

Request for Proposals

Preston Public Schools



Locker Replacement Preston Plains Middle School

Preston Veterans Memorial School

March 19, 2019
3:30 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:

Locker Replacement – Preston Plains Middle School

Description of Work - Replace approximately 220 Lockers in Preston Plains Middle School. 12”x15”x 60” Better than or equal to Lyon standard single tier. 1st Floor 80 lockers. 2nd Floor 140 lockers.

Interested bidders accompanied by our Buildings & Grounds Supervisor Mr. Michael House, must familiarize themselves with the work beforehand by making an on-site visit. Appointments can be arranged by calling 860-213-1991

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 4:00 PM on March 19, 2019 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 12, 2019 to spangj@prestonschools.org.

A bid deposit in the form of a bid bond, 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remain firm until the Proposer provides written notice to the Preston Public Schools that the proposal has been withdrawn.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.

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 marked "Locker Replacement PPMS" 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 3:30 PM March 19, 2019 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, and verification that specifications have been followed, to the Preston Superintendent of Schools or his designee.

INTERPRETATION OF PROPOSAL DOCUMENTS

Questions can be submitted by email only to spangj@prestonschools.org on or before March 12, 2019, 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 - 220 Lockers in Preston Plains Middle School 12"x15"x 60" . 1st Floor 80 lockers. 2nd Floor 140 lockers. Better than or equal to Lyon standard single tier.

PROPOSAL SPECIFICATIONS

1. Interested bidders accompanied by our Buildings & Grounds Supervisor Mr. Michael House, must familiarize themselves with the work beforehand by making an on-site visit. Appointments can be arranged by calling 860-213-1991.
2. Change Orders can be submitted using the standard AIA form only. Approved Change Orders will be signed by the Preston Superintendent of Schools.
3. Bid submission should include a description of the lockers being proposed.
4. Locker color - Blue

5. Lockers should have sloping tops, louver doors, able to accommodate combinations or padlock.
6. Interior should include three hooks and one shelf.
7. Contractor will remove existing lockers. School district is responsible for disposal.
8. Work must occur when school is not in session. (April 15-19 or after June 18)
9. Included with the proposal should be the names of at least three municipal or school locations where comparable projects were completed. It can be expected that Preston personnel will conduct site visits prior to the contract award.

10. The use of subcontractors is discouraged but if required must be included in submitted proposals.

11. 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/\$2,000,000 aggregate.

Proposal Form

March 19, 2019

Replace 220 lockers Preston Plains Middle School

Dollar Price

Remove existing lockers and replace with 220 better than or equal to Lyon standard single-tier 12" x 15" x 60".

Bid Amount

Date of pre-bid site visit

Date work begins

Date work 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 _____
