

**REQUEST FOR PROPOSAL
UNIFIED SCHOOL DISTRICT NO. 383
2031 POYNTZ AVENUE
MANHATTAN, KS 66502-5898
www.usd383.org**

DATE: March 25, 2019

RFP No. 1819-M5

Anthony and Eisenhower Middle School Gym Floor Sanding and Refinishing Project

Sealed proposals addressed to USD 383 Purchasing Department, will be received at 2031 Poyntz Ave., Manhattan, Kansas 66502, **until April 18, 2019 at 2:30 P.M.** at which time proposals will be read aloud. Proposal envelope shall be plainly marked:

**SEALED PROPOSAL FOR AMS/EMS GYM FLOOR SANDING AND REFINISHING
PROJECT
RFP NO. P1819-M-5
DO NOT OPEN BEFORE
APRIL 18, 2019 at 2:30 P.M.**

Any proposal received later than the specified time, whether delivered in person or mailed, shall be disqualified. The district reserves the right to reject any/or all proposals and to accept the proposal deemed most advantageous to the Manhattan-Ogden School District and to waive any formalities of bidding.

All bidders whose domicile is located outside the State of Kansas should furnish the school district with a copy of their state's preferential bidding statutes and the applicable percent received by in-state bidders from the state in which the contractor is located.

For questions about this RFP or to request a site visit, please contact Matt Davis with USD 383 Maintenance at matthewd@usd383.org or (785) 587-2180.

For questions regarding purchasing or the bid process, please contact Carol O'neil at carolon@usd383.org or (785) 587-2000 ext 1846.

NOTICE TO BIDDERS

Items listed below apply to and become a part of the terms and conditions of this proposal unless superseded by any supplemental specifications or conditions enclosed or attached hereto; in which case the attached or enclosed conditions will prevail.

1. Inquires or protests concerning this proposal must be directed to Carol O'Neil at carolon@usd383.org or 785-587-2000 ext. 1846. All concerns, inquiries or protests to specifications need to be addressed in writing before the proposal opening. This may delay the proposal opening until the matter can be resolved. Protests to the award of the proposal need to be made by 5:00 P.M., C.S.T., the Friday following the Board of Education's award.
2. Proposals should be submitted on the form(s) provided. Proposals must be received in the Purchasing Department before the hour and date specified. Late proposals will be disqualified and returned unopened. Please include detailed specifications and information on all proposed items. Failure to include information may result in the vendor's proposal being considered not meeting the specifications.
3. Proposals cannot be altered or amended after opening time. Any alterations made before opening time must be signed by the bidder or their agent. No proposals can be withdrawn after opening time without the approval of the Purchasing Agent.
4. It is not the policy of the Manhattan Unified School District No. 383 to purchase on the basis of low proposals alone. In evaluating proposals submitted; price, service, responsiveness to proposal instructions and conditions, and bidder qualifications will be taken into account. The district shall have the right to reject any or all proposals, and in particular to reject a proposal not accompanied by any required Security or data required by the proposal documents or a proposal in any way incomplete or irregular.
5. Price quoted should be F.O.B. destination, inside delivery, unless otherwise stated in the proposal specifications. The proposal must clearly state the number of days required to deliver the product to the specified location. Failure to state delivery time obligates the bidder to make delivery in thirty (30) days. Deliveries shall be made during normal school hours unless prior approval has been obtained from the Purchasing Agent.
6. Please state how long proposal prices will remain in effect after proposal has been awarded, failure to do so will allow prices to remain in effect until final proposal award and contract has been carried out. All proposals are approved by the Board of Education. Regular meetings of the Board of Education are held on the first and third Wednesday of each month but may be subject to change. Please allow five (5) business days for processing purchase orders, after the Board of Education has made the award.
7. Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the firm name of the bidder and the proposal number.
8. A purchase order constitutes the buyer's offer to the seller upon the terms and conditions state herein, and shall become a binding contract on the terms set forth herein when it is accepted either by acknowledgement or performance.
9. If the supplier refused or fails to make deliveries of the materials or supplies within the time specified on the face of the request for the proposal of the purchase order, the Board of Education may, by written notice, terminate the

right of the supplier to proceed with deliveries on such part or parts thereof as to which there has been delay.

10. Supplier shall certify and warrant that goods, personal property, channels and equipment sold and delivered are free and clear of any and all liens or claims of liens for materials or services arising under and by virtue of the provisions of General Statutes of Kansas, 1961 Supplement, Sections 5B-201, et. Seq., and any other lien, right or claim of any nature or kind whatsoever.
11. All items must be properly packed or crated to insure delivery in good condition, and in accordance with instructions listed on the face of the request for proposal or purchase order, if any.
12. Rejected items will be held at the seller's risk and expense. No replacement of defective items shall be made by the seller unless agreed to by a Board of Education representative in writing.
13. Payment of the seller's invoice is subject to adjustment for any shortage, or for rejection of any item or items.
14. All items contained in proposal are bid as separate items unless otherwise stated. In case of error in computations or totals, the unit price shall govern.
15. Termination: Should the awarded contractor be sold, merged or dissolved at any time during the contracted period, the District shall retain the right to withdraw and cancel any/all contract agreements without recourse from the original contracted entity. In such case, the District may solicit proposals for services from eligible firms.
16. Pursuant to the Kansas Act Against Discrimination, K.S.A. 44-1001 et seq., the following provisions are made a part of the terms and conditions of U.S.D. #383's contract-purchase orders, except where the contractor, vendor or supplier employs fewer than four (4) employees during the term of the contract-purchase order or whose contracts with this school district cumulatively totals five thousand dollars (\$5,000) or less during the fiscal year of the school district. Acceptance of such contract-purchase orders by the contractor shall constitute agreement to these terms and conditions. Contractor agrees that: (1) The contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract-purchase order because of race, religion, color, sex, physical handicap unrelated to such person's ability to engage in the particular work, national origin or ancestry; (2) In all solicitations or advertisements for employees the contractor shall include the phrase, "equal opportunity employer", or a similar phrase to be approved by the Kansas Commission on Civil Rights; (3) If the contractor fails to comply with the manner in which the contractor reports to said commission in accordance with the provisions of K.S.A. 1976 Supp. 44-1031, as amended, the contractor shall be deemed to have breached the terms of this contract-purchase order, and it may be canceled, terminated or suspended, in whole or in part, by this purchaser; (4) If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Kansas Commission on Civil Rights which has become final, the contractor shall be deemed to have breached the terms of this contract-purchase order, and it may be canceled, terminated or suspended, in whole or in part, by this purchaser; (5) The contractor shall include the provisions of paragraphs (1) through (4) inclusively of this paragraph in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

