



**16th Judicial Circuit of Missouri**  
Court Purchasing  
415 East 12th Street Room 8M East  
Kansas City, Missouri 64106

**Date: June 9, 2026**

Scott Etzenhouser  
Phone: (816) 881-3666  
E-mail: [scott.etzenhouser@courts.mo.gov](mailto:scott.etzenhouser@courts.mo.gov)

The purpose of this solicitation is to establish a contract with a provider, herein referred to as the contractor to provide the 16th Judicial Circuit of Missouri, herein referred to as the Circuit Court with a contract to: Supply and install new or upgrades for window shade components. Provide maintenance, troubleshoot and repair to existing systems.

Pre-bid: Contractor may schedule a site visit if necessary. It is the responsibility of the vendor to review the prospective scope of work and their personal observations with the documents as to the nature, location, elevators and conditions that effect the expected work. No allowance will be made for not having completely inspected the site or not being familiar with the existing conditions and equipment to be encountered in expected work.

**Bid closes:** Tuesday, June 23, 2026 @ 9:55 A.M. Local Time (Central)  
Bids MUST be submitted prior to the closing date and time to be eligible for consideration. Bids will be publicly opened and read at 10:00 A.M. Local Time (Central). Bids received after the deadline designated shall not be considered.

**Contract term:** July 1, 2026 through June 30, 2029

**Contract renewal:** Possible three (3) one-year periods at the discretion of the Circuit Court

All bids submitted in response to this invitation for bid shall become the property of the Circuit Court and will be a matter of public record available for review under the guidelines of any applicable Federal Freedom of Information Act or Missouri "Sunshine Law".

For all questions regarding this bid contact Scott Etzenhouser [prior to June 19, 2026] at (816) 881-3666 or by e-mail to [Scott.Etzenhouser@courts.mo.gov](mailto:Scott.Etzenhouser@courts.mo.gov).

From the date this IFB is issued until an award is made, **absolutely no communication with department staff is allowed!** If communication is required between potential suppliers and individuals employed by the court regarding this IFB it is restricted to written communication with the senior purchasing agent.

**Timeline schedule:**

Bid issue date	Tuesday, June 9, 2026
Bid due date	Tuesday, June 23, 2026 @ 9:55 A.M. Local Time (Central)
Bid evaluation	June 23 through June 26, 2026
Award date	Monday, June 29, 2026
Contract term	July 1, 2026 through June 30, 2029 with possible three (3) one-year renewal periods

Note: If needed, this timeline may change but the Circuit Court will make every effort to stay within this schedule.

**Preparation of bids:** The bid shall be legibly printed in ink or typed. The bid shall be legally signed and shall include the complete address of the bidder.

If a unit price or extension already entered is to be altered, it shall be crossed out and initialed in ink by the bidder.

The Circuit Court is exempt from Federal Tax-Exempt Number 43-91-0217K and Missouri State Sales Tax Exempt Sec. 39 [10] Article 3, Missouri Constitution; Missouri Tax I.D. 12495671, and **such taxes shall not be included** in bid prices. A Sales and Use Tax Exemption letter will be provided upon request.

All bids must be signed by an individual authorized to bind the bidder. The individual signing certifies, under penalty of perjury, that he or she has legal authorization to bind the bidder. By signing the Offer to Contract/Signature Page, bidder certifies: The submission of the offer did not involve collusion or other anti-competitive practices. The bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

Unless otherwise stated by the bidder, the bid shall be considered as being in accordance with Family Court’s applicable standard specifications, and any special specifications outlined in the bid document.

A responsive bid shall substantially conform to the requirements of this Invitation For Bid and/or specifications contained herein. Bidders who substitute any other terms, conditions, specifications and/or requirements or who qualify their bids in such a manner as to nullify or limit their liability to the contracting entity shall have their bids deemed non-responsive. Also, bids containing any clause that would limit contracting authority shall be considered non-responsive. Examples of non-responsive bids include but shall not be limited to: a) bids that fail to conform to required delivery schedules as set forth in the bid request; b) bids with prices qualified in such a manner that the bid price cannot be determined, such as with vague wording that may include “price in effect at the time of delivery,” and c) bids made contingent upon award of other bids currently under consideration.

