

KILLINGLY PUBLIC SCHOOLS

Request for Proposals (RFP)

for

**Killingly Memorial School Locker Replacement
RFP #2021-4**

Return Sealed Proposals to:

**Office of the Superintendent
Killingly Public Schools
79 Westfield Avenue
Killingly, CT 06239
(860) 779-6600**

Deadline:

**Monday, January 11, 2021
10:00 a.m.**

**Killingly Board of Education
Request for Proposals
RFP #2021-4
Killingly Memorial School Locker Replacement**

The Killingly Board of Education is requesting proposals for the removal, disposal and installation of student lockers at Killingly Memorial School.

The documents comprising the Request for Proposals may be obtained on the Board's website at <https://killinglyschoolsorg.finalseite.com/departments/business-office/bids-rfps> or from the Office of the Superintendent of Schools, 79 Westfield Avenue, Killingly, CT 06239 between the hours of 8:00 a.m. and 4:30 p.m. on any regular workday. There is a pre-proposal meeting on Monday, December 14, 2020 at 5:30 p.m. at Killingly Memorial School 339 Main Street, Killingly, CT 06239.

COVID-19 Precaution

Attendees will wear face masks and maintain social distancing for the duration of the pre-proposal meeting.

All sealed proposals **CLEARLY MARKED** "Killingly Memorial School Locker Replacement" must be received in the Office of the Superintendent of Schools on or before 10:00 a.m., January 11, 2021 at which time they will be opened publicly.

The Superintendent of Schools on behalf of the Killingly Board of Education, as awarding authority, reserves the right to reject any and all bids in full or in part and to waive any informalities in bidding.

November 30, 2020
Diane Summa
Interim Superintendent of Schools

NON DISCRIMINATION STATEMENT

The Killingly Public Schools are committed to a policy of EQUAL OPPORTUNITY/AFFIRMATIVE ACTION for all qualified persons. The District does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the District's nondiscrimination policies should be directed to the Human Resource Director.

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I. Introduction:

The Board of Education of the Town of Killingly (the “Killingly Public Schools” or “KPS”) is seeking proposals to remove and replace student lockers at Killingly Memorial School located at 339 Main Street, Killingly, CT 06239.

II. Project Requirements:

A. Background

Killingly Memorial School was built in 1951-1952. The building houses approximately 525 students in grades two through four. The existing student lockers for grades three and four are in need of replacement.

B. Project Description

Killingly Public Schools is seeking a contractor to remove and dispose of all existing lockers in Killingly Memorial School. The contractor is to measure and verify for replacement of the existing lockers with the following specifications:

**(193)-15” x 15” x 36”/72” 2-Tier Standard Locker by Lyon LLC on Existing Base
With (20) to be ADA compliant
(12)-15” x 15” x 72” 1-Tier Standard Locker on Existing Base**

Indicated below are additional locker specifications for both the knock down lockers and the locker accessories based on Lyon LLC design. Comparable designs will be considered.

Please Note:

- All single lockers to have 16 gauge bottoms and double tier lockers to have 16 gauge intermediates and bottoms**
- Bases shall be as described above**
- Locker locks shall be by owner, and are not included**
- Handles shall be stainless steel recessed ADA compliant handles**
- Color to match #3005 Wine Red by Lyons**
- Heavy Duty Frame and Door**
- Welded frame and door is constructed of 16-gauge steel for added rigidity**
- Standard numerical numbering sequence.**
- Steel door reinforcements add rigidity and dampen noise.**
- Full loop type hinges**
- Handy shelf for personal storage of hats, gloves, toiletries, books, etc. for 1-Tier lockers**
- Coat hook**
- Louvers**
- Rubber Bumpers for door dampening**
- Tough, powder coated finish color as noted above.**

The proposer must include a standard one (1) year warranty. A copy of this warranty must be included with the proposal.

A pre-proposal walk-through is scheduled for December 14, 2020 at 5:30 p.m. at Killingly Memorial School. COVID-19 precautions: Attendees will wear face masks and maintain social distancing for the duration of the walk-through.

The project must be completed by August 6, 2021.

C. Work Conditions

The contractor will perform work in such a manner that in no way will interfere with the functioning of the buildings or grounds for the students' use. Work may have to be performed after school hours or during July and August. A schedule of requested times shall be submitted and agreed upon by the district.

