

# ROCHESTER COMMUNITY SCHOOLS

October 29, 2020

## Request for Proposals

### Rochester High School Auxiliary Gym Floor Replacement

Rochester Community Schools invites you to provide a proposal to replace the auxiliary gymnasium floor at Rochester High School per the specifications set forth herein.

#### **Proposal Information and Requirements for Acceptance:**

All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (<https://www.bidnetdirect.com>) **no later than 2:00 p.m., local time, November 19, 2020 (the "Due Date").** No oral, telephonic, or facsimile proposals will be considered.

RCS will not consider or accept any late Bids received after the Due Date specified within the RFP. It is the sole responsibility of the Bidder to ensure their proposal is entered completely and forms are uploaded on BidNet Direct before the closing date and hour indicated within the RFP. Bidders shall plan ample time to respond to all requirements and input all requirements. RCS is not responsible for any delivery delays.

Included in your proposal shall be one (1) of each of the following forms:

- Vendor Information Form – signed
- Vendor Proposal on Bid Proposal Form inclusive of specifications given within RFP
- Iran Economic Sanctions Certification form signed
- Familial Disclosure Statement form signed and notarized
- Bid Bond Security

Designated forms above must be submitted online (print, sign, scan & attach) by due date and time to: <https://www.bidnetdirect.com>.

#### **Bidder's Instructions:**

1. Proposals must be accompanied by a bid bond in the amount not less than 5% of the proposal amount, made payable to Rochester Community Schools.
2. The price quoted must be net. Discounts, rebates, and allowances will be used as criteria of evaluation, but must be stated separately in the proposal.
3. The buyer has the right to cancel a purchase order if the terms and conditions set forth herein are not met.
4. All purchases are to be exempt from all taxes including State and Federal taxes. Exemption certificates will be furnished upon request.
5. The information contained in the Request for Proposal is intended solely for internal use

by the Bidder in its bid preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

6. A recipient of the Request for Proposal is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Bid Proposal, or otherwise responding to the Bid, or any negotiations incidental to its Bid or the Bid.
7. Bids must meet or exceed all specifications herein. Any deviations from the specifications set forth must be clearly detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with the specifications, and successful bidder will be held responsible therefor. Additional Voluntary Alternates are allowed only in addition to Base Bid and only if fully equivalent to the Specifications.
8. The Board of Education reserves the right to accept any item in the bid; to accept or reject any or all bids, either in whole or in part; to waive any irregularity/informality herein; or if deemed to be in the best interest of the owner, to award the contract to other than the low bidder.
9. This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
10. From the issue date of the Bid until a decision is made, Bidders shall not communicate about the subject of the Bid or a Bidder's Proposal with the RCS Board of Education members, administrators, faculty, staff, students or employees, except for Requests for Clarification in **Specifications and Vendor Requirements** Section.
11. RCS intends that all Bidders have equal access to information relative to the bid, and that the bid contains adequate information. Each Bidder shall prepare its Bid based only on the information contained in the Bid. A prospective Bidder noting any inconsistency in the information contained in the Bid or in the Instructions shall request clarification, as referenced in the Bid Information and Requirements for Acceptance. No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication as an addendum to the Bid, a request for clarification or written response thereto, or in the Bid.
12. No member of Rochester Community Schools Board of Education, City, State or any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates.
13. All Bid Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) or any employee of the Bidder and any member of the Board of Education of the School District or the Superintendent of the School District. Bid Proposals that do not include this sworn and notarized familial relationship disclosure statement will not be consider by the Board of Education.
14. All bidders must provide the Certificate of Compliance – Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 and attach the signed form declaring that the bidder is not and will not become an "Iran Linked Business" at any time during the course of performing any services under an awarded contract. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

15. Vendor shall not during contract assign, transfer or subcontract any part of agreement to any other supplier.
16. The proposal must be net pricing. Discounts, rebates, and allowances will be used as criteria of evaluation, but must be stated separately on the Vendor Proposal Form.
17. Rochester Community Schools has the right to cancel a purchase order if the terms and conditions set forth herein are not met.
18. Proposal submitted is to include shipment delivered to the district location as specified.
19. All purchases are to be exempt from all taxes including State and Federal taxes. An Exemption certificate will be furnished upon request.
20. Proposals must meet or exceed all specifications herein. Any deviations from the specifications set forth must be clearly detailed on the proposal form; otherwise, it will be considered that items offered are in strict compliance with the specifications, and awarded vendor will be held responsible therefor.
21. Manufacturers specified are the only ones to be used. Substitutions are allowed if shown as separate pricing and accepted by the District.
22. The vendor shall agree to a "Hold Harmless" clause concerning the process, selection criteria, award, and contract as entered into with Rochester Community Schools.
23. SOLE BIDDER:
  - A. It is the District's intent that this Request for proposals, permits competition. It shall be the bidder's responsibility to advise Rochester Community Schools, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Proposal, to a single source. Rochester Community Schools shall receive such notification no later than five (5) days prior to the date set for acceptance of bids.
  - B. If only one proposal is received in response to this Proposal Request, a cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.
  - C. Rochester Community Schools reserves the right to cancel the Request for Proposal, or reschedule the proposal opening, if there is only one bid received. The decision by Rochester Community Schools will be final.

### **Project Scope & Background:**

Rochester Community Schools (RCS) is seeking proposals to provide a new auxiliary gymnasium wood floor at Rochester High School, 1361 Walton Blvd., Rochester Hills, MI 48309. The existing floor was damaged by recent water infiltration and need to be completely replaced.

The scope of the project would entail a complete installation that includes, but is not limited to the following. Contractors must submit a proposal on the full project scope. Partial scope bids will not be accepted.

