

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
Purchasing Department
2500 Edgewood Rd NW
Cedar Rapids, Iowa
52405

October 2023

BID REQUEST – Microscope Service & Repair

The Purchasing Office of the Cedar Rapids Community School District requests your bids on the attached listed item(s). All prices are to be bid F.O.B. Purchasing Department, 2500 Edgewood Road NW, Cedar Rapids, Iowa 52405. Do not include Federal or State Tax in prices submitted.

The Purchasing Office and/or Board of Directors reserve the right to reject any and all bids or any part thereof, and to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Cedar Rapids Community School District, in the County of Linn, State of Iowa.

Bids are due in the Purchasing Office, 2500 Edgewood Rd NW, Cedar Rapids, Iowa 52405 not later than:

Tuesday, October 24th, 2023 at 10am CST.

EMAIL: Marked “Bid - Microscope Service & Repair” in the subject line of the message and emailed to: bids@crschools.us 10MB maximum size.

OR

Place bids in an opaque envelope and mail to:

ATTN: Bid - Microscope Service & Repair
Mrs. Carissa Jenkins, Manager of Purchasing
Purchasing Department
Cedar Rapids Community School District
2500 Edgewood Rd NW
Cedar Rapids, IA 52405

We are not responsible for late bids due to machine or server malfunction or other technical timeline items. Please plan accordingly. Call 319-558-2321 to confirm receipt if needed.

Questions regarding this bid are due Tuesday, October 17th at 10 am CST and are to be directed to:

Olivia Pikokivaka, Purchasing Coordinator
Email: opikokivaka@crschools.us

Any company that desires not to bid at this time and wishes to remain on the School District mailing list should notify the Manager of Purchasing to that effect. Otherwise, any company not submitting a bid may be removed from the mailing list for types of items listed in this bid.

General Terms & Conditions:

1. The offeror will agree to an evaluation by District Personnel and a servicing of equipment, as necessary.
2. The company response shall provide at least three (3) references for like services and at least one reference for a comparable sized School District. This information must be furnished with the offer and will receive significant consideration in the awarding of the contract.
3. Background checks are required to be completed on all staff coming into the School District by the successful company. No sex offenders, felons, or persons with assault charges are allowed on any school campus. Background checks need to be of sufficient nature to screen for these parameters and go back at least seven (7) years. A copy of the background checks may be requested by the District.
4. Certificate of insurance will be required. The successful bidder will be contacted to provide a certificate of insurance with the Cedar Rapids Community School District listed as an additional insured.
5. Changes requested in the contract, once awarded, must be cleared through the Manager of Purchasing. No contracts may be made with schools individually.
6. Vendors will list any certifications, training, and awards earned or received for doing this type of work.
7. **Any individual or entity submitting a response to this RFP specifically agrees, as a condition of submitting its response to this RFP, to abide by the Standard Rules for Contractors Working for the Cedar Rapids Community School District if the District chooses to enter into a contract with the individual or entity of microscope service and repair.** A copy of the Standard Rules for Contractors Working for the Cedar Rapids Community School District is a part of this RFP.
8. The contract is in the form of a purchase order issued after the award is made.
9. Items purchased for repair are to be new and made ready for student use.
10. Shipping is to be included in each item.
11. Where noted, when an accepted alternative is listed, trade name listed indicates quality desired and in no way intends to discriminate against any manufacturer.
12. Return one copy of each page showing bid items.
13. It is anticipated that bids will be awarded by **October 31st, 2023**.
14. Delivery is required on the bid form. Delivery time, after purchase orders are sent, will be taken into consideration when awarding bids.
15. Bids may be awarded by each item separately.
16. Pay cycles are bi-monthly. All invoices must be submitted to: Accounts Payable, 2500 Edgewood Rd NW, Cedar Rapids, Iowa 52405 or electronically to accountspayable@crschools.us
17. The contractor shall protect all parts of the project and site affected by construction operations and is to arrange his/her/their work so that the owner is not needlessly inconvenienced. Contractor is to repair all damages caused by his/her/their work, keep premises clean, and upon completion remove all rubbish and surplus materials and leave the site clean and in good repair as far as his/her/their work is concerned.