The term “offer” as used herein refers to the contractor’s offer made in response to this bid. Bids are made upon, and are subject to the subsequent listed conditions and any addendums issued. Upon acceptance by the Circuit Court, a contractor’s bid response and acceptance of the bid contract award letter issued to contractor shall constitute the contract for providing the Audio Video Systems as described in this bid in strict conformity with the contract instrument, thus eliminating the need for a formal signed contract.

**Bid submission:** Bids will be submitted to the below **address** until date and time specified herein. Bids will publicly be opened, read, reviewed and tabulated by the senior purchasing agent at 10:00 AM local time (Central). **Bids received after 9:55 AM-CST on Tuesday, June 23, 2026 shall not be considered.**

Submit by mail or messenger to the following address: Jackson County Circuit Court  
Purchasing Department  
415 E. 12th Street, 8M East  
Kansas City, Missouri 64106

Bid proposal must be signed in ink by the bidder and all pricing shall be made in ink or by typewriter. Erasures or alterations must be initialed by the bidder in ink. All Bids shall be tightly sealed in an envelope and plainly marked **Bid 10014608-26-29 – Window Shades and Maintenance**, with date and time of bid opening, and the bidder’s name and address. **Telephone, faxed or e-mailed bids will not be accepted!**

If not submitting a bid, please complete the **Statement of No Bid** and e-mail back to [SEtzenho@courts.mo.gov](mailto:SEtzenho@courts.mo.gov).

By submitting a bid, you offer to enter into the proposed contract and your offer is not revocable for ninety (90) days following the response deadline indicated herein.

Bids may be withdrawn in person by a bidder or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the time set for receipt of bids. Bids are an irrevocable offer and may not be withdrawn within 90 days after opening date.

Bidders are invited to be present at the opening of bids. After the official opening of bids, the amount of time necessary for bid evaluation may vary and is determined solely by the senior purchasing agent. Normally a period of not less than one week is necessary. Following the bid evaluation, all bids submitted are available for public review.

**Bid evaluation and contract award:** In awarding the contract; the bid award will be based on the most responsive and responsible bidder offering the best perceived pricing as deemed by the Circuit Court.

To be considered for award, bidder must at least: have the ability to obtain adequate financial resources, be able to comply with required or proposed delivery schedule, have a satisfactory record of performance; have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to receive award.

The Circuit Court reserves the right to reject all or parts of bids, to waive technical defects in bids, and to select the bid deemed most advantageous to the Circuit Court.

The contract award will be made no later than **Monday, June 29, 2026** by means of an Award Letter.

Only awarded contractor will be notified. Bidders may send email to [Scott.Etzenhouser@courts.mo.gov](mailto:Scott.Etzenhouser@courts.mo.gov) any time after Monday, June 29, 2026 to get bid award results.

**Tie bid:** In the event of a tie bid, the senior purchasing agent will write the tie bidders' names on separate pieces of paper. The names will then be placed in an empty box and a designated employee will draw a name from the box without examining the contents of the box. Three witnesses must be in attendance. The name drawn will then become the awarded supplier. The purchasing official and the witnesses shall document and attest to the results. Bidders may be in attendance at the drawing.

**Protest of award:** Any protest concerning the award of a contract shall be decided by the Director of Court Services after consultation with legal counsel. Protests shall be in writing to the Office of the Purchasing Department and shall be filed within three (3) business days of final approval and acceptance of the contested proposal by the Purchasing Department. The written protest shall include the name and address of the protestor, the IFB number, a statement of the specific reasons for the protest and supporting exhibits. A protest is considered filed when all requested information is received by the Office of the Purchasing Department along with the required cashier's check or bond. The Director of Court Services will respond the written protest within 14 **days of its receipt**. The Director of Court Services decision relative to the protest shall be final and no further appeals will be recognized.

Upon receipt of a protest the Circuit Court may, but is not required to, delay its award of said contract. The protesting bidder is required to submit a bond by cashier's check.

The submission of the cashier's check will be as follows: 1% Percent of the value of the solicitation, but in no case less than five hundred dollars (\$500.00) or to exceed five thousand dollars. This bond shall be a US postal service money order or a certified cashier's check made payable to the Jackson County Family Court. Money will be refunded to the submitting bidder only if the protest is found to be in their favor.

