

**INVITATION FOR REQUEST FOR PROPOSAL**

**AMITY REGIONAL SCHOOL DISTRICT #5**

**CENTRAL ADMINISTRATIVE OFFICE**

**25 NEWTON ROAD**

**WOODBIDGE, CONNECTICUT 06525**

**April 11, 2016**

**SPECIFICATIONS AND PROPOSAL FORM FOR  
AMITY HIGH SCHOOL BLEACHER RENOVATIONS  
ANY INQUIRIES CONCERNING THE SPECIFICATIONS**

**SHOULD BE DIRECTED TO:**

**DIRECTOR OF FACILITIES**

**(203) 397-4817**

**SEALED PROPOSALS WILL BE RECEIVED NO LATER THAN**

**1:00P.M., Wednesday, April 27, 2016**

**IN THE CENTRAL ADMINISTRATIVE OFFICE**

**MARK SEALED PROPOSAL ENVELOPE CLEARLY:**

**“AMITY HIGH SCHOOL BLEACHER RENOVATIONS”**



## **INTRODUCTION**

These specifications are for proposals from firms or individuals (Contractor) for the following services at the Amity Regional School District #5 (Amity) facilities in Woodbridge:

### **AMITY HIGH SCHOOL BLEACHER RENOVATIONS**

All proposals shall be submitted to Amity in accordance with these specifications and the conditions as set forth in the contract documents. The successful respondent will be required to sign a contract with the School District which will comply with the terms and conditions hereof.

It is the intention of Amity to select a Contractor to provide these services based on factors which include the comprehensiveness and quality of the proposal, the experience of the Contractor, the costs submitted by the Contractor, and factors which, in the opinion of Amity, will lead to efficient, cost effective, and well maintained facilities. Price in and of itself will not necessarily be the deciding factor in awarding the contract.



8. **Health and Background Examinations:** The Contractor shall cause all of its employees to submit to periodic health examinations and background investigations at least as frequent and as stringent as required by law for school employees, and to submit satisfactory evidence of compliance to Amity.
9. **Discounts:** Buying and purchasing procedures will be according to state statutes and Amity policy and the Contractor will make every effort to take advantage of all trade discounts and rebates which shall be credited to the cost of operations. The Contractor will practice all feasible economies in the operation of Amity's facilities. No employee, official, manager, or representative of the Contractor shall accept gratuities or "kick-backs" of any sort. In the event of a violation, the personnel shall be immediately dismissed by the Contractor.
10. **Records, Certifications. Etc.:** The Contractor shall keep full and accurate accounts and records in connection with the services covered in this contract.

The Contractor will be totally and completely responsible for seeing that the operation is in complete conformity with all rules and regulations of the Connecticut Department of Education, Amity, and all other applicable Federal, State, and Local laws, codes or regulations. All assessments to Amity for noncompliance will be paid by the Contractor.

11. **Inventory:** Not applicable.
12. **General:** It will be strictly understood that the Contractor and its employees shall at no time bring upon the premises any alcoholic beverages for sale, gifts, or use in any manner whatsoever. No tobacco or drugs in any form are to be used by the Contractor or any of its employees on the premises.
13. **Award:** Award of contract will be to the Contractor that submits a proposal that is determined to be responsive to the invitation and most advantageous to Amity.
14. **INSURANCE:**  
The successful Contractor will **NOT** commence work under the terms of the specifications until it has furnished a Certificate of Insurance to Amity showing that it has Contractor's Public Liability, Property Damage, and Workmen's Compensation insurance providing and including full coverage for all subcontractors, the Amity, its agents, and employees. The minimum limits are: Property and Liability Coverage - \$1,000,000 per occurrence; Workers Compensation – Statutory Requirements. Insurance policies shall contain a day cancellation and/or modification clause with the requirements of a written notice by the insurance company to the Amity. Amity Regional School District No. 5 shall be listed as additionally insured as well as certificate holder and must have proper endorsement from Insurance provider.
15. **INDEMNITY:**  
The Contractor assumes the entire responsibility and liability in and for any and all damages and/or injuries of any kind or nature whatsoever to all persons, whether employees or otherwise, and to property arising out of or resulting from the services provided as herein set forth and provided for in the contract, and for any and all damages and/or injuries of any kind which shall occur in connection therewith and said Contractor agrees to indemnify, defend and save harmless Amity, its agents, servants, and employees for and against any and all losses, expenses, including legal fees and disbursements,