18. At no time shall any contractor disrupt classes by either noise or by entering rooms where class is in session, unless permission has been granted by each school's principal.
19. Because it is the desire of the Cedar Rapids Community School District to encourage equal employment policies, all contractors, including suppliers supplying goods and/or services to the School District, are expected to comply with the spirit of equal opportunity employment, as well as with the letter of all applicable statutes and regulations. Compliance shall require contractors not to discriminate and, in addition, to take reasonable affirmative action to insure that members of minority groups are effectively accorded equal employment opportunities.
20. Iowa law prohibits smoking on school grounds. No vendor is permitted to use or display any tobacco/nicotine products, including the use of look-alikes where the original would include tobacco or nicotine at any time. School grounds and property means and includes land and school facilities owned, maintained, leased, rented, or chartered by the District and used for the provision of academic, extracurricular programs and administration by the land, school facilities, and other facilities owned by municipalities, private entities, or other individuals during those times when the School District has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.
21. Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The contractor and all subcontractors acknowledge and certify that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor or subcontractor at the schools of the District. The contractor and all subcontractors shall provide a signed original of an Acknowledgment and Certification letter (provided by the end of this section). No worker of the contractor or any subcontractor will be permitted to work on site until this letter is received by the District. It shall be the responsibility of the contractor to provide the Acknowledgment and Certification letter to all subcontractors. An initial list of the subcontractors shall be provided to the contractor with the signed contract. Updates to the subcontractor list shall be provided to the contractor within three (3) days after any additional subcontractors are contracted by the contractor.
22. Acceptance - Purchase Orders are subject to the following terms & conditions and no others unless there is written consent of both parties.
23. The laws of the State of Iowa shall apply in all disputes.
24. All material is subject to inspection by the Cedar Rapids Community School District (hereinafter called CRCSD). Each shipment must be accompanied by a packing slip showing our Purchase Order number, item number, part number, waybill number, quantity shipped, number of pkgs. in shipment, net weight, and the number of pieces per pound if weight counted. The CRCSD Purchase Order number must be placed on all shipping containers and be easily and clearly read. Invoices covering the shipment must contain this same information.
25. CRCSD reserves the right, by written notice issued hereunder, to make changes in the drawings, design or specifications, method of shipment or packing, and in the dates and places for delivery, as specified in the schedule set forth on the face hereof, except that no change shall accelerate the rate of delivery hereunder without Seller's consent. No changes may be made in this order without written authorization of Purchasing.
26. Seller expressly warrants that all the articles, material and work covered by this order will conform to the specifications, drawings, samples or other description furnished by CRCSD, and will be of good material and workmanship, and free from defects, and if the articles are not ordered to the CRCSD specifications Seller further warrants that they will be merchantable and fit and sufficient for the purpose intended.
27. If any of the goods fail to meet the warranties contained in paragraph 3, Seller upon notice from CRCSD shall promptly correct or replace the same at Seller's expense. If Seller shall fail to do so, CRCSD may cancel this order as to all such goods, and in addition, may cancel the then remaining balance of this order. After notice to Seller, all such goods will be held at Seller's risk. CRCSD may, and at the Seller's direction shall, return such goods to Seller at Seller's risk, and all

transportation charges, both to and from the original destination, shall be paid by the Seller. Any payment for such goods shall be refunded by Seller unless Seller promptly corrects or replaces the same at its expense.

28. No charges will be allowed for packing, boxing, or crating. Prices must include all delivery charges and all such charges must be prepaid. Damaged materials will not be accepted.
29. Except for customary quantity variations recognized by trade practice, goods in excess of those specified will not be accepted, and such goods will be held at Seller's risk. CRCSD may, and at Seller's direction shall, return such goods at Seller's risk, and all transportation charges, both to and from the original destination, shall be paid by the Seller.
30. By acceptance of this order and in consideration hereof, the Seller agrees to indemnify and save harmless CRCSD and its customers against all losses, liabilities, damages and expenses which they may sustain due to the infringement of any patent, trademark or copyright resulting from the purchase, use or sale of the items to be delivered there under, or arising out of, or in connection with, the defense of any such claim of infringement.
31. Goods on this order must not be invoiced at a higher price than shown without written consent. If price is omitted on the order, it is agreed that your price will be the lowest prevailing market price to educational institutions. Seller will give CRCSD the benefit of any price decline at the actual time of shipment. All prices must be FOB destination. The Seller is to prepay shipping charges and add to invoice and attached to the invoice the original receipted freight bill. No deliveries will be accepted COD and/or freight collect.
32. The CRCSD is exempt from Federal Excise Taxes, Transportation Taxes and Iowa Sales and Use Taxes. Do not include taxes when submitting invoices. Exemption certificate will be furnished upon request.
33. Neither party shall assign or transfer this order or any interest therein or monies payable there under without the written consent of the other party, and any assignment made without such consent shall be null and void, except that CRCSD may assign this order and its interest therein without the consent of the Seller.
34. A Materials Safety Data Sheet shall be provided with any product of hazardous nature as defined by Federal Law (29 CFR 1910-1200) and the Iowa Right to Know Act (Chapter 455D – Iowa Code) b. All contractors contracted by CRCSD shall remove all chemicals or their remnants from our premises at the completion of the contract. (Hazardous substance information is available in each building)
35. All deliveries must be made to the District Warehouse, 2500 Edgewood Rd NW, Cedar Rapids, Iowa 52405 unless otherwise specified on face hereof. Seller agrees to deliver the items, in the quantities, within the time, in accordance with specifications (and approved sample if furnished), and at the prices specified on the face hereof, any failure of which shall entitle CRCSD, in addition to any other rights and remedies, to cancel this order and be relieved of all liability for any undelivered portion. A waiver of CRCSD right to cancel, by acceptance of any items after delivery date, or otherwise, shall not constitute a waiver of such right as to future deliveries. Seller, shall not, however, be liable to CRCSD for loss or damage sustained by it on account of delays due to causes beyond Seller's control and without its fault or negligence, provided Seller shall, with reasonable promptness after it appears a delay is likely to result, give notice, in writing, that delivery will be delayed, the cause, and probable extent thereon. Items received more than 15 days before schedule may, at CRCSD's option, be returned at Seller's expense, or be accepted and payment therefore withheld until the scheduled date.
36. Following these instructions ASSURES PROMPT REMITTANCE: **a.** Place Purchase Order number on all correspondence, invoices, packing slips, bill of lading or other shipping paper and containers. **b.** Enclose packing slip with each shipment. **c.** Mail invoices promptly after shipment to the address shown in the "Bill To" box. **d.** Render all invoices in triplicate.