### Statement of No Bid

We, the undersigned, have declined to submit a bid in response to this Invitation For Bid for the following reason(s):

- Specifications too "tight", i.e., geared toward one brand or supplier.
- Insufficient time to respond to the bid.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are not clear (explain in REMARKS below).
- We are unable to meet insurance requirements.
- Remove us from your list for this commodity or service.
- Other (explain in REMARKS below).

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: If you are not submitting a bid, please e-mail to [SEtzenho@courts.mo.gov](mailto:SEtzenho@courts.mo.gov), otherwise disregard and submit the required submittal pages marked "Return Page".**

**1.0 Scope of service:** This document shall constitute a term and supply contract between 16th Judicial Circuit of Missouri, herein referred to as the (“Circuit Court”) and the undersigned, herein referred to as the (“Contractor”), collectively referred to as the “parties” to provide and install equipment as requested by the Circuit Court. The contractor will furnish all trained personnel, equipment, parts, tools and test equipment required to complete requested service. The Circuit Court will not be able to provide ladders, lifts, scaffolding or any other needed equipment. **The contractor must have trained service technicians who can answer service calls as early as 7:00 a.m.** Projects will include but not limited to the following listed items:

- 1.1 Existing brands include, but may not be limited to: Lutron (motorized and Roller, manual clutch)
- 1.2 Test system and ensure system is working properly
- 1.3 Provide replacement shades or systems as needed for updated equipment.
- 1.4 Provide complete service and repair of all components of system for duration of warranty. Once any warranty expires vendor to bill any maintenance cost at the proposed contractor price.
- 1.5 Any and all installed equipment must be brand new out of the box and unused previously. If contractor is replacing defective equipment it is the responsibility of the contractor to remove existing equipment and dispose of properly. All new shade systems must be fully tested.
- 1.6 Contractor to note any missing items and to ensure system works as a whole. Contractor to be responsible for all miscellaneous cabling, fittings or any other items as needed for system installation. All new systems must be fully tested.
- 1.7 If contractor is replacing equipment it is the responsibility of the contractor to remove existing equipment. Painting or patching will not be required by the contractor of areas that equipment is removed.

**2.0 Contract term:** The contract term will begin on **July 1, 2026** and end on **June 30, 2029** with a possible three (3) one-year renewal periods that allows for price redetermination in the event prevailing market conditions warrant an adjustment in contract pricing during the term of the contract to include any renewal periods. The contractor must provide the Circuit Court with proper documentation and justification of increased costs, which must be approved by Circuit Court.

**3.0 Work locations:**

- 3.1 Jackson County Courthouse - 415 East 12th Street, Kansas City, Missouri 64106
  - 3.1.1 The Circuit Court is equipped with a loading/unloading dock on the Oak Street side. Contractors may use the dock to load or unload equipment, tools and supplies. After unloading they must park either on the street or public parking areas. When providing services contractor may park for short periods of time at the dock (depending on time of service and availability).
- 3.2 Eastern Jackson County Courthouse - 308 West Kansas Avenue, Independence, Missouri 64050
- 3.3 Criminal Justice Building - 1315 Locust Street, Kansas City, Missouri 64106
- 3.4 Family Justice Center - 625 East 26th Street, Kansas City, Missouri 64108

**4.0 Bonds:** The awarded contractor will be required to submit a Performance Bond and a Payment Bond, both for one hundred percent (100%) of the total project value amount within ten (10) days business days after receiving notification of any project installation over \$25,000. The bond must be in the form of a bond acceptable to the Purchasing Department of Jackson County, Missouri executed by a surety company authorized to do business in the State of Missouri and listed in the Federal Register. Bonds must be received by the Circuit Court Purchasing Department prior to the commencement of any work on the project.

Company name	Print name	Authorized signature	Date	1
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12.5 Once a contract is awarded, the prices shall remain firm and fixed during each contracted year, unless market conditions warrant an increase in pricing as defined in **Section 5.0 Pricing Structure**.

12.5.1 The Circuit Court reserves the right to automatically extend this contract for a period not to exceed 90 calendar days past the original contract expiration date or subsequent renewal periods utilizing the current pricing, in order to provide the courts with continual service and supplies while a new contract is being solicited, evaluated and/or awarded. By affixing its authorized signature, the supplier hereby acknowledges and agrees to these rights.

