

**REQUEST FOR BID
RADIOS AND CONTROL STATION**

Joplin Schools—Memorial Education Center
825 S Pearl Ave
P.O. Box 128
Joplin MO 64802-0128
Phone (417) 625-5200



April 25, 2024

General information

Joplin Schools requests bids for the purchase and installation of a digital radio equipment system to meet the onsite communication needs of Joplin High School and three middle schools (North Middle, South Middle, East Middle). Bids must include full details on all equipment requested, along with separate pricing for each of these items

Bidders should provide pricing for:

- Radios: 85 Motorola SL300 403-470M 2-3 Watt display with desktop charger and belt clip
- Supply and installation of one repeater and control station as well as any other necessary equipment. Installation will be at Joplin High School, 2104 Indiana Avenue, Joplin MO 64804. Should include:
 - SLR 5700 403-470, 1-50 W repeater
 - UHF mobile duplexer 406-500 MHZ
 - Other necessary equipment, such as wall mounts, roof mounts, cable, surge protection, antennas, clamps, and any other items required for proper installation and operation of the repeater system.
- FCC licensing—obtain any necessary licensing for Joplin Schools for installed equipment
- Programming—New radios will be programmed for four separate sites with Joplin High School radios programmed to work on the new repeater system. All portable radios and the repeater will be programmed to specifications provided by Joplin Schools.
- Delivery and installation must be coordinated through Jim Hounsshell, Joplin Schools Director of Safety and Security and completed by August 1, 2024.

Bid submission instructions and deadlines

Please complete the attached itemized bid form and deliver to the attention of Dr. Matthew Harding, Assistant Superintendent, at Memorial Education Center (address provided above) by **1:00 p.m. Central on Tuesday, May 21**. Envelopes should be clearly marked “RADIO BID.” A public bid opening will be held at that time. A recommendation is planned for Board of Education action on June 25.

Electronic submission of bids: If you wish to submit your bid by email, please e-mail the file (Excel, Word, or .pdf format preferred; do not exceed 10MB.) to sealedbid@joplinschools.org by the date and time specified. Be sure that the subject line reads RADIO BID. Emailed bids will not be opened until the specified deadline. Emailing your bid is not a requirement. You may mail or hand deliver your bid as described above. If you choose to send the bid in to the district's electronically secure location you will receive a complimentary "thank you" auto reply message. If you do not receive this message please contact G.G. Mathis, Specialist/Purchasing immediately (ggmathis@joplinschools.org, 417-625-5200 ext.2008).

The District is not responsible for lateness or non-delivery by the U.S. Postal Service or by email to the District. The time and date recorded by the District shall be the official time of receipt. Late bids will not be considered. Joplin Schools is not responsible for non-delivery or non-receipt of electronic bids.

A copy of the district's formal bid terms and specifications is attached and made a part of this request for bid.

Questions regarding bid specifications should be directed to Jim Hounschell, Director of Safety and Security (jimhounschell@joplinschools.org, 417-625-5230 ext.3008). Thank you for your participation in this process.

Bid Submission Form
Radios and Control Station—Joplin Schools

Item Description	Unit Price	Total
Eighty-five (85) Motorola SL300 403-470M radios, 2-3 watt display with desktop charger and belt clip		
One (1) SLR 5700 403-470 1-50 W repeater		
One (1) UHF mobile duplexer 406-500 MHZ		
Additional items for installation (please specify):		
FCC licensing for all items purchased		
Labor for installation/programming		
Total bid		

VENDOR NAME _____

VENDOR CONTACT PERSON _____

CONTACT PHONE _____

CONTACT EMAIL _____

SIGNATURE _____ TITLE _____ DATE _____

Policy DJF-1: PURCHASING

Original Adopted Date: 05/26/2011 | Last Revised Date: 01/23/2024 | Last Reviewed Date: 01/23/2024

The purpose of this policy and any related administrative procedures is to ensure that all purchases of supplies, equipment and services are made in compliance with state and federal law and good business practices. The board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The district will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the district. All purchasing will be conducted in a manner that provides full and open competition consistent with the standards of state and federal law.

All funds deposited with the district, regardless of source, are considered district funds and are subject to this policy. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole board. No unbudgeted purchase will be made without prior board approval unless this policy's emergency provisions are applicable.

The board encourages district staff to purchase products manufactured, assembled or produced in the United States.