damages and/or injuries growing out of or resulting from or occurring in connection with the execution of the work herein provided for including, by way of example and not by way of limitation, any losses, expenses including legal fees and disbursements, damages or injuries occurring in connection with or resulting from the use by the Contractor, its agents or employees, of any equipment, stock, appliance, implements, works, tools or machinery, or any other property owned, rented, borrowed by or assigned to the aforesaid Amity arising under any law whatever, which may be in effect in the locality in which the work is situated or otherwise.

16. **SUBCONTRACTORS:**

Amity will recognize only the successful contractor for the proper execution of the entire work under the contract. The contract may not be assigned in whole or in part.

17. **MISCELLANEOUS:**

1. The selection of the Contractor to serve the needs of Amity is an important and complex task. It is recognized that there are probably many persons and/or entities that can provide the services and which would adequately meet these needs. Amity will exercise both objective and subjective rationale in the selection process. The Request for Proposals is intended to provide interested parties with uniform information concerning the requirements for submitting proposals. In responding to this Request for Proposals, proposal requirements and content format indicated herein must be adhered to. Failure to respond to all of the information requested may result in the disqualification of the proposal. The Contractor is free to suggest alternative program variations that would achieve Amity's objectives as stated above.
2. The submission of a proposal will be construed to mean that the respondent is fully informed as to the extent and character of Amity's requirements, and the respondent represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with the specifications.
3. Once submitted, all proposals become the property of Amity, which reserves the right to reject any and all proposals. Proposals must be firm and may not be withdrawn for 90 days, or until Amity awards the contract, whichever comes first.
4. Amity shall not be liable for any costs incurred by respondents in preparing or submitting proposals.
5. Amity reserves the right to accept any item or group of items proposed in any proposal, unless the respondent qualifies its offer by specific limitation. Amity reserves the right to select a respondent who is not the lowest priced respondent as it deems in its best interest.
6. Amity reserves the right to reject any proposal, in whole or in part, and to waive technical defects, qualifications, irregularities, and omissions, if, in its sole judgment, the best interests of Amity will be served. Each proposal received within the required time frame will be evaluated individually by Amity. Each evaluation will come of necessity, consistent subjective judgments concerning each proposal.
7. Amity reserves the right to negotiate with any respondent regarding changes to the original proposal which may be deemed to be in the best interests of Amity.

8. In the event that such successful respondent fails to execute a contract within thirty (30) days after notification of award by Amity, Amity may cancel its action and reconsider other proposals or solicit new proposals.
9. Amity shall consider the successful Contractor to be the sole point of contact with regard to contractual matters including payment to performance of service by the Contractor, its agents and employees. The successful Contractor shall not be allowed to assign the contract nor delegate any responsibilities or duties to any third party without prior written consent of Amity.
10. If it becomes necessary to revise any part of this Request for Proposal or otherwise provide additional information, an addendum will be issued by Amity and furnished to all prospective respondents who have received copies of this original Request for Proposal.