RFP SPECIFICATIONS
RFP NO. 1819-M5
ANTHONY AND EISENHOWER MIDDLE SCHOOL GYM FLOOR SANDING AND
REFINISHING PROJECT
DUE: APRIL 18, 2019 AT 2:30 P.M.

The purpose of this RFP is to obtain pricing from qualified contractors to provide sanding and refinishing of two gym floors (one at each location) as specified for Anthony and Eisenhower Middle Schools. Price should be all inclusive with all necessary materials and labor to be included in the Base Bid.

LOCATIONS:

Two Middle School Sites:

- 1) Susan B. Anthony Middle School
2501 Browning Avenue
Manhattan, KS 66502

- 2) Dwight D. Eisenhower Middle School
800 Walters Drive
Manhattan, KS 66502

GENERAL BIDDING INFORMATION

- **Base bid**
 - Should include pricing to supply all specified necessary materials and labor to sand, prepare, repaint game lines and artwork, and refinish wood gymnasium floors for the following locations specified:
 - Anthony Middle School
 - Approximate size of 8,256 sq ft (86 ft x 96 ft)
 - Eisenhower Middle School
 - Approximate size of 8,256 sq ft (86 ft x 96 ft)

SCOPE OF WORK

- **Preparation:**
 - Protection of all vertical surfaces and entryways to prevent damage.
- **Sanding:**
 - Floor is to be sanded to bare wood using a minimum of four cuts with the sanding machine - coarse, medium, and two fine until the surface is completely smooth.
 - Additional cuts shall be required if the surface is not completely smooth.
 - A diagonal cut shall be required if the floor is cupped.
- **Screening:**
 - After sanding, floor shall be screened with 100 grit discs.

- **Tack:**
 - After screening, the floor shall be vacuumed and tacked to insure that the surface is completely free from all dusts and particles, acceptable for finishing.
- **Sealer**
 - Application of two coats of 40% minimum solids oil based finish (per manufacturer's specifications).
 - After curing, screen sealer with 100 grit discs, followed by vacuum and tack to remove all dust and particles.
- **Game Lines:**
 - Paint game lines over sealer coats with product compatible with sealer and finish according to manufacturer's specifications. Minimum of two paint coats.
 - All game lines and artwork currently in place are to be repainted. Cross court volleyball lines will be repainted to location of newly installed overhead mounted volleyball standards.
 - All line colors will match existing line colors.
 - A minimum of 48 hours are to be allowed for paint cure.
 - Screen painted areas with 150 grit disc, followed by vacuum and tack to remove all dust and particles.
- **Finish:**
 - Application of two coats 40% minimum solids oil based finish (per manufacturer's specifications).
 - Screen between each finish coat with 100 grit discs, followed by tack to remove all dust and particles.
- **Repair:**
 - Any replacement of boards should be approved by Director of Facilities.

PRODUCT INFORMATION

- Sealer: POLOPLAZ Brand Oil-Modified Polyurethane Sealer
- Game Line Paint: Sherwin Williams Brand – compatible with sealer and finish
- Sealer: POLOPLAZ Brand Oil-Modified Polyurethane Finish
- Where specific brand names and products are referenced, no substitutions to specifications will be allowed.

PROJECT TIMELINE

- April 18, 2019 Bid Opening
- May 1, 2019 BOE Approval
- May 2, 2019 Purchase Order Issued - Notice To Proceed
- July 1, 2019 Project to begin
- July 26, 2019 Project completion

GENERAL NOTES:

- The following projects will be ongoing within the middle schools during the summer, which may require some coordination among other trades:
 - Eisenhower Middle School: bleacher replacement, overhead volleyball standard installation, epoxy flooring refinishing, interior lighting replacement, fire alarm and clock replacement, restroom fixture replacement, and restroom painting.
 - Anthony Middle School: bleacher replacement, overhead volleyball standard installation, epoxy flooring refinishing, fire alarm and clock replacement, restroom fixture replacement, and restroom painting.

REQUIREMENTS

- At least 10 years' experience providing services of same scope of work specified.
- Provide three professional references from projects of similar nature and scope.
- Notice to Proceed will be by way of district issued Purchase Order.
- Bidder is responsible for field verifying exact measurements.
- All work (labor and material) is to be warrantied for one year from project completion date.

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We have read all guidelines stated in the notice to bidders document and submit this quotation in accordance with stated conditions.

Authorized Signature _____ Date: _____

Printed name of above _____

Company representing _____

Address: _____

Questions concerning this quotation may be directed to: _____

Telephone number: _____

Fax number: _____

Email address: _____

If State contract vendor, contact # _____

Price is good for 90 days _____

Total Cost of Base Bid: _____

Floor Board Repair (price per square foot): _____

**** Please attach current copy of W9 to this bid response sheet ****