D. Warranty

Workmanship will be warranted for 1-year after completion of project.

E. Closing date

Proposals will be received until 10:00 a.m. January 11, 2021, at which time they will be publicly opened and read. All proposers are invited to attend this public opening, which will be held immediately following the closing time specified above at Central Office, 79 Westfield Avenue, Killingly, CT 06239.

Any proposal may be withdrawn prior to the above-scheduled time for receiving proposals or authorized postponement thereof. Any proposals received after the date and time specified shall not be considered. No proposal submitted may be withdrawn, in whole or in part, after the closing date.

F. Timeline

The Request for Proposal will be released on November 30, 2020 on the district website and Connecticut State Department of Administrative Services website. The pre-proposal meeting will be held on December 14, 2020 at 5:30 p.m. Questions may be submitted by email until December 28, 2020. All proposals are due to the Office of the Superintendent by 10:00 a.m. on January 11, 2021. All responses will be date stamped when received. The project must be completed by August 6, 2021.

III. Instructions:

All proposals shall include the completed Proposal Form indicating the legal name of the proposer, price proposal, and signature of a person or persons legally authorized to bind the Proposer. Proposers must be authorized to do business in the State of Connecticut. All required signatures shall be handwritten in ink with the full name of the person executing same.

All price proposals must remain firm for a period of 120 days from the closing date.

Questions may be submitted by email only to Mike Vassar mvassar@killinglyschools.org on or before December 28, 2020. Answers will be posted via addenda on the Board's website at <https://killinglyschoolsorg.finalsite.com/departments/business-office/bids-rfps>. Each proposer is responsible for checking the Board's website to determine if the Board has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

Proposals are to be submitted in a sealed envelope and clearly marked "Killingly Memorial School Locker Replacement."

All responses should be submitted to the attention of:

**Office of the Superintendent
Killingly Public Schools
79 Westfield Avenue
Killingly, Connecticut 06239**

Submissions are due by 10:00 a.m. on January 11, 2021

IV. Conditions:

- A. Bid Surety
A surety is not required.
- B. Form W-9
The successful proposer must provide a completed Form W-9 prior to execution of a contract.
- C. Payment
Final payment will be made upon the acceptance of the completed work by an authorized representative of Killingly Public Schools. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Business Office upon completion of the project.
- D. Taxes
Killingly Public Schools is exempt from all State and Federal taxes. Do not include these amounts in your proposal.
- E. Addenda
All addenda will be posted on the school website, <https://killinglyschoolsorg.finalsite.com/departments/business-office/bids-rfps>. It is the responsibility of the proposer to check the website for any addenda before submitting their proposal.
- F. F.O.B. Destination
All prices quoted must be net delivered to destination.
- G. Conflict of Interest
No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

H. Insurance Requirements

1. General Liability: Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. Killingly Public Schools shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.
2. Automobile Liability: Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.
3. Workers' Compensation: The proposer must have workers' compensation and employer's liability insurance as required by Connecticut and federal law, plus employer's liability limits of \$1,000,000 per accident, \$1,000,000 disease each employee and \$1,000,000 disease policy limit.
4. Umbrella Liability: The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming Killingly Public Schools as additional insured.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file an Insurance Certificate within (2) weeks of the date of notification of award. Failure or neglect to do so may be considered by Killingly Public Schools as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding KPS as Additional Insured must be in the Killingly Public Schools' possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish Killingly Public Schools with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Killingly Public Schools, its officers, agents, employees, and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in Connecticut.

I. Reservations

Killingly Public Schools may consider informal any proposal not prepared and submitted to Killingly Public Schools in accordance with the provisions herein stated. Killingly Public Schools reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of Killingly Public Schools.

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PROPOSAL FORM

Proposer's Full Legal Name: _____

Pursuant to and in full compliance with the Request for Proposals, the undersigned Proposer, having visited the site or property if applicable, and having thoroughly examined the Request for Proposals, including any addenda, hereby offers and agrees as follows:

Killingly Memorial School Locker Removal, Disposal and Replacement

To provide the products and/or services specified in, and upon the terms and conditions of, the RFP for the total sum of

_____/100 Dollars (write out in words) (\$_____).

BY: _____ TITLE: _____
(Print Name)

(Signature) DATE: _____