from using any tobacco product on District property.
d. **No Drugs:** All District properties are drug-free zones as enforced by law enforcement.

e. **No Weapons or Firearms:** Except as provided by statute and District policy, all District properties are weapons and firearms-free zones; Contractor is prohibited from possessing on its persons or in its vehicles any weapons or firearms while on District property.

22. **Security.** Any disclosure or removal of any District matter or property by Contractor shall be cause for immediate termination of this Contract. Contractor shall bear sole responsibility for any liability including, but not limited to attorney fees, resulting from any action or suit brought against District because of Contractor’s willful or negligent release of information, documents, or property contained in or on District property.

23. **Employee Removal.** At District’s request, Contractor shall immediately remove any Contractor employee from all District properties in cases where the District in its sole discretion determines that removal of that employee is in the District’s best interests.

24. **Media Contacts.** Contractor shall issue no news release, press release, or other statement to members of the news media or any other publication regarding this Contract or the Services provided hereunder within one (1) year of Services completion without District’s prior written authorization. Contractor shall not post or publish any textual or visual representations of the Services without approval of District.

30. **Compliance with Applicable Law.** Contractor shall comply with all federal, state, and local laws applicable to public contracts and the work done under this Contract, and with all regulations and administrative rules established pursuant to those laws.

31. **Indemnification.** Contractor shall defend and indemnify District, its officers, directors, employees, and agents from and against all liabilities, losses, expenses, claims, actions, or judgements (including attorney fees) recovered or made against District for any damage, injury, or death to persons or damage to property caused by the negligent or intentional acts or omissions of Contractor, its officers, employees, agents, or subcontractors related to Contractor’s performance under this Contract. District must promptly notify Contractor in writing of any such claim or demand to indemnify and shall cooperate with Contractor in a reasonable manner to defend such claim.

32. **Insurance.** At all times while providing services under this Contract, Contractor shall maintain in force at Contractor’s expense the following insurance coverage(s), as applicable:

   a. **Workers’ Compensation.** As required by Chapter 287 of the Revised Statutes of Missouri, subject employers shall provide workers’ compensation coverage in accordance with this law. Contractors shall submit a certificate of insurance to District showing proof of coverage.

   b. **Professional Liability/Errors & Omissions (E&O).** If Contractor is providing services that require a state license (including, but not limited to, accounting, architectural, auditing, legal, and medical), then Contractor shall maintain professional liability/E&O insurance coverage of at least $3,000,000 for each claimant, and at least $3,000,000 coverage for each incident or occurrence.
c. **General Liability.** Contractor shall provide general liability insurance coverage to sufficiently cover events adverse to the objectives of this Contract. Contractor shall maintain general liability insurance coverage of at least $1,000,000 for each claimant and $3,000,000 for each incident, or occurrence.

d. **Motor Vehicle Liability.** If Contractor is providing services that require Contractor to transport District personnel, students, or property, then in addition to any legally required insurance coverage, Contractor shall maintain motor vehicle liability insurance of at least $1,000,000 for each claimant, and $3,000,000 for each incident, or occurrence.

e. **Other Insurance.** District reserves the right to require other insurance (e.g. Builder’s All –Risk Insurance for construction services) as may be reasonably prudent under this Contract.

f. **Additional Requirements.** All insurance coverage shall be provided by an insurance company having an A.M. Best rating of at least A- and licensed to do business in Missouri. Contractor alone is responsible for paying all deductibles and retentions. Contractor’s coverage shall be primary in the event of loss.

g. **Certificate of Insurance.** Upon District request, Contractor shall furnish to District a current certificate of insurance for each of the above coverages within 48 hours of District request. Each certificate must state the relevant deductible or retention level. For general liability coverage, the certificate must state that District, its agents, officers, and employees are additional insureds with respect to Contractor’s services provided under this Contract. The certificate must specify an additional insured endorsement, and Contractor shall attached a copy of the endorsement to the certificate. If requested by District, Contractor shall also provide complete copies of insurance policies to District.

33. **Waiver; Severability.** Waiver of any default or breach under this Contract by District does not constitute a waiver of any subsequent default or a modification of any other provisions of this Contract. If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held invalid.

34. **Non-discrimination Clause.** Both parties agree that no person shall be subject to unlawful discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identify; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service in programs, activities, services, benefits, or employment in connection with this Contract. The parties further agree not to discriminate in their employment or personnel policies.

35. **Confidentiality.** Contractor agrees that all knowledge and information that it may receive from the Liberty Public School District or its employees, agents or consultants or by virtue of the performance of services under and pursuant to this agreement including but not limited to information concerning the students and employees of LPS shall for all time and for all purposes be regarded by Contractor as confidential and held by Contractor in confidence and shall be solely for the benefit and use of LPS and shall not be used by Contractor or directly or indirectly disclosed by Contractor to any person or entity whatsoever excepting LPS or with the written permission of LPS or when required by law.

36. **Controlling Law; Venue.** The parties agree that Missouri law will govern any dispute related to this Contract and to conduct any litigation arising out of this Contract in courts located in Clay County, Missouri.
37. **Amendments; Renewal.** Any amendments, consents to or waivers of the terms of this Contract must be in writing and signed by both parties. The parties may renew this Contract by their signed, written instrument.

38. **Counterparts.** The parties may execute this Contract in counterparts, each of which constitutes an original and all of which comprise one and the same Contract. Counterparts may be delivered by electronic means.

39. **Entire Agreement.** When signed by both parties, this Contract (and any attached exhibits) is their final and entire agreement. As their final and entire expression, this Contract supersedes all prior and contemporaneous oral or written communications between the parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

40. **Notices.** All notices or demands delivered upon depositing the notice or demand in the United States mail, certified or registered, postage prepaid, addressed to the respective party at the addresses herein.

**PAYMENT METHOD:** The District preferred method of payment is by check. Electronic payment is not available at this time. The district will issue an official purchase order once the Contract has been executed. All invoices should state the applicable purchase order number in order to expedite payment.

---

**I have read this contract and its attached exhibits, if any. I certify that I have the authority to sign and enter into this contract on behalf of the party I represent and agree to be bound by its terms.**

**CONTRACTOR**

**DISTRICT**

**CONTRACTOR**

LIBERTY PUBLIC SCHOOL DISTRICT

8 VICTORY LANE

LIBERTY, MO 64068

____________________________________________

Signature

Steve Anderson

Chief Operations Officer

Contractor Printed Name and Title

Date

Date
ATTACHMENT (A) – STATEMENT OF WORK

This attachment will be provided by the awarded vendor once the bid award recommendation has been approved.

Either a Statement of Work by Vendor, the Bid Response Form, or a copy of the entire bid proposal submitted by the awarded vendor will be included in the Service Contract as Attachment A.
ATTACHMENT (B) - FELONY CONVICTION NOTIFICATION FORM

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement”.

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and

- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the District upon request.

Vendor Name: ________________________________________________________________

Vendor Address: __________________________________________________________________

Vendor E-mail Address: __________________________________________________________________

Vendor Telephone: __________________________________________________________________

Authorized Company Official’s Name: ____________________________________________ (Printed)

Signature of Company Official: __________________________________________________________________

Date: ______________________
ATTACHMENT (C) - FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _______________________, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.

2. I am employed by __________ (hereinafter “Company”) and have authority to issue this affidavit on its behalf.

3. Company is enrolled in and participating in the United States E-Verify (formerly known as “Basic Pilot”) federal work authorization program with respect to Company’s employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: ________________________________ (individual signature)

For ________________________ (company name)

Title: _______________________

Subscribed and sworn to before me on this _____ day of ________________, 200__.

__________________________________
NOTARY PUBLIC

My commission expires:
ATTACHMENT (D) – FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars ($5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: ________________________________ (signature)

Printed Name and Title: _____________________________

For and on behalf of: _____________________________ (company name)
SCOPE OF SERVICES

The Liberty Public School District is requesting proposals for lead-in drinking water sampling in schools and support buildings. There are approximately 2,200 fixtures located at 21 facilities that will be tested. All sampling, testing and reporting shall be conducted according to Missouri State Statute 160.077, Get the Lead Out of School Drinking Water Act.

Sampling

Water samples will be collected by qualified personnel. The selected vendor will utilize the initial “first draw” method of sampling. Sample must be 250 milliliters in volume and collected only after a stagnation period of at least eight hours.

Sampling will be conducted between the December 2023 and May 2024 and will take place when students are not present. Examples of timeframes when students aren’t present are winter break, spring break and summer break.