## SPECIFICATIONS AND INSTRUCTIONS

1. All prospective Contractors must; be State of Connecticut licensed or approved vendor; demonstrate a minimum of 5 years experience with system listed herein; demonstrate ability to secure OEM equipment for repair/replacement purposes.
2. Should a prospective Contractor need clarification or interpretation, he/she must request such in writing to the Director of Finance and Administration at least seventy-two (72) hours prior to the proposal opening. Responses shall also be in writing and shall be distributed to all known prospective Contractor(s). The Owner or its agents will not be responsible for any alleged oral instructions or interpretations given to prospective Contractor(s).
3. No proposal will be considered unless properly completed and signed by the Contractor.
4. The Contractor shall quote a unit price for labor, percent markup for materials (MMU), and delineate other Contractor charges if any (see Bid form) when specified on the bid document.
5. A Certificate of Insurance with 60 days prior written notice of cancellation naming Amity Regional School District No. 5 as an additional insured must be filed by the successful Contractor with the Director of Finance and Administration before the contract is awarded. (See General Conditions for specific limits)
6. The contract will be awarded within thirty (30) days of proposal opening.
7. The contract period will begin July 1, 2016 and end August 28, 2016.
8. Sites included are:  
Amity Regional High School, 25 Newton Road, Woodbridge
9. **GENERAL SCOPE OF WORK** (includes, but not limited to) See exhibit A for detail scope  
Contractor shall:
  - ◆ Perform all work per Industry standards, and all other regulations and entities governing. Be available to perform work on 24/7 basis. Provide owner with 24/7 contact information.
  - ◆ Provide all labor, materials, equipment and tools needed.
  - ◆ Provide, install, repair and/or replace hardware devices/equipment as needed.
  - ◆ The job is to be turnkey for Amity; include all demolition, service work and debris removal, etc in the pricing
  - ◆ All work to be done in a workmanlike manner; follow all applicable federal, state, and local codes
  - ◆ Successful vendor will be responsible for pulling any necessary permits; check with the Town of Woodbridge building department
  - ◆ Vendor is to leave the site clean and free of debris at the end of each work day
  - ◆ Include all warranty information in the bid package
  - ◆ Include all cut-sheets on the equipment being proposed in the bid package
  - ◆ Work only to be done AFTER coordinating with appropriate personnel.

**AMITY REGIONAL SCHOOL DISTRICT #5  
WOODBRIAGE, CONNECTICUT**

**LIST OF EXHIBITS**

EXHIBIT A	SCOPE OF WORK
EXHIBIT B	TECHNICAL DATA
EXHIBIT C	OFFICIAL BID FORM(S)
EXHIBIT D	ADDITIONAL BID RESPONSE INFORMATION

**EXHIBIT A**  
**SCOPE OF WORK AND RELATED INFORMATION**  
**AMITY HIGH SCHOOL BLEACHER RENOVATION**

- ◆ Amity Regional School District No. 5 is requesting proposals for renovating the Hussey bleachers in the main gymnasium at Amity Regional High School, 25 Newton Road, Woodbridge, CT
- ◆ Provide and install Tuff Deck Supports to reinforce the top two rows of bleachers and to provide and install an Integral Power System to allow the bleacher system to open and close automatically with the use of a hand-held pendant control
- ◆ All parts used must be factory authorized Hussey replacement parts to ensure full compatibility with our existing bleachers.
- ◆ Bids are due Wednesday, April 27, 2016 at 1:00 PM
- ◆ Amity Regional School District No. 5 reserves the right to waive errors in any proposals, to accept other than the low bidder, and reject any or all proposals at its discretion

**EXHIBIT B**  
**TECHNICAL DATA INFORMATION**  
**AMITY HIGH SCHOOL BLEACHER RENOVATION**

**SECTION 12760 - TELESCOPING GYM SEAT POWER SYSTEM, DECK SUPPORT  
AND  
SAFETY CURTAIN SPECIFICATIONS**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Section Includes: Telescoping Gym Seating electrically operated systems of multiple-tiered seating rows comprising of seat, deck components, understructure that permit closing, without requiring dismantlement, into a nested configuration for storing or moving purposes.
  - a. Wall Attached Telescoping Gym Seats.
- B. Related Sections:
  - 1. Floor & wall construction for operation of Telescoping Gym Seats. Flooring shall be level and rear wall plumb within 1/8" in 8'-0. Maximum bleacher force on the floor shall be a static point load of 250 psi.
  - 2. Electrical power supply wiring and connections, by others.