- Demo and complete removal and haul away of existing auxiliary gymnasium floor
- Bleacher removal and reinstallation
- Complete site cleanup. Protect adjacent areas from dust and debris.
- Deliver, furnish and install approximately 7,332sf of 25/32" thick 2 1/4" face width second and better grade maple flooring supplied by Action Floor Systems, LLC. MFMA (Maple Flooring Manufacturers Association) over double layer 1/2" Action HPS sheeting over 3/8" natural rubber pads over 6 mil plastic sheeting
- Sand entire floor with a final cut of 100 grit sandpaper
- Furnish and apply 2 coats of MFMA approved Bona Sport oil-based sealer
- Paint all game lines, center logo and lettering per the existing floor
- Furnish and apply two coats of MFMA approved Bona Allcourt oil-based gym finish
- Furnish and install new Action vent cove base molding and doorway thresholds
- Furnish and install 4 new brass volleyball covers
- Sealing and application of any oil-base sealers or finishes must only be done during the holiday break: after noon on Friday, December 18, 2020 through January 3, 2021
- Provide transition strips and or thresholds as required.

### **Proposal Response:**

Please provide the following with your proposal:

1. **Proposal:** Your proposal response is to include a complete floor installation and clean up, which includes the removal and reinstallation of bleachers and all logo and line painting/stripping. The Flooring contractor is responsible for protecting the finishes of adjacent surfaces. Any damage to adjacent surfaces will be the responsibility of the contractor.

### **Schedule:**

Please provide a proposed schedule with your proposal.

**Note:** Project completion date must be no later than **January 4, 2021.**

### **Specifications and Vendor Requirements**

1. All proposals must include all forms as specified in **Proposal Information and Requirements for Acceptance** and be inclusive of all plans and specifications provided in RFP. Vendor proposal must be the exact net price.
2. **Board Approval:** Board of Education approval is anticipated in **December 2020.**
3. The Board of Education reserves the right to accept or reject any or all bids, to waive informalities and to accept the proposal which will best serve the interest of the school district.
4. **Requests for Clarification:** All requests for clarification must be submitted through BidNet Direct and all responses will be released within the online posting.
5. **Walk-through:** Bidder must visit the site prior to submitting their proposal. Site visit to be arranged in advance with Michaiiah McCollum, Contract Manager (248) 563-9103. No additional costs will be approved for not visiting the site and noticing items that are to be included in the project scope. Additional costs will be allowed only for unforeseen hidden conditions or added scope requested by the Rochester Community Schools.

### **Public Bid Reading:**

A public bid reading of proposals received for this project will be conducted in person at the RCS Administration Center located at 501 West University Drive, Rochester, Michigan on **Thursday, November 19, 2020 at 2:30 pm local time**. Attendees will be required to follow all Covid-19 safety protocols, including screening for admittance to the building.

### **Bid Evaluation Criteria:**

RCS will base award of this project on the following:

- Adherence to RFP requirements & bid specifications
- Pricing
- Prior experience with similar projects

### **Selection Process:**

Rochester Community Schools will base an award on several evaluation factors including, but not limited to: bid specifications, pricing, product availability, documentation requirements, and delivery terms. Please note that project will not necessarily be awarded to the lowest bidder or lowest price. RCS reserves to award the project to the most qualified bidder based on the criteria noted.

### **Award:**

Project is expected to be approved by the Rochester Community Schools Board of Education in **December 2020**. Work can commence upon Board approval. Please note the project will not necessarily be awarded to the lowest bidder or lowest price. Rochester Community Schools reserves to award the project to the most qualified bidder based on the criteria noted.

## Vendor Information Form

Vendor Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
                    Street Address                                      City                                      State                                      Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_ Payment Terms: \_\_\_\_\_

Product Lead-time: \_\_\_\_\_ business days. (Maximum number of days for delivery of an order from the day it is placed).

Deviations from specifications: Yes \_\_\_\_\_ No \_\_\_\_\_.  
If yes, please explain on the Vendor Price Quotation.

Vendor comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Bidder Authorization

The undersigned certifies that the proposal submitted meets or exceeds, all specifications, which all conditions noted here are acknowledged, and the firm prices and terms specified by the bidder are true and accurate.

My signature certifies that the accompanying proposal is not the result of, or affected by an unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud punishable under current Federal or Michigan law. I hereby certify that I am authorized to sign as a Representative for the Firm:

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Rochester Community Schools

## BID PROPOSAL FORM

PROJECT: Rochester High School Auxiliary Gymnasium Floor Replacement

**BASE BID:**

Lump sum bid for all work specified in the amount of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Proposed Schedule and Completion Date: ( \_\_\_\_\_ Days)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If award is made to our firm based upon our Bid Proposal, we agree to enter into the form of Contract with the School District in accordance with this Request for Proposal, the contract and our Bid Proposal.

My signature certifies that the Bid Proposal as submitted complies with all terms and conditions as set forth in this Request for Proposal, unless specifically enumerated as an exception as part of this Bid Proposal Form.

I hereby certify that I am authorized to sign as a Representative for the Firm:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

# Rochester Community Schools

## BID PROPOSAL FORM (Cont.)

PROJECT: Rochester High School Auxiliary Gymnasium Floor Replacement

Voluntary Alternates: List any voluntary alternates or clarifications to your proposal.

1.
2.
3.

Subcontractors: List any subcontractors you will utilize on this project.

Name	Address	Specialty
1.		
2.		
3.		

References: List contact information for similar installations:

1.
2.
3.





**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**  
**Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Rochester Community Schools’ Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Rochester Community Schools as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Rochester Community Schools’ investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

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

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature