

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 GYM FLOOR RESTORATION
ANY INQUIRIES CONCERNING THE SPECIFICATIONS**

SHOULD BE DIRECTED TO:

DIRECTOR OF FACILITIES

(203) 397-4817

SEALED PROPOSALS WILL BE RECEIVED NO LATER THAN

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

IN THE CENTRAL ADMINISTRATIVE OFFICE

MARK SEALED PROPOSAL ENVELOPE CLEARLY:

“AMITY HIGH SCHOOL GYM FLOOR RESTORATION”



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 GYM FLOOR RESTORATION

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 31, 2016 and end August 16, 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, repair work, disposal of debris, 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
WOODBRIIDGE, CONNECTICUT**

LIST OF EXHIBITS

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

EXHIBIT A
SCOPE OF WORK AND TECHNICAL RELATED DATA
AMITY HIGH SCHOOL GYM FLOOR RESTORATION

- ❖ Amity Regional School District No. 5 is requesting proposals for the sanding, finishing, and game-line painting of the Amity Regional High School gym floor. The school is located at 25 Newton Road, Woodbridge, CT. Following is the scope of work for the job:

- **SANDING AND FINISHING SPECIFICATIONS FOR MAPLE GYM FLOORS USING**

Hillyard BASECOAT AND Hillyard *1907 Gym Finish*

SANDING:

Floor shall be sanded after all other trades are finished. All wood floors shall be sanded with a heavy power driven sander. For the first cut, the floor shall be traversed in both directions going with the grain of the flooring using No. 2 1/2, (30 Grade) sandpaper. Follow with No. 1 1/2, (40 Grade) paper, then with No. 1/2, (60 Grade) finishing with No. 2/0, (100 Grade). All cuts should be made with the grain and rough or finish sanding on the diagonal will not be permitted without specific permission from the architect. Particular attention should be given on each finishing cut to completely remove the coarser grit marks from the preceding cut. Sanding machine shall not be moved more than 2 boards at a time for each traverse on any of the four cuts. After sanding, a better overall floor appearance is achieved by screen disk abrading the floor with a rotary buffing machine. On this last cut, use a floor buffer fitted with fine paper or a fine screen disk, (typically 100 - 120 grit), and sand the entire floor to blend circular cuts of the disc sander with the drum sander cuts. This additional screening is strongly recommended for pattern flooring. After sanding, contractor shall thoroughly vacuum floor with heavy-duty commercial type vacuum and request inspection by the architect or his authorized representative before any finishing work shall start.

SEALING:

After sanding, floor shall be thoroughly swept and vacuumed. Tack rag floor with a turkish towel, slightly dampened with Kleen-Up Solvent, until no traces of sanding dust remain on floor. Allow floor to dry a minimum of one hour. Apply Basecoat with a Multi-Flo applicator or a clean, synthetic lightweight T-Bar applicator. 1) Pour a small amount of Basecoat onto the floor and saturate the T-Bar applicator pad. Next, pour a 4 inch wide well of product the length of the floor (in the same direction the boards are running). Apply Basecoat with the grain of the wood, pulling the applicator at an angle so the excess finish will flow onto the uncoated side of the wood, maintaining a "wet edge". Continue this process until the entire floor is coated. Do not leave puddles or excess material on the floor. 2) Allow 2-4 hours between coats of seal. Abrasion is not necessary between the 1st and 2nd coats of seal if coated within 8-10 hours, but for best results and to ensure a smooth surface with minimal grain raise, abrade the 1st coat of seal with 3M SPP (Surface Preparation Pads) at a rate of 250 ft²/side, to remove grain raise. Tack rag using towels moistened with Tack-It or Pre-Game solution, allow the floor to dry and apply a second coat of Basecoat. 3) After the second coat has dried a minimum of four hours,

entire surface should be abraded using the Hillyard Maroon Between Coating Buffing Pads (at 250 ft²/side of pad). Floor shall be "tack ragged" as outlined above in preparation for court layout and painting.

