

Goffstown School District - Request for Proposal - Mountain View Middle School Gym Floor Replacement

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REQUEST FOR PROPOSAL

The Goffstown School District (the District) seeks proposals for gym floor replacement at Mountain View Middle School located in Goffstown New Hampshire at 41 Lauren Lane.

The District reserves the right to request additional information or clarification of any submitted proposals. Proposals and proposal pricing must remain open for sixty (60) days. This solicitation will become an addendum to any resultant contract. Proposals may be withdrawn or modified by the submitting firm at any time prior to the closing date and time for receipt of proposals.

Copies of the RFP are available at the SAU 19 Business Office, located at 11 School Street, Goffstown, NH 03045 and also from the SAU 19 website, www.goffstown.k12.nh.us. The Business Office is open to the public Monday through Thursday from 8:00 AM to 4:30 PM. The District is an EOE employer and encourages proposals from minority, women-owned, and Disabled Veteran Business Enterprise (DVBE) businesses.

The RFP is not a low-bid price competition. Instead, proposals will be reviewed in accordance with the Evaluation Criteria stated within this RFP. This RFP supersedes all other proposals, oral and written, and all negotiations, conversations or discussions between the parties related to the subject matter. Contract award will be based upon best perceived value to the Goffstown School District.

Sealed proposals will be received by either mail or personal delivery until **3:30PM, Thursday August 10, 2017 EDT**. Proposals received after the specified time will not be considered. Proposals shall be sealed and plainly marked on the outside of the envelope / box with **MVMS Gym Floor RFP** with name of the firm submitting proposal. It is the sole responsibility of the proposer to assure that their proposal is received by the District prior to the time specified. One (1) original and two (2) identical copies should be submitted to the following address:

Goffstown School District
Attn: Business Administrator
11 School St.
Goffstown, NH 03045

Current Status:

The current gym floor has had extensive water damage due to drainage concerns at the school. A comprehensive drainage project has been completed and the School District now needs to replace the current gym floor. Prospective bidders will be able to view the current flooring condition and underlayment system. The School District is open to various sub-floor underlayment systems from contractors. The gym floor is approximately 9,200 square feet. The gym will need basketball and volleyball lines painted as well as a center court logo and end line words painted.

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Scope of Services:

The school district has set a definite budget for all of the work discussed above. The respondent is requested to visit the Mountain View Middle School site in order to inspect the conditions of the gym floor including various costing for underlayment models. The respondent's inspection results should then become the premise for the bid submittal.

The District has set the following priority for the work requested:

1. Removal of existing gym floor
2. Creation of new underlayment model
3. Floor painting
4. Floor finishing
5. Cutouts for equipment – volleyball nets

Specific details are requested for all materials used in the project including but not limited to the following:

- Underlayment
- Vapor barriers
- Flooring
- Paint
- Finishes

The sum of the individual elements will be used by the District to determine the total scope of any resultant project. The District will work with the firm to determine the appropriate timing and schedule for the work. Contractors will have access to the gym during the school day to complete this work but particular attention is needed to minimize the disruption to the operation of the school.

MANDATORY SUBMITTING FIRM REQUIREMENTS

The submitting firm will be required to assume responsibility for all services offered within the firm's proposal regardless of whether they are produced "in-house" or performed through a sub contractual arrangement. The respondent will provide the name of a project manager who will serve as the sole point of contact with regard to contractual matters, including payment of any and all contract costs / fees.

PROPOSAL FORMAT / EVALUATION CRITERIA

In order to ensure a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. **Title Page:** The submitting firm should identify the RFP subject, the name of the contractor, local address, telephone number, name and title of contact person and date of submission.
2. **Table of Contents:** Provide clear identification of the material by section and by page number.

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3. **Company History:** Information related to the contractor's qualifications and resources.
 - a. Briefly describe your company's history, number of employees and years in existence.
 - b. Provide details of your company's financial status and stability.
4. **Qualifications and Experience of Staff**
5. **References:** List at least three (3) client references for whom like work has been completed (see attached reference sheet).
6. **Costs:** Using the priority list identified above, provide individual costs for the services, equipment, materials and installation required to complete each work element. Describe the payment structure for the project, required deposits, progress payments, etc. that you propose for the project work requested within this RFP.
7. **Warranty:** Provide terms, conditions and length for all proposed warranties on labor and materials.

GENERAL INFORMATION

1. **Interview:** The submitting firm may be required to make a presentation of their proposal. Should the District choose to schedule presentations, respondent(s) will be notified of time and location.
2. **Modifications:** The District will allow both submittal modifications and withdrawals up to the solicitation's closing time.
3. **Request for Additional Information:** The submitting firm will furnish clarifying information if requested by the District.
4. **Acceptance/Rejection/Modification to Proposals:** The District reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.
5. **Informational Meeting:** There will be no mandatory information meeting for this project. Respondents are encouraged to visit the school site and inspect the gym areas and conditions prior to response submittal. Respondents are asked to coordinate with the Mountain View Middle School office to schedule an appointment then check in at the School Office at the time of their visit.

OTHER DEFINITIONS, CONTRACT TERMS AND CONDITIONS:

Contract Documents – The contract documents shall consist of the “Goffstown School District Request for Proposal – Mountain View Middle School Gym Floor Replacement” all documents submitted by the firm in satisfying this request, and a signed contractual agreement executed in a form approved by the District.

Default – The District shall have the right to declare the firm in default if (a) the firm becomes insolvent; (b) the firm makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of

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bankruptcy is filed by or against the firm or (d) the firm is unable to provide evidence of required insurance coverage as set forth below. If the firm is declared in default, or in the event the firm forecloses for any reason, the District shall have the right to exercise termination options.

Firm – Any combination Companies and their respective sub-contractors that are required to provide the services requested.

Indemnification – The firm must agree to defend, hold harmless, and indemnify the District, their officers, agents and employees against any and all claims, or injuries to any person or firm, arising out of the actions of the firm, its officers, agents, or employees in fulfilling the terms of its contract with the District.

Liability Coverage – The successful Firm will be required to provide certificate(s) of insurance as follows:
General Liability in the amount of \$1,000,000 per occurrence; \$3,000,000 aggregate
Automobile Liability in the amount of \$1,000,000 combined single limit
Workers' Compensation per State of NH Statutes
Professional Liability in the amount of \$1,000,000.

The Goffstown School District is to be named as an additional insured.

Certificates of insurance naming the Goffstown School District as an additionally insured entity must be filed with the SAU 19 Business Office within two weeks of the award for services. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation or material change in coverage.

Non-Appropriation – Any resultant contract shall include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for project completion and other requested services during the ensuing fiscal year, the Goffstown School District may terminate this agreement by written notice within thirty (30) days of adoption of the budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”

Non-Transferable – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.

Payment Terms – To be determined. If, in the opinion of the District, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld. The amount and withholding period are at the discretion of the District. Typical payment schedules will include incremental payments as agreed upon.

Termination for Performance – The contract may be terminated at any time by the District for unsatisfactory performance. In such case, the District will provide written notice to the firm citing the unsatisfactory performance, giving the firm ten (10) working days to improve its performance to the satisfaction of the District. In the event that the firm's performance does not improve to the satisfaction of the District, the contract for services may be immediately terminated.

Termination Options – In the event of a contractual termination, the District reserves the right to employ another firm to complete the term of this agreement. The original firm shall be responsible for any extra or additional expense or damages suffered by the District. In that event, the firm shall be required to indemnify the Goffstown School District for any loss that may be sustained.

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LIST OF REFERENCES

IMPORTANT: This form must be returned with the bid proposal form.

1. Name of Company

Address

Contact Person/Title

Telephone Number

2. Name of Company

Address

Contact Person/Title

Telephone Number

3. Name of Company

Address

Contact Person/Title

Telephone Number

Authorized Signature

Date

Printed Name and Title

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RFP Receipt Acknowledgement

Contractor Name:

Contractor Address:

Contact Person:

Phone Number:

Contact person's E-mail Address:

Date RFP Acquired:

Signature:

Printed Name:

Title:

(This sheet must be returned to the SAU 19 Business Office by August 3, 2017)