**1.02 REFERENCES**

- A. National Fire Protection Association (NFPA)
  - 1. NFPA 102 Standard for Assembly Seating, Tents and Membrane Structures.
- B. American Welding society (AWS):
  - 1. AWS D1.1 Structural Welding Code - Steel.
  - 2. AWS D1.3 Structural Welding Code - Sheet Steel.
- C. American Institute of Steel Construction (AISC):
  - 1. AISC - Design of Hot Rolled Steel Structural Members.
- D. American National Standards Institute (ANSI).
- E. American Iron & Steel Institute (AISI):
  - 1. AISI - Design Cold Formed Steel Structural Members.
- F. Aluminum Association (AA):
  - 1. AA - Aluminum Structures, Construction Manual Series.
- G. American Society for Testing Materials (ASTM):
  - 1. ASTM - Standard Specification for Properties of Materials.

## **1.04 SUBMITTALS**

- A. Section Cross-Reference: Submit required submittals in accordance with "Conditions of the Contract" and Division 1 General Requirements sections of this "Project Manual."
- B. Project Data: Manufacturer's product data for each system. Include the following:
  - 1. Project list: Ten (10) seating projects of similar size, complexity and in service for at least five (5) years.
  - 2. Deviations: List of deviations from these project specifications, if any.
- C. Shop Drawings: .
  - 1. Wiring Diagrams: Indicate electrical wiring and connections.
- E. Manufacturer Qualifications: Certification of insurance coverage and manufacturing experience of manufacturer.
- F. Installer Qualifications: Installer qualifications indicating capability, experience, and manufacturer acceptance.
- G. Engineer Qualifications: Certification by a professional engineer registered in the state of manufacturer that the equipment to be supplied meets or exceeds the design criteria of this specification.
- H. Operating/Maintenance Manuals: Provide to Owner maintenance manuals. Demonstrate operating procedures.
- I. Warranty: Manufacturers standard warranty documents.

## **1.05 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Manufacturer who has a minimum of twenty years of experience manufacturing telescoping gym seats.
- B. Installer Qualifications: Engage experienced Installer who has specialized in installation of Hussey Seating telescoping gym types similar to types required for this project and who is acceptable to, or certified by, telescoping gym seat manufacturer.
- C. Engineer Qualifications: Engage professional licensed engineer experienced in providing engineering services of the kind indicated that have resulted in the successful installation of telescoping bleachers similar in material, design, fabrication, and extent to those types indicated for this project.

## **1.06 DELIVERY, STORAGE AND HANDLING**

- A. Deliver telescopic gym seats in manufacturers packaging clearly labeled with manufacturer name and content.
- B. Handle seating equipment in a manner to prevent damage.
- C. Deliver the seating at a scheduled time for installation that will not interfere with other trades operating in the building.

## **1.07 PROJECT CONDITIONS**

- A. Field Measurements: Coordinate actual dimensions of construction affecting telescoping bleachers installation by accurate field measurements before fabrication. Show recorded measurements on final shop drawings. Coordinate field measurements and fabrication schedule with construction progress to avoid delay of Work.

## **1.08 WARRANTY**

- A. Manufacturer's Product Warranty: Submit manufacturer's standard warranty form for telescoping bleachers power system. This warranty is in addition to, and not a limitation of other rights Owner may have under Contract Documents.
  - 1. Warranty Period: One year from Date of Substantial Completion.
  - 2. Beneficiary: Issue warranty in legal name of project Owner.
  - 3. Warranty Acceptance: Owner is sole authority who will determine acceptance of warranty documents.

## **1.09 MAINTENANCE AND OPERATION**

- A. Instructions: Both operation and maintenance shall be transmitted to the Owner by the manufacturer of the seating or his representative.
- B. Service: Maintenance and operation of the seating system shall be the responsibility of the Owner or his duly authorized representative, and shall include the following:
  - 1. Operation of the Seating System shall be supervised by responsible personnel who will assure that the operation is in accordance with the manufacturer's instructions.
  - 2. Only attachments specifically approved by the manufacturer for the specific installation shall be attached to the seating.
  - 3. An annual inspection and required maintenance of each seating system shall be performed to assure safe conditions. At least biannually the inspection shall be performed by a professional engineer or Hussey Seating certified & qualified service personnel.