Drinking water outlets to be tested are labeled with a District asset tag. The tag consists of a six-digit number that is unique to each fixture. This number must be referenced in the sampling process which will tie the sample to the fixture.

In addition to drinking water outlets, a water sample and analysis will be taken where the main water supply from the city enters each building.

The District seeks quotes for two methods of sample collection. They are:

Method 1: Flushing of the fixtures prior to collecting the sample and placement of signage alerting personnel of the pending test will be conducted by District Staff, collecting samples will be conducted by the selected vendor. This method will require the vendor to mobilize once.

Method 2: Flushing of the fixtures, placing signage alerting personnel of the pending test and collection of the samples will be conducted by the selected vendor. This method will require the vendor to mobilize twice.

The District will determine which method of collection it will pursue. It could be one or both.
Analysis

Analysis must be conducted by a laboratory using Environmental Protection Agency approved methods for lead in drinking water, and certified or accredited to conduct lead sampling in drinking water.

Potential vendors will need to identify the turnaround time for Analysis, which is the number of days it takes to receive analysis results back from the laboratory from the time the sample is collected.

Reporting

The Districts unique asset tag number must be referenced in the laboratory report which will tie the results of the sample taken to the fixture tested.

Following the completion of testing, the vendor will provide:

Two (2) hard copies of the reports and (1) electronic (.pdf format) copy of each report for each facility / building tested.

Test results will identify the lead levels detected at each drinking water outlet tested. The threshold is five parts per billion. Any test at or above five parts per billion will be classified as above the acceptable limit per the Missouri State Statute 160.077, “Get the Lead Out of School Drinking Water Act”.

At a minimum, each report will contain the following:

1. The name and address of the building tested
2. The laboratory who conducted the testing
3. The Districts unique asset tag number for the fixture being tested
4. Test results identifying the lead content in “Parts Per Billion” for each fixture tested.

Note: A sample report should be submitted with the bid response identify the format of the report and information it contains.

Consultation

The selected vendor will provide consultation regarding the test results and will provide recommendations based on those results. A quote will be sought for consultation services. Example of consultation and recommendations could be remediation options for fixtures that exceed the threshold.

Remediation

If remediation of an outlet is required follow-up water samples will be necessary to ensure the remediation efforts were effective. A quote will be sought for follow-up samples.
*Below is a list of facilities and the approximate number of water outlets to be tested.

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Approximate Number of Fixtures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander Doniphan Elementary</td>
<td>1900 Clay Drive, Liberty 64068</td>
<td>112</td>
</tr>
<tr>
<td>Manor Hill Elementary</td>
<td>1400 Skyline Drive, Liberty 64068</td>
<td>78</td>
</tr>
<tr>
<td>EPIC Elementary</td>
<td>650 Conistor Street, Liberty 64068</td>
<td>28</td>
</tr>
<tr>
<td>Franklin Elementary</td>
<td>201 West Mill Street, Liberty 64068</td>
<td>42</td>
</tr>
<tr>
<td>Lewis &amp; Clark Elementary</td>
<td>1407 Nashua Road, Liberty 64068</td>
<td>77</td>
</tr>
<tr>
<td>Lillian Schumacher Elementary</td>
<td>425 Claywoods Parkway, Liberty 64068</td>
<td>86</td>
</tr>
<tr>
<td>Ridgeview Elementary</td>
<td>701 Thornton, Liberty, 64068</td>
<td>199</td>
</tr>
<tr>
<td>Shoal Creek Elementary</td>
<td>9000 NE Flintlock Rd, KCMO 64157</td>
<td>129</td>
</tr>
<tr>
<td>Liberty Oaks Elementary</td>
<td>8150 N. Farley, KCMO 64158</td>
<td>97</td>
</tr>
<tr>
<td>Early Childhood Center</td>
<td>9600 NE 79th, KCMO 64158</td>
<td>64</td>
</tr>
<tr>
<td>Kellybrook Elementary</td>
<td>10701 N Eastern Ave, KCMO 64157</td>
<td>73</td>
</tr>
<tr>
<td>Warren Hills Elementary</td>
<td>1251 Camille St. Liberty 64068</td>
<td>90</td>
</tr>
<tr>
<td>Liberty Middle School</td>
<td>1500 S. Withers, Liberty 64068</td>
<td>156</td>
</tr>
<tr>
<td>South Valley Middle School</td>
<td>1000 Midjay Drive, Liberty 64068</td>
<td>101</td>
</tr>
<tr>
<td>Heritage Middle School</td>
<td>600 W. Kansas, Liberty 64068</td>
<td>185</td>
</tr>
<tr>
<td>Discovery Middle School</td>
<td>800 Midjay Drive, Liberty 64068</td>
<td>154</td>
</tr>
<tr>
<td>Liberty High School</td>
<td>200 Blue Jay Drive, Liberty 64068</td>
<td>290</td>
</tr>
<tr>
<td>Liberty North High School</td>
<td>1000 NE 104th St, Liberty 64068</td>
<td>300</td>
</tr>
<tr>
<td>Liberty Academy</td>
<td>1115 Blackberry, Liberty 64068</td>
<td>28</td>
</tr>
<tr>
<td>Support Services Center</td>
<td>801 South Kent, Liberty 64068</td>
<td>20</td>
</tr>
<tr>
<td>District Administration Center</td>
<td>8 Victory Lane, Liberty 64068</td>
<td>45</td>
</tr>
<tr>
<td>Facilities Center</td>
<td>1138 Southview Drive, Liberty</td>
<td>17</td>
</tr>
</tbody>
</table>
BID RESPONSE FORM