12.6 A purchase order shall be generated and issued by the Court's Purchasing Department to the contractor for each service being provided.

12.6.1 The purchase order number must appear on all itemized invoices and packing slips. The Circuit Court shall not be held responsible for any orders placed and/or performed without a valid current purchase order number.

12.6.1.1 No financial obligation shall accrue against the Circuit Court until such time as delivery is made by your company pursuant to the Circuit Court purchase order provided to your company.

12.6.2 Payment will be made for all orders rendered and accepted by the Circuit Court for which a valid invoice has been received.

12.7 Questions regarding any issues with this contract shall be made to the designated purchasing agent at [Court.Purchasing@courts.mo.gov](mailto:Court.Purchasing@courts.mo.gov).

12.8 In case any one or more of the provisions contained in the contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

12.9 No public official shall have interest in this contract, in accordance with Missouri local government code.

12.9.1 No premiums, rebates, or gratuities shall be given to any employee of the Circuit Court as a result of an awarded contract. Furthermore, the supplier shall not knowingly employ, during the term of this contract and/or any renewal periods any Circuit Court employee who has participated in the making of this contract until at least two years following their termination of employment with the Circuit Court.

12.10 Circuit Court is operated and funded on a **January 1 to December 31**. Termination of this contract may occur in the event funds from local, state or federal sources are not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quality of service, in which case the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice. Notwithstanding the foregoing, the Circuit Court shall pay the contractor for all services rendered up to the effective date of termination.

12.10.1 The contractor may terminate this agreement with 30 days written notice with the showing of good cause for any undue hardship in satisfactorily being able to fulfill the term of the contract and with final approval from senior purchasing agent.

12.11 The Circuit Court reserves the right to terminate this agreement with 30 days written notice for any reason deemed acceptable to the Circuit Court. Upon delivery of such notice by the Circuit Court to the contractor, the contractor shall proceed to cancel promptly all existing orders and contracts insofar as such order or contracts are chargeable to this agreement. As soon as practicable after receipt of notice of termination, the supplier shall submit an invoice to the Circuit Court for payment of that portion of the agreement successfully performed.

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

5

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**13.0 Contractor information:** Completion in full is required!

Company name: \_\_\_\_\_

Physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Payment address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Company phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Check One:  Corporation  Partnership  Sole Proprietorship  Limited Liability Corporation

General information: Number of permanent employees \_\_\_\_\_ Number of years in business \_\_\_\_\_

Percentage of work to be done under proposed contract by company employees \_\_\_\_\_%

Geographical limits of business operation \_\_\_\_\_

Has company ever done business under a different name: Yes No (Circle one)

If yes, give name and location \_\_\_\_\_

\_\_\_\_\_

Has company ever withdrawn or defaulted on a contractual obligation: Yes No (Circle one)

If yes, state where and why \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has company ever been sued for breach of any contract? Yes No (Circle one)

If yes, state where and why \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

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**References** (state name, address, contact and phone number):

1). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Disadvantaged Business Enterprise (DBE) Status - indicate status claimed:**

1. Minority Owned Business (MBE)  Yes  No  
 African American  Latino  Native American  Asian  Pacific Islander

2. Woman Owned Business (WBE)  Yes  No

3. Small Business  Yes  No

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

**14.0 Affidavit**

I, the undersigned, in and for the City of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_ being duly sworn on her or his oath, deposes and says;

- 1. That I am the \_\_\_\_\_ (Title of affiant) of \_\_\_\_\_ (Name of contractor) and have been authorized by said contractor to make this affidavit on its behalf;
- 2. That no officer, agent or employee of the Circuit Court is financially interested, directly or indirectly in what the Supplier is offering to sell to the Circuit Court pursuant to this Invitation For Bid.
- 3. That if contractor were awarded any contract from the Circuit Court, no officer, agent or employee of the Circuit Court would be pecuniarily interested in or receive any benefit from the profit or emoluments of such;
- 4. That contractor has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to this Invitation For Bid.
- 5. Contractor certifies and warrants that contractor or contractor's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties.
- 6. Contractor certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
- 7. Contractor certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.
- 8. It is our understanding that any informational materials and files reviewed which has been provided on a need-to-know basis in the performance of this contract shall be privileged and held confidential. It is agreed that information shall not be shared or discussed with any persons outside the Circuit Court without the express written consent of the Circuit Court. In the event there is reason to believe that the confidentiality of this information has been breached, the Court Administrator shall be notified immediately.

