



**ECPPS Maintenance Department**  
312 Pritchard Street  
Elizabeth City, NC 27909  
252-335-4306 Phone  
252-338-9333 Fax  
maintenance@ecpps.k12.nc.us

### Request for Proposal (RFP)

**Date:** May 4, 2023

**Elizabeth City-Pasquotank Public Schools Maintenance Department** is seeking proposals from qualified contractors for the Repair and Refurbish Services for Northeastern High Schools Stadium Bleachers.

The following timeline has been established to ensure that our project objective is achieved; however, the timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
Posted/Published	May 4, 2023
On-site visits	May 12, 2023 – May 23, 2023
RFP Due	May 25, 2023 at 11:00 a.m.
Contract Start/Complete Date	June 12, 2023 – August 18, 2023

#### **On-Site Visits**

Contactors are encouraged to visit school sites prior to bidding.

**Time:** To be scheduled by appointment

**Location(s):** Northeastern High School – 963 Oak Stump Road

**Questions and scheduling of site visit:** Email [mwilkins@ecpps.k12.nc.us](mailto:mwilkins@ecpps.k12.nc.us) or call 252-335-4306.

**Description of Project:** Provide a proposal for labor and equipment to repair and refurbish the stadium bleachers at Northeastern High School.

ECPPS is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, sexual orientation or veteran status.

## PROJECT SUMMARY/GENERAL OVERVIEW

### **PROJECT SUMMARY**

ECPPS through the Request for Proposal (“RFP”) is seeking proposals for *Contractor Services*. Delivery will be in accordance with the terms, conditions and requirements set forth in this Request for Proposal. The successful proposer(s) will provide the specific requirements in accordance with all applicable federal, state and local laws, standards and regulations to perform the scope of services.

### **TERM OF CONTRACT**

The contract is limited beginning June 23, 2023 and ending on or before August 18, 2023.

### **GENERAL OVERVIEW**

Proposals will be received **no later than May 29, 2023 at ECPPS Maintenance Office**. Attached Proposal Forms shall be returned via email, mailed or hand delivered. Vendors are instructed that a formal opening will not occur.

**RFP Contact:** Marlene Wilkins, Maintenance Director  
**Contact Mailing Address:** 312 Pritchard Street  
Elizabeth City, NC 27909

## SCOPE OF SERVICES

### **1. Scope**

The Contractor shall furnish all supplies, tools, equipment, transportation, insurance and labor to complete all work for said Repair and Refurbishing Project. Stadium bleachers have multiple worn areas that need welding and or replacement of metal. The contractor shall prep, weld/repair areas of concern as well as prime and paint areas repaired.

Services rendered include but not limited to:

**\*\*\* Note: Owner will furnish paint only. All other paint materials and supplies shall be provided by the contractor.**

- 1) Sandblast or sand areas welded
- 2) Paint repaired areas repaired

### **2. Specifications**

#### **PREPARATION**

- Clean and prepare surfaces to be painted using DTM paint in accordance with the manufacturer’s instructions for each particular substrate condition and as specified.

#### **CLEANING**

- Cleanup: At the end of each work day, remove empty cans, rags, rubbish, and other discarded materials from the site. Upon completion of project, ensure premises is clean.

**PROPOSAL FORM**

Date \_\_\_\_\_

Proposal of \_\_\_\_\_  
(Company Name)

This Proposal is submitted in response to ECPPS's RFP \_\_\_\_\_  
(provide title or brief description)

The undersigned, hereby agrees to be bound by the content of the Proposal and agrees to apply with the terms, conditions and provisions of the referenced RFP. The proposal shall remain in effect for a period of three weeks.

The undersigned understands that the ECPPS reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by ECPPS in its sole discretion, in any Proposal in the interest of the ECPPS.

The undersigned hereby certifies that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person or entity to refrain from submitting proposals, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

The undersigned further certifies that as a duly authorized officer, he or she is authorized to negotiate in good faith on behalf of this firm for purposes of this RFP.

LOCATION	PROPOSAL
Northeastern High School Stadium Bleacher Repair	

\_\_\_\_\_  
(Proposer's Printed Full Name)

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

\_\_\_\_\_  
(Date)