INSURANCE

1. All contractors shall supply a certificate of insurance with the minimum coverage shown as follows, with the Cedar Rapids Community School District named as an additional insured which includes Completed Operations.
2. No construction work shall be started under this contract until the insurance requirements have been satisfied.
3. Worker's Compensation shall be carried by the contractor in accordance with the Iowa Worker's Compensations statutes.
4. Commercial General Liability limits of \$1,000,000 each occurrence and \$2,000,000 aggregate.
5. The Comprehensive General Liability insurance shall include coverage for underground, explosion, and collapse hazards.
6. Commercial Automobile Liability coverage, including hired and non-owned liability, with Bodily Injury limits of \$500,000 each person and \$1,000,000 aggregate and Property Damage limits of \$250,000 each occurrence, or a combined single limit of \$1,000,000.
7. Excess or Umbrella Liability coverage shall be provided with a limit of \$1,000,000 each occurrence and \$1,000,000 aggregate.
8. The contractor shall name the Cedar Rapids Community School District and their agents and employees as an Additional Insured on all policies listed above for the contract involved and a certificate, or a policy if requested, should be filed with the School District proving this coverage. Iowa Governmental Immunities endorsement is to be included pursuant to Iowa Code 670.
9. All certificates and/or policies of insurance furnished by the contractor are to be filed with the owner and shall include the name and address of the agency issuing the same. All certificates and/or policies shall be signed.
10. The owner shall purchase property insurance upon the entire work at the site to the full insurable value thereof. The insurance shall exclude the contractor's and subcontractor's equipment, tools, and machinery that are not incorporated into the work. The Property Insurance shall be written under a "Special Cause of Loss Form" to include perils of fire, lightning, windstorm, vandalism, and theft, as well as other perils normally covered by standard Insurance Service Office Special Cause of Loss Form.
11. The contractor shall provide insurance coverage for portions of the work stored off the site and also for the portions of work in transit.
12. All contractors and their subcontractors shall be registered with the labor commissioner as per Chapter 91C of the Iowa Code.

Travel Related Fees:

The District realizes that a vendor may need to travel from another state to complete this service. Any travel charges or fees should be listed in the response.

Special Offerings

The District recognizes that each company may have special offerings that they would like to offer that have not been requested. The committee feels strongly that enough information is requested for this bid; however, each company may send additional materials. We cannot guarantee that extra offerings will be considered. These should be submitted in a separate envelope clearly indicating the contents as "Other Offerings".

Background:

The Cedar Rapids Community School District (CRCSD) is seeking to obtain information and pricing on microscope service and repair.

Number of Locations: 12
Number of Monocular Microscopes: Approximately 415
Number of Binocular Microscopes: Approximately 45
Number of Dissection Microscopes: Approximately 130
Number of Balances: Approximately 200

<u>SCHOOL/SITE</u>	<u>MONOCULAR</u>	<u>BINOCULAR</u>	<u>DISSECTION</u>	<u>BALANCE</u>
Bertram/ Four Oaks	5	0	0	8
Franklin MS	30	0	0	1
Harding MS	74	4	2	33
Jefferson HS	20	15	15	15
Kennedy HS	60	0	13	39
McKinley MS	12	18	1	25
Metro HS	19	0	5	11
RCCBA MS	47	0	0	1
Taft MS	16	0	0	16
Washington HS	97	6	48	36
Wilson MS	22	2	0	1
ESLC HQ	10	0	0	0

APPROX TOTALS	415	45	130	200
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Scope of Current Needs

Microscopes (both compound and stereo), balances (both electronic and triple beam), and light sources need evaluations, servicing, and in some cases, repair.

Specifications - Microscope Service & Repair

1. The vendor is required to evaluate each piece of equipment - before and after service. The information needed on each piece of equipment is detailed in the attached spreadsheet. (Exhibit 1) A completed spreadsheet will be submitted to the District after each site has been serviced.
2. Basic service and cleaning as well as minor repairs should be included in the base price per unit. Any major repairs will be at an additional cost to the District.

Timelines:

1. The dates of service will be mutually agreed upon by the awarded vendor and District. Service of equipment should be continuous over a 2-3 week timeframe with all work completed by March 2024.
2. Any dates or time frames the vendor is not available for service should be listed in the response.
3. Anticipated amount of time to complete microscope service and repair at all locations should be listed in the response.
4. A scope of how far out the vendor's current schedule is, must be listed in the response.

Please return your completed copy of these pages with all pertinent information attached.

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
Purchasing Department
2500 Edgewood Road NW
Cedar Rapids, IA 52405

October 2023

PROPOSAL RESPONSE - Microscope Service & Repair

- The attached prices are offered, and the units submitted meet all conditions of the proposal specifications.
- All bid responses must be submitted in the following form. Any other format may be considered as an incomplete bid submission.