Purchasing Supervision

The chief financial officer will serve as the district's purchasing officer or will designate a purchasing officer. The purchasing officer will supervise district purchases of products and services and may authorize purchases on behalf of the district that comply with the board-adopted budget and this policy.

The superintendent, in consultation with the purchasing officer, shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. These procedures will comply with all applicable laws and will centralize and provide oversight of all purchasing decisions.

Competitive Purchasing

District staff will research all purchases and compare prices prior to making decisions regarding the expenditure of district funds unless a purchase is covered by an exception pursuant to this policy. Employees are expected to contact multiple providers before making a decision regarding purchases under \$2,000. Purchases ranging from \$2,001 to \$4,999 shall be made on the basis of at least three oral quotes in accordance with procedure. Purchases ranging from \$5,000 to \$49,999 shall be made on the basis of at least three written quotes, with documentation provided to finance with the PO (quote form and actual written quotes). Purchases over \$50,000 will be made after receiving sealed bids through the purchasing officer or designee, in accordance with procedure, and submitted for board action. Appropriate informal purchasing methods may be used for purchases under \$50,000. Formal purchasing methods are required for purchases that may exceed \$50,000.

The district will select the lowest or best bid. The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The district will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions detailed by the district. Among other factors detailed in the bid specifications, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Unless bids are for a one-time, specific purpose, bids will apply to purchases for up to the next 12-month period. Bid threshold amounts should reflect the known or estimated costs anticipated over the 12-month period. Bid periods that are over 12 months require approval by the superintendent or purchasing officer.

When the purchasing officer determines that it is in the best interest of the district, products or services may be purchased by competitive negotiations or proposals rather than competitive bids. Likewise, the superintendent, in consultation with the purchasing officer, is directed to create procedures that allow the district to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase, or the district has contracted for procurement services. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers. If the purchase is from a single-source provider, bid documentation must include an explanation of why a single-source vendor must be used and must be submitted to the superintendent or purchasing officer for review and approval.

In addition to the requirements of this policy and the accompanying procedure, the provisions of policy DJFA and related procedures must be followed when federal funds are used.

Emergency Situations

Unless competitive bidding is required by law, the superintendent may waive the

requirement for competitive bids or proposals after determining that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary to protect against further loss of or damage to property or prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and only to the extent necessary to alleviate the emergency.

Debarred or Suspended Providers

The district will not do business with providers who have been suspended or debarred on a state or federal level. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

Confidentiality

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Credit and Purchasing Cards

Authorized district employees and board members may use credit cards or purchasing cards issued to the district to make purchases for the district or pay for reasonable travel expenses incurred when performing official duties. Employees and board members will not use these cards to circumvent the bidding and purchasing requirements established by law and board policy. All purchases made using district cards must be attributed to the appropriate budget code and must conform to the board-adopted budget.

The district will use purchasing cards instead of credit cards to the extent feasible. Unless otherwise authorized by the board, only the superintendent and the purchasing officer will have access to a district credit card, and the board will set the amounts that may be charged to those cards.

The board will approve which employee positions will be issued district credit cards and the limitations on the cards. The superintendent, in consultation with the purchasing officer, will annually review and revise the list of persons receiving district cards and the limitations on those cards. The annual review will ensure that only the employees who appropriately utilize the cards have access to them and that the limitations on the cards do not exceed the amounts of the projected expenditures to be made with the cards. The board will annually review and approve all modifications prior to implementation.

Any employee or board member using a district card shall sign a card usage agreement and will receive training on applicable procedures for card use. District employees and board members issued a card must provide documentation, such as receipts and applicable budget codes, justifying expenditures. The purchasing officer will examine all documentation prior to payment and will notify the superintendent or designee immediately if any purchase was made in violation of law or district policies or procedures.

All employees and board members issued a district card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent immediately. No person may use the card other than the authorized employee or board member to whom the card was issued. District employees and board members will surrender all cards upon completion of their employment or term with the district or upon demand by the district.

Prohibited Activity and Reporting Requirements

The district expects all staff members to comply with the letter and intent of all district policies and procedures regarding purchasing. Under no circumstances may employees use district funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

All district employees must report suspected fraud, theft or misuse of district funds to the superintendent or purchasing officer immediately. District employees may be disciplined or terminated from employment for failing to follow board policy or district procedures and for any misuse of district resources, including district credit and purchasing cards.

The superintendent or purchasing officer will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where a crime may have occurred.