

# Request for Proposals

Preston Public Schools



## **Replacement Gymnasium Floor Preston Veterans Memorial School**

**March 16, 2018  
1:30 PM**



**PRESTON PUBLIC SCHOOLS  
1 Route 164  
Preston, Connecticut 06365**

## **NOTICE TO PROPOSERS**

The Preston Board of Education (also referred to as Preston Public Schools) hereby requests the submission of sealed proposals from qualified contractors for our:

### **Gymnasium floor installation – Preston Veterans Memorial School**

Description of Work - Installation of approximately 100' x 65' of poured rubber gymnasium floor better than or equal to industry standard classic 110. Line and labeling for basketball, tennis and volleyball including district logo.

School security remains of paramount importance today and in recognition of the fact that while installation is underway school will be in session, several school security measures will be in effect. Contractors should familiarize themselves with these requirements found in our proposal specification section.

To minimize the impact on instructional and athletic programming by coordinating the installation with school vacations, the calendar for submitting proposals and completing the work is condensed.

Mandatory Pre-Proposal Meeting	March 12, 2018 11:00 AM
Sealed Proposals Submitted	March 16, 2018 1:30 PM
Contract award	March 22, 2018
Work expected to begin	March 30, 2018
Expected completion	April 22, 2018

Proposal forms, specifications, and any addenda may be obtained at the Preston Public Schools' Business Office 1 Route 164, Preston, CT 06365 where proposals will be received until 1:30 PM on March 16, 2018 and at which time they will be publicly opened and read aloud. Interested Proposers may send questions by email prior to 4:00 PM March 13, 2018 to [spangj@prestonschools.org](mailto:spangj@prestonschools.org).

A bid deposit in the form of a cashier's or certified bank check in the amount of \$500.00 made payable to the Preston Public School must accompany the proposal. Checks will be held in safekeeping and returned following award by the Preston Board of Education

Proposals must remain firm for a period of 90 days following the date of the opening, and shall thereafter remain firm until the Proposer provides written notice to the Preston Public Schools that the proposal has been withdrawn. The successful Proposer will accept payment upon completion of the work

The Preston Public Schools reserves the right to waive any technical defects in proposals, to reject any or all proposals, and to make such awards, that in its judgment will be in the best interest of the Preston Public Schools even if such proposal is not the low proposal. The Preston Public Schools reserves the right to discuss the vehicles being proposal with one or more Proposers to make any modifications that are necessary based on these discussions as the Preston Public School deems to be in its best interest.

PRESTON PUBLIC SCHOOLS  
PRESTON, CONNECTICUT

## INSTRUCTIONS TO PROPOSERS

1. Inspect carefully all general and special provisions of this document.
2. Be sure to sign in all required places, and initial each page where indicated. If no proposal is being submitted on one or more of the requested proposal alternates, please so indicate in each space by entering "No Proposal" wherever a price is indicated. All spaces must be completed with either a proposal amount or "No Proposal" designated.
3. Submit three (3) copies of your proposal. All materials submitted to Preston Public Schools Director of Finance and School Business Operations, pursuant to this solicitation, become property of Preston Public Schools and will not be returned to the Proposer.
4. Proposals must be presented in a sealed envelope and addressed as follows:

Preston Board of Education  
Director of Finance and School Business Operations  
1 Route 164  
Preston, CT 06365

5. Proposals will remain firm for a period of 90 days following the date of the opening, and shall thereafter remain firm until the Proposer provides written notice to Preston Public Schools' Director of Finance and School Business Operations that the Proposal has been withdrawn.
6. Proposals will be received until 1:30 PM March 16, 2018 at Preston Plains Middle School, Business Office, 1 Route 164, Preston, CT 06365 at which time and place all proposals will be publicly opened.
7. The Preston Public Schools will reject any late submissions, and is not responsible for notifying the Proposer of any missing elements of the proposal. Proposers are also encouraged to include additional information about their company that will assist the Preston Public Schools in the review of proposals especially as it relates to the location for any warranty work required.

## **PROPOSAL PROCEDURES AND REQUIREMENTS**

All proposals must be submitted on and in accordance with forms provided with this document. All proposals must include, as a minimum, the required information as detailed in these documents.

1. Where so indicated by the makeup of the Proposal Forms, sums shall be expressed in clearly written (ink only) or typed figures. Pencil will not be accepted. Any corrections or changes on the submission forms made by the Proposer should be initialed by the Proposer, and must be clear and readable. Preston Public Schools reserves the right to interpret figures where lack of clarity of submission requires such action.
2. A proposal shall include the legal name of Proposer and shall be signed by the person or persons legally authorized to bind the Proposer. All required signatures shall be handwritten in ink with the full name of the person executing same. Proposers must be authorized to do business in the State of Connecticut.
3. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Any deviations from the conditions and specifications may constitute sufficient grounds for rejection of proposal.
4. Prices and information required, except signature of Proposer should be typewritten for legibility. Illegible or vague proposals may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
5. All proposals received after the time stated in the Notice of Proposers will not be considered and the Board will be returned unopened.

## **PROPOSER'S CERTIFICATION, REPRESENTATIONS, AND QUALIFICATIONS**

1. Under penalty of perjury the Proposer certifies that:
  - a) The proposal has been arrived at by the Proposer independently and has been submitted without collusion with any other vendors of services, materials, supplies, or equipment of the type described in the Request for Proposals, and
  - b) The contents of the proposal have not been communicated by the Proposer, nor to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the Proposer.
  - c) Proposer agrees that payment can be made no later than 30 days following presentation of a final invoice to the Preston Superintendent of Schools or his designee.
  - d) The names of at least three schools where gymnasium floors were installed. It can be expected that Preston personnel will conduct site visits prior to the contract award.

## **INTERPRETATION OF PROPOSAL DOCUMENTS**

Questions can be submitted by email only to [spangj@prestonschools.org](mailto:spangj@prestonschools.org) on or before March 13 2018. Answers will be posted on the district web site. Any supplemental instructions or addendum will also be posted on the district web site. Failure of any Proposer to receive any such addendum or interpretation shall not relieve any Proposer from any obligations under his/her proposal submitted.

**DESCRIPTION OF WORK** - Installation of approximately 100' x 65' of poured rubber gymnasium floor better than or equal to industry standard classic 110. Line and labeling for basketball, tennis and volleyball including district logo

## **PROPOSAL SPECIFICATIONS**

1. The contractor will be provided with parking for up to six vehicles and the ability to store materials and equipment in a secure location while work is ongoing.
2. A separate entrance will be available for the contractor along Winninger Drive. For school security reasons no other entrances may be used.
3. The gymnasium work area will be available from 7:00 AM until 8:00 PM Monday through Friday.
4. Change Orders can be submitted using the standard AIA form only. Approved Change Orders will be signed by the Preston Superintendent of Schools.
5. The names of at least three schools where gymnasium floors were installed. It can be expected that Preston personnel will conduct site visits prior to the contract award.
6. Proposals should include a timetable with the date work will begin and the date substantial completion is expected.

7. An alternate is being solicited for the installation of Four (4) rows of fold-in bleachers approximately 70' in length on one side.
8. Following contract award by the Preston Board of Education, installation may begin on Friday, March 30, 2018.
9. A bathroom with access to the gymnasium will be designated and available to contractors. For school security reasons contractors and their employees are not permitted to enter areas other than the gymnasium and the designated bathroom.
10. Proposals should include a signed affidavit on a form to be provided by the Preston Public Schools that background checks have been completed for all staff working in our school. Arrests or convictions in an individual employee's background check must be discussed with the Preston Superintendent of Schools or his designee. All information will remain confidential.
11. The use of subcontractors is discouraged but if required must be included in submitted proposals. Subcontractors are subject to the same workplace requirements as the contractor including security and background checks.
12. The contractor is responsible for avoiding installation delays and completing the work on schedule. If a school district action might lead to an unexpected delay, the contractor should immediately report this to the Preston Superintendent of Schools or his designee.
13. Before beginning work the contractor must submit a certificate of insurance naming the Preston Board of Education as an additionally insured with the following coverage amounts:
  - a) Workers Compensation and Employers Liability covering all employees and meeting the requirements of Connecticut law.
  - b) A combined single limit of bodily injury and property damage of \$1,000,000 per occurrence is required.
  - c) Commercial general liability with limits of at least \$1,000,000 per occurrence/\$3,000,000 aggregate.
14. A facsimile logo for the center of the floor will be provided by the school district. Prior to application and upon receiving a proof the Superintendent of Schools or his designee will indicate approval to proceed.

**Proposal Form**

**March 16, 2018**

**Base Proposal**

Replacement Gymnasium Floor

Dollar price

To install poured rubber floor approximately 100' x 65'

\$ \_\_\_\_\_

Primary flooring material

\_\_\_\_\_

Primary material manufacturer

\_\_\_\_\_

Date work begins

\_\_\_\_\_

Date work substantially complete

\_\_\_\_\_

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

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_



## Project References

1. Owner \_\_\_\_\_  
Location \_\_\_\_\_  
Date Completed \_\_\_\_\_  
Description of Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Owner \_\_\_\_\_  
Location \_\_\_\_\_  
Date Completed \_\_\_\_\_  
Description of Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Owner \_\_\_\_\_  
Location \_\_\_\_\_  
Date Completed \_\_\_\_\_  
Description of Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposal Form**  
March 16,, 2018

**Alternate Proposal - Bleachers**

Dollar Price

To install approximately 70 linear feet of four (4) row  
fold-in bleachers on one side.

\$ \_\_\_\_\_

Manufacturer

\_\_\_\_\_

Model

\_\_\_\_\_

Completion Date

\_\_\_\_\_

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

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_