

# Ell-Saline Schools

## NOTICE OF INVITATION FOR BIDS

Bid # 20-02

Unified District NO. 307  
412 E Anderson, PO Box 157  
Brookville, KS 67425-0157  
785/225/6813

## NOTICE OF INVITATION FOR BIDS

February 11th, 2020

Bid # 20-02

Sealed bids will be received at the office of USD 307, 412 E Anderson, PO Box 157, Brookville, KS 67425-0157 until 12:00 pm on Monday, March 16, 2020. The sealed bids will be opened at 12:00 pm on that day. Please direct any questions to:

Brian A Bell  
Technology Facilitator  
Ell-Saline USD 307  
[babell@ellsaline.org](mailto:babell@ellsaline.org)  
785-225-6813 leave voicemail please

Project consists of acquisition and installation of Telephone, Intercom and Bell systems for both Ell-Saline schools locations and District Office of;

Ell-Saline Elementary  
1757 N. Halstead Rd  
Salina KS 67401

Ell-Saline MS/HS  
414 E Anderson  
Brookville, KS 67425

Ell-Saline District Office  
414 E Anderson  
Brookville, KS 67425

The successful bidder shall:

Install / Configure / Support / Train in the usage of telephone, 2 way intercom and bell system at both the location of the district; Ell-Saline District Office and Middle/High School, 412 - 414 E Anderson, Brookville, KS 67425 and Ell-Saline Elementary, 1757 N. Halstead Rd. Salina, KS 67401

Intercom system expectations are that the system would allow the speakers to be configured in zones for different parts of the building. The zones would have the ability to add and remove different existing and future speakers or areas as needed by school staff. Different speakers would be needed in high noise areas, inside classrooms, along inside hallways and external speakers. Intercom system will allow any phone in the district to do an "All Call" to the current location in case of a security situation.

Bell system expectations are that the system would allow the intercom to play a tone for passing periods, verbal information, warnings, messages or multiple tones. The Bell system would also be setup in zones allowing for different areas to have different schedules or additional tones. For Example, the Gym would have an additional bell tone that notifies students to change from their

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gym clothing into the school clothing. In the Shop area instead of a tone there might be a message stating, "Clean-Up time."

Telephone System expectations are that each classroom receives a standard phone that allows staff members to dial another staff member's extension, to place outside calls, and to send and receive voicemail. Additional phones for staff members will be needed. With the ability to add, move and remove extensions without the need for vendor interaction.

Please contact [babell@ellsaline.org](mailto:babell@ellsaline.org) for more information.

### EXECUTION

#### Installation:

- Bidder/contractor shall use factory trained installers.
- Bidder/contractor shall install the Telephone, Intercom, Bell system in accordance with the manufacturer's detailed installation procedures.
- Care shall be taken not to interrupt the daily operation of the buildings. Work shall be scheduled so that the building will be left watertight and premises will be left clean at the end of each day.
  - The District's representative will periodically examine the work in progress, as well as upon completion in order to ascertain the extent to which materials and procedures conform to the requirements of these specifications. The presence of the District's representative shall in no way relieve the contractor of his contractual responsibilities.

### PROPOSALS;

No bids shall be awarded to any bidder until such bidder shall first:

- Include a performance bond in an amount equal to the projected bid.
- Include a Statutory Bid Bond if the project costs exceed \$100,000.00.
- Include a bid bond if required by the district as set forth in the bid specifications.

Before any bid is considered for award, the bidder may be requested by the school district to submit a statement regarding its previous experience in performing such comparable work, its business and technical organization, its financial resources and labor available to be used in performing the work.

Bids must be sealed, marked and addressed to the Clerk of the Board of Education, Unified School District No. 307, Saline County, Kansas. Failure to do so may result in a premature opening of or failure to open such bid. No bids will be received after the date and hour specified in the "Invitation for Bids."

# **Ell-Saline Schools**

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Bids will be received on standard bid forms or forms which indicate clearly the total amount of money to be paid to the school district or to be received from the school district for the performance of the work under the terms and conditions as described in this Notice.

Bids submitted prior to the time of bid opening may be withdrawn by written facsimile or telegraphic request. Bids which are withdrawn may be changed and resubmitted, provided they are received prior to the time set for opening of the bids.

Bids must be submitted in a sealed envelope, addressed to the USD 307 Board of Education by 12:00 pm on March 16, 2020.

Each sealed envelope containing a bid must be plainly marked on the outside as "Bid for Telephone / Intercom / Bell System".

The envelope should bear on the outside the name and address of the bidder.

If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope address to the USD 307 Board of Education, Ell-Saline District Office, 412 E Anderson, PO Box 157, Brookville, KS 67425-0157

All bids will be publicly opened at the time set for opening specified in this Notice.

Each bid shall be subject to acceptance or rejection by the board within 15 days following the bid opening. The bidder whose bid is accepted will, within the time established in the bid, enter into a written contract with the school district and furnish a performance bond in the amount indicated in the "Invitation for Bids." The Board retains the right to reject any or all bids.

### **SALES TAX EXEMPTION;**

Sales tax exemption certificate will be furnished by the School for this work. The successful bidder shall request the school administration to apply for an exemption certificate prior to commencing with work on this project.

### **PERMITS AND CODES:**

The bidder shall be responsible for acquiring contractors license, permits, etc., required for all work involved in the project. All work shall comply with all local, state, and federal laws, ordinances, and regulations.

### **INSURANCE;**

A certificate of insurance will be required before work begins showing that the contractor has insurance of the type and amounts as follows:

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1. Workman's compensation insurance equal to or to exceed government requirements adequate for all their employees.
2. A certificate of insurance must be provided to the district covering workmen's compensation insurance and public liability insurance and shall provide no less than one (1) million dollars umbrella.
3. Property damage liability shall provide a total limit of not less than one (1) million dollars for all damage arising out of bodily injury to and destruction of any property.
4. Automobile public liability shall provide a total not no less than one (1) million dollars for any one person and a total of not less that one (1) million dollars as to any one accident, and with a property damage limit to cover all automotive equipment used by the contract related to the work.

### COMPLETION OF WORK;

Upon completion of the work, the contractor shall leave all surfaces and the adjacent site free from all accumulations of dirt, debris and job related materials and shall remove all job related soil from walls, windows, floors, ladders, sidewalks, lawn and parking areas.

### PAYMENT:

Full payment shall be made within (30) thirty days after completion and acceptance of the work.

By order of the Board of Education, Unified School District No.307, Saline County, Kansas.  
February 11th, 2020.

  
Clerk, Board of Education

**[NOTE: The performance bond ensures the project will be completed. Although K.S.A. 60-1111 has been amended to \$100,000.00, KASB recommends the use of the statutory bond if the costs exceed a lesser amount, such as \$50,000.00, to cover liens filed against the property if the general contractor fails to pay sub-contractors; the bid bond insures that the additional cost incurred by the district is covered if the bidder awarded the project drops out requiring the district to award the bid to the next higher bidder.]**