## **PART 2 - PRODUCTS**

### **2.01 MANUFACTURER**

- A. Manufacturer: Hussey Seating Company, U.S.A.
  - 1. Address: North Berwick, Maine, 03906
  - 2. Telephone: (207) 676-2271; Fax: (207) 676-9690
  - 3. Product: Hussey Telescopic Gym Seat Power System for:
    - a. Model: 2600 Series Telescopic Gym Seats, adjustable row spacing in one inch increments from 22 to 24 inches.
    - b. Only factory authorized parts, manufactured by Hussey Seating Company, will be acceptable for safety and operational reasons. Parts from other manufacturers, or aftermarket parts, will not be considered for this project.
    - c. Power operation shall utilize a combination of contactors to insure the wiring is not energized except during pendent operation. Straight wired electric system is not allowed.

## 2.02 POWER SYSTEM

- A. Integral Power: Furnish and install Hussey (Pow-R-Trac III), an integral automatic electro-mechanical propulsion system, to open and close telescopic seating. Integral Power and Control System shall be Underwriters Laboratories, Inc. (UL) approved and listed.
1. Operation shall be with a removable pendant control unit which plugs into seating bank for operator management of stop, start, forward, and reverse control of the power operation.
  2. Each Pow-R-Trac (III) unit shall consist of output shaft gear reducer with 6" diameter x 4" wide wheels covered with non-marring 1/2" thick composite rubber. Reducers shall be fitted with induction motors which will provide an average operating speed of (45/15) f.p.m. Motors shall be spring adjustable for floor variations and installed under the first moving row.
  3. Delay switches shall be installed on truncated sections for proper operation in conjunction with the other non-truncated joined sections.
  4. Operating Loads: Each Pow-R-Trac (III) provides (220 / 550) lbs pull force which equals approximately (28 / 35) lbs psi lateral force on the floor.
  5. Electrical: Seating Manufacturer shall provide all wiring within seating bank including pendant control.
    - a. Each Pow-R-Trac (III) unit is power operated by a 1/2 horsepower, 1725 R.P.M., 115 Volts, 50/60 Hz., single phase 1.25 service factor motor. This motor draws a full load current of 11.6 amperes. Power supply required shall be 120/208 volts three phase 4 wire plus ground service with 20 amps. Motors, housing, and wiring shall be installed and grounded in complete accord with the National Electric Code.
    - b. The electrical contractor shall provide required power source with no greater than 4% voltage drop at the seatings junction box. The electrical contractor shall supply junction box, 12" x 12" x 6", and manual disconnect (non-fused) and perform all wiring connections in junction box that are attached to or a part of the building.
    - c. Power Source to terminate in a surface mounted junction box, 5'-0" above the floor centrally located behind each seating bank.
- B. Section Connectors: Furnish and install Hussey Section Connectors and hardware to Connect all decks at each row on each section break.
1. Sections can be moved together or a gap filler added.
  2. Section Connectors must be installed at the deck support locations using
    - (2) Section connectors and connecting hardware at each deck location.

## **2.03 TUFF DECK SUPPORTS**

- A. Tuff Deck Supports: are designed to prolong the life of the existing frame cantilevers.
  - 1. Supports are attached to the last row frame by a sandwich clamp and to the floor by anchors. Each support is positioned under the second to last row deck and secured to the deck.
  - 2. Three Tuff Deck Supports are required per each section of bleachers.

## **2.04 SAFETY END CURTAINS**

- A. End Curtains: are designed to reduce risk from injuries sustained by unauthorized individuals walking or playing under the bleachers.
  - 1. These automatic curtains are permanently attached to your bleachers and rear wall at each open end.
  - 2. They are self-storing and designed to open and close in conjunction with the operation of the bleacher, which eliminates the need for additional storage and set up time required. End curtains are 14 oz. polyester, and available with custom logo, and in 18 standard colors.