The undersigned hereby affirms that [1.] He/She/They is a duly authorized agent and/or representative of the vendor, [2.] He/She/They has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts the terms unless specific variations have been expressly listed in his/her/their offer, [3.] that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and [4.] that the vendor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety (90) days following the date of submission.

Return the Signature Page, response pages and the sex offender acknowledgement and certification form. COI will be required afterwards.

COMPANY: _____

ADDRESS: _____

AUTHORIZED REPRESENTATIVE SIGNATURE: _____
[Signature]

Printed Name: _____

Title: _____ Date: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

PROPOSAL RESPONSE - Microscope Service & Repair

1. Is the vendor able to complete an evaluation on each piece of equipment and fill out the attached spreadsheet at each site?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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2. Service Costs

Cost per Monocular Microscope	
Cost per Binocular Microscope	
Cost per Trinocular Microscope	
Cost per Balance	

District understands that major repairs will vary.

3. Please specify examples of nominal repairs that would be included in the base service price.

4. Timelines:

What is the estimated amount of time needed to complete service at all locations?

What is the earliest available date for scheduling at this time?

Is the vendor able to service the District in a continuous manner?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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5. Requesting warranty of service. List conditions of your warranty.

6. General Conditions

Does the offeror agree to a warranty of service of equipment and re-service if required?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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7. Provide 3 references below:

1.

2.

3.

8. Does the offeror agree to complete background checks on all personnel working at the District and agrees to release a copy of background check if requested?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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9. Does the offeror agree to provide a Certificate of Insurance with the Cedar Rapids Community School District listed as an additional insured once bid is awarded?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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10. List any and all training, certifications, and awards received:

11. Travel

Any travel related expenses
Mileage charges

12. Is there an additional offering [other than requested] included?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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13. Attach all other pertinent information in your offer.

14. Please provide, if available, a price chart exhibit for common repairs to be charged beyond the coverage of regular servicing.

If there are any technology requirements needed to complete service, please complete the checklist below.

TECHNOLOGY CHECKLIST

	YES	NO
Does the proposal include any hardware components?		
Does the proposal include any software components?		
Does the proposal include any apps?		
Does the proposal list any minimum technical specifications? (Hardware or Software)		
If the proposal has any online components, does it:		
Require any plugins?		
Require Java, Flash, or Silverlight?		
Require anything to be installed on the user machine?		
Require accounts to be created and/or managed?		
Has an automated process for adding users (staff) to the system?		

If answers to any of the above questions are "YES", include details here:

**SEX OFFENDER
ACKNOWLEDGMENT AND CERTIFICATION**

_____ (“Company”) is providing services to
[name of contractor/sub-contractor]
the Cedar Rapids Community School District (“District”) as a contractor or is operating or
managing the operations of a contractor. The services provided by the Company may involve the
presence of the Company’s employees upon the real property of the schools of the District.

The Company acknowledges that the law prohibits a sex offender who has been
convicted of a sex offense against a minor from being present upon the real property of the
schools of the District. The Company further acknowledges that, pursuant to law, a sex offender
who has been convicted of a sex offense against a minor may not operate, manage, be employed
by, or act as a contractor or volunteer at the schools of the District.

The Company hereby certifies that no one who is an owner, operator or manager of the
Company has been convicted of a sex offense against a minor. The Company further agrees that
it shall not permit any person who is a sex offender convicted of a sex offense against a minor to
provide any services to the District in accordance with the prohibitions set forth above.

This Acknowledgment and Certification is to be construed under the laws of the State of
Iowa. If any portion thereof is held invalid, the balance of the document shall, notwithstanding,
continue in full legal force and effect.

In signing this Acknowledgement and Certification, the person signing on behalf of the
Company hereby acknowledges that he/she has read this entire document, that he/she
understands its terms, and that he/she has signed it knowingly and voluntarily.

Dated: _____
[Name of contractor/sub-contractor]

By: _____

Printed Name: _____

Title: _____