COURT LINING:

Game Line Paint: Properly abrade the entire floor, sweep, vacuum, and tack rag floor until clean. Mark game lines with proper colors of Hillyard Contender Line Paints or Hillyard approved paint according to architect's blueprints and with the use of precision taping machine for circles and arches. Note: masking tape should be pulled after the final application of paint has dried one hour. Hillyard Contender Line Paint should be allowed to dry at least 12 hours. (Contact your Hillyard representative if solvents based paints or alternatives are required for use with Hillyard 1907 water based finish). Darker colors may require longer curing times, extremely light colors may require 2 applications for proper hiding.

FINISHING:

After lines have dried overnight, thoroughly abrade all painted areas and entire floor using *Hillyard Maroon Between Coat Buffing Pads* (250 ft²/side of pad). (Floor must be abraded with 3M Surface Preparation Pads, instead of maroon pads, if allowed to cure more than 48 hours between coats.) Tack entire floor until clean. Tacking immediately prior to finish application using the Hillyard / Chicopee tacking system is recommended for best appearance results. Apply a coat of Basecoat using either the lightweight T-Bar or Multi-Flo applicator. Allow to dry 4-6 hours before applying the next coat of Basecoat. No abrasion is necessary if recoated in less than 10-hours. If Basecoat dries longer than 12 hours between coats of product, abrade the floor with *Hillyard Maroon pads* (250 ft²/side of pad), tack rag, and remove all traces of dust and debris. If Basecoat dries longer than 48 hours abrade with 3M SPP's before applying subsequent coats of 1907. After the final coat, do not use floor for at least 72 hours. Avoid heavy traffic for at least one week.

PLEASE NOTE: During product application and drying time, floor must be free of dust and dirt. Avoid direct air currents that carry dust and dirt. Temperatures of the floor, room and materials should be between 60°F and 95°F during treatment and curing. Allow adequate ventilation for proper curing. Product and paint must be abraded with 150-grit screens or 3M Surface Preparation Pads (instead of maroon pads) if allowed to cure more than 48 hours between coats. Do not use cleaners on 1907 until the coating has cured for one week Tacking immediately prior to application using the Hillyard / Chicopee tacking system is recommended for best appearance results.

- A mandatory site visit is scheduled for Friday, April 15, 2016, at 1:00 PM, at Amity Regional High School
- Work must begin immediately after the last day of July and completed by August 15, 2016
- All work to be completed in a workmanlike manner; site is to be left clean and free of debris at the end of each work day
- Successful vendor must be able to provide references from at least ten Connecticut public school districts where similar work has been done in the past three years; provide references in the sealed bid package

- Please direct any questions pertaining to the bid specifications to Jim Saisa, Director of Facilities, at 203-397-4818, during normal business hours
- Please direct any questions pertaining to the bid process to Jack Levine, Director of Finance and Administration, at 203-397-4813, during normal business hours
- Bids are due Wednesday, April 27, 2016, at 1:00 P.M.
- 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
AMITY REGIONAL SCHOOL DISTRICT NO. 5
2016-2017 SCHOOL YEAR
OFFICIAL BID FORM
AMITY HIGH SCHOOL GYM FLOOR RESTORATION

To be delivered in a sealed envelope marked "AMITY HIGH SCHOOL GYM FLOOR RESTORATION" 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 gym floor restoration 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, 2017

BASE BID PRICE Amity Reg. High School Wdbge	LABOR/ HOUR	MATERIAL MARK UP PERCENT	LABOR/HR PREMIUM TIME	OTHER CONTRACTOR CHARGES
TOTAL COST: (when applicable)				
COMMENTS OR NOTES:				

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
2016-2017 SCHOOL YEAR
ADDITIONAL BID RESPONSE INFORMATION
AMITY HIGH SCHOOL GYM FLOOR RESTORATION

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.

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.