## **PART 3 - EXECUTION**

### **3.01 EXAMINATION**

- A. Verification of Conditions: Verify area to receive telescoping Power Systems are free of impediments interfering with installation and condition of installation substrates are acceptable to receive telescoping Power System in accordance with telescoping gym seats manufacturer's recommendations. Do not commence installation until conditions are satisfactory.

### **3.02 INSTALLATION**

- A. Manufacturer's Recommendations: Comply with telescoping gym seat power system manufacturer's recommendations for product installation requirements.
- B. General: Install telescoping Power System in accordance with manufacturer's installation instructions and final shop drawings. Provide accessories, fasteners, and other items for installation of telescoping gym seat power system.

### **3.03 ADJUSTMENT AND CLEANING**

- A. Adjustment: After installation completion, lubricate, test and adjust each telescoping gym seat power system to operate in compliance with manufacturer's operations manual.

### **3.04 PROTECTION**

- A. General: Provide final protection and maintain conditions, in a manner acceptable to manufacturer and installer to ensure telescoping gym seats are without damage or deterioration at time of substantial completion.

**EXHIBIT C**  
**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**2015-2016 SCHOOL YEAR**  
**OFFICIAL BID FORM**  
**AMITY HIGH SCHOOL BLEACHER RENOVATION**

To be delivered in a sealed envelope marked "AMITY HIGH SCHOOL BLEACHER RENOVATION" to the Director of Finance and Administration, District Office, Amity Regional School District No.5, 25 Newton Road, Woodbridge, CT 06525 before 1:00 P.M. on Wednesday, April 27, 2016.

Having read the "Invitation for RFP", "Scope of Work and Related Information" and all other related documents, the undersigned hereby agrees and proposes to provide Amity High School Bleacher Renovation services as outlined and submits proposal below. Acceptance of this proposal by Regional School District No. 5, in writing, shall constitute the basis for a written contract between the two (2) parties.

**BASE BID**  
**FOR THE FISCAL YEAR ENDING JUNE 30, 2016**

AMITY REG. HIGH SCHOOL BLEACHER RENOVATION
<b>TOTAL COST:</b>
<b>COMMENTS OR NOTES:</b>
<b>ANTICIPATED TIME LINE:</b>

Name of Bidder \_\_\_\_\_

Date \_\_\_\_\_

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

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

\_\_\_\_\_

24/7 contact info \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

**EXHIBIT D**  
**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**2015-2016 SCHOOL YEAR**  
**ADDITIONAL BID RESPONSE INFORMATION**  
**AMITY HIGH SCHOOL BLEACHER RENOVATION**

**1. Due Date and Delivery**

Written responses in a **sealed** envelope must be submitted no later than **April 27, 2016, at 1:00 P.M.** All bidders must deliver two original written copies and one electronic version of your response to:

Jack B. Levine  
Director of Finance and Administration  
District Office  
Amity Regional School District No. 5  
25 Newton Road  
Woodbridge, CT 06525

Please allow ample time for receipt of responses. Responses received after 1:00 P.M. on April 27, 2016 will **not** be accepted or recognized. **Postmarks do not determine actual receipt.** Sealed bids may be hand delivered. Facsimiles and e-mails are **not** acceptable.

**2. Additional Information**

Any questions or requests for additional information should be addressed, in writing, to Jim Saisa, Director of Facilities via mail to the address above or via email at [jim.saisa@reg5.k12.ct.us](mailto:jim.saisa@reg5.k12.ct.us).

Reasonable requests will receive expeditious response. Requests for additional information or interpretations must be received by the RFP Due Date, as described in the timetable. Interpretations, corrections and changes to this RFP will be made by Addendum issued by the District. Interpretations, corrections and changes of the RFP made in any manner other than by such an Addendum will not be binding, and Respondents shall not rely upon them. Addenda will be issued no later than the Addenda Close Date, as described in the timetable. Addenda will be provided to all prospective respondents that inform the District in writing of its desire to receive Addenda.