ADDENDA ACKNOWLEDGEMENT:
The undersigned acknowledges receipt of the following addenda; list by number and the date appearing on Addenda. If Applicable.

#1 ___________ Date: __________  #2 ___________ Date: __________  #3 ___________ Date: __________

Quotes provided will include all cost related to sampling and testing a single fixture (unit price). This unit price will include all expenses. Example: Labor to collect each sample, analysis cost, reporting cost, shipping cost.

A separate quote will be sought for follow up sampling and testing and consultation regarding remediation efforts.

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sampling and Testing Method One (single mobilization)</td>
<td>$ each</td>
</tr>
<tr>
<td>Sampling and Testing Method Two (two mobilizations)</td>
<td>$ each</td>
</tr>
<tr>
<td>Sampling and Testing of each water service / main entering building from city supply (Approximately 23)</td>
<td>$ each</td>
</tr>
<tr>
<td>Follow up sample if fixture fails / after remediation (first draw)</td>
<td>$ each</td>
</tr>
<tr>
<td>Follow up samples if fixture fails / after remediation (flush sample)</td>
<td>$ each</td>
</tr>
<tr>
<td>Consultation fee for remediation (Hourly Rate)</td>
<td>$ hour</td>
</tr>
</tbody>
</table>

Proposed Laboratory:                                                                 |
Average turnaround time to receive results                                        |

Company Providing Quote:
Address
City, State, Zip
Contact Name
Phone Number
E-mail Address
NO BID RESPONSE FORM  

(ONLY PROVIDE IF NOT BIDDING THIS PROJECT)

This form is designed to assist the bidder in providing information necessary to confirm a “No-Bid” response. To remain potentially involved in future opportunities, the bidder should state the reasons for declining such an invitation. Please submit to Procurement after completion and required signature.

BID NUMBER: POTABLE WATER SAMPLING AND TESTING SERVICES; ITB 005-024

Company Name: ___________________________________

Contact Person: __________________________________

Telephone Number: ________________________________

Fax Number: ______________________________________

E-Mail: __________________________________________

Please Note:

A no-bid response is a critical factor in remaining on the bidders list, and thus ensures future business opportunities. In addition, a no bid response demonstrates that, while you are not interested in bidding for a particular project, you are still interested in competing for future opportunities and want to stay on the prospective bidders list.

We, the undersigned have declined to submit a bid for the following reason(s):

____ Specifications are too rigid (i.e. geared toward one brand/manufacturer/service only (explain below).

____ Unable to meet deadline for responding to above bid number (IFB/RFP).

____ We do not offer this product or service.

____ Our schedule would not permit us to perform.

____ Unable to meet specifications.

____ Unable to meet Bond/Insurance requirement(s).

____ Specifications unclear (explain below).

____ Unable to meet insurance requirements.

____ Please remove us from your “Bidders List”.

____ Other (specify below).

COMMENTS: ________________________________________________________________________________________________

________________________________________________________________________________________

I certify that the above information is true and correct, and that no other data, fact or consideration offered or given has influenced this response.

Submitted By: __________________________________________ ________________________________

Name (Printed) ________________________________ Title/Department

__________________________________________

Signature Date