\_\_\_\_\_ (Name of contractor)

By: \_\_\_\_\_ (Signature of affiant)

\_\_\_\_\_ (Title of affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_

Notary Public in and for the county of \_\_\_\_\_

state of \_\_\_\_\_

(Seal)

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

**15.0 Offer to contract**

We hereby offer and agree to provide the Window Shades & Maintenance in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. We understand that the items in this Invitation for Bid; including, but not limited to, all required certificates are hereby fully incorporated herein as a material and necessary part of the contract.

We further acknowledge that the term of the contract will begin on **July 1, 2026** and end on **June 30, 2029** and will henceforth be referred to as Bid Contract Number 10009525-25-28. We further understand that a possible renewal period of up to three (3) one-year terms could exist with approval from the court. It is understood that the court could elect to utilize one or all three renewal periods at their discretion. All terms, conditions, specifications, and amendments shall apply to any and all renewal periods, referencing section 5.0 for pricing.

The Circuit Court shall reserve the right to automatically extend this contract for a period not to exceed 90 calendar days past original or renewal contract expiration date, utilizing the then current pricing, in order to provide the court with continual service while a new contract is being solicited, evaluated and/or awarded. By affixing our authorized signature to this **Offer to contract**, we the contractor hereby acknowledge and agree to these rights.

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**Local Government Use (Cooperative Procurement):**  I agree  I decline ~ to sell under the same prices, discounts and terms of this contract to any Municipal, County, Public Utility, Hospital, or Educational Institution that are located within the greater Kansas City Metropolitan Trade Area. Possible negotiations could occur to clarify any additional terms and/or conditions needed by any participating entities or parties to this contract. (All deliveries are to be F.O.B. Destination and there shall be no obligation on the part of any entity or party to utilize this contract). The Circuit Court assumes no authority, liability or obligation, on behalf of any other public or no-public entity that may use any contract resulting from this bid. All purchases and payment transaction will be made directly between the contractor and the requesting entity.

This response does not affect the award.

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**Account Representative:** Print name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Name of contact person to place service calls: Print Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I the undersigned hereby state, under penalty of perjury, that all information provided is true, accurate, and complete, and states that I have the authority to submit this bid, which upon acceptance by the court by means of the issuance of a bid contract award letter shall constitute a contract for the selling and delivery of the Audio Video Systems described herein, thus eliminating the need for a formal signed contract between the parties.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Certification of compliance**  
**Anti-discrimination against Israel act**  
**For all agreements in excess of \$100,000.00**

Now comes in the city of \_\_\_\_\_, county of \_\_\_\_\_,  
state of \_\_\_\_\_, personally appeared \_\_\_\_\_ (Name of person)  
who is \_\_\_\_\_ (Title of person) of \_\_\_\_\_ (Name of Company),  
(a corporation), (a partnership), (a sole proprietorship), (a limited liability company), and is authorized to make this  
certification, and being duly sworn upon oath deposes and to the best of their knowledge says that:

- 1) Our company, is not currently engaged in and shall not, for the duration of any awarded contract, engage in a boycott of goods or services from the State of Israel.
- 2) Our company, is not currently engaged in and shall not, for the duration of any awarded contract, engage in a boycott of companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel.
- 3) Our company, is not currently engaged in and shall not, for the duration of any awarded contract, engage in a boycott of any persons or entities doing business in the State of Israel.

This above section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

The terms used in this certification shall have the meaning set forth in Chapter 34 Section 34.600 RSMo., et seq.

\_\_\_\_\_ (Name of Person)

By: \_\_\_\_\_ (Signature of Person)

\_\_\_\_\_ (Title of Person)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

NOTARY PUBLIC in and for the County of \_\_\_\_\_

State of \_\_\_\_\_

(SEAL)

My commission expires: \_\_\_\_\_

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