

**Lenoir County Public Schools
2017 W. Vernon Avenue
Kinston, NC 28504**

**REQUEST FOR PROPOSALS
GYMNASIUM BLEACHERS INSTALLATION**

Lenoir County Public Schools is seeking proposals for the installation of new gymnasium bleachers at the Moss Hill Elementary School located at 6040 HWY 55 West Kinston, NC 28504. We invite interested vendors to submit a proposal for the specified services outlined in this Request for Proposal (RFQ).

The selected vendor will be responsible for the following:

1. Site Visit and Assessment:

Conduct a thorough site visit to assess the current condition of the existing bleachers, measure the available space, and identify any specific requirements or constraints.

2. Design and Configuration:

Propose a suitable bleacher design and configuration that meets the needs of our facility, taking into consideration seating capacity, accessibility, safety standards, and any other relevant factors.

3. Product Specifications:

Provide detailed specifications for the proposed bleachers, including materials used, dimensions, weight capacity, safety features, and any optional accessories.

4. Installation:

Outline the installation process, including estimated timelines, manpower requirements, and any potential disruptions to regular facility operations.

5. Compliance and Certification:

Ensure that the proposed bleachers comply with relevant safety regulations and industry standards. Provide certification or documentation as necessary.

6. Warranty and Maintenance:

Offer information on warranty coverage for the installed bleachers and propose a maintenance plan to ensure their longevity and optimal performance.

7. Cost Proposal:

Provide a detailed cost breakdown, including the cost of the bleachers, installation fees, any additional charges, and applicable taxes. The vendor warrants that all materials and/or services to be provided under this Form of Proposal shall be firm fixed prices for the duration of the project.

8. Minority Businesses:

Take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard to discrimination by race, color, religion, sex, national origin, or physical handicap. Further, the vendor is required to ensure nondiscrimination in the award and administration of contract. Under GS 143-128.2(c), the bidder shall identify on the included forms, HUB participation and make a good faith effort to include minority participation. Meeting the goal of 10% is not required for the award, but a good faith effort is.

Lenoir County Public Schools has adopted policies regarding the use of good faith efforts to reach diverse contractors and encourage participation in the school system's contracts by such contractors, including Policy 9125 (Participation by Minority Businesses) and Policy 6402 (Participation by Historically Underutilized Businesses). The selected vendor will be required to abide by these policies, any other applicable state laws, and any applicable federal requirements, including the Uniform Guidance (2 CFR Part 200), regarding participation by minority-owned and women-owned businesses.

9. Contract Work:

Fully execute the Work described in the Contract (see template of contract to be executed attached hereto as Exhibit A) and reasonably inferable from them as being necessary to produce the intended results. In general, the Work includes but is not limited to the furnishing of all labor, materials, equipment, tools, services, supervision and all relevant contractor's licensure necessary to perform the Work of the project.

Site Visit:

An on-site pre-bid walkthrough will be conducted on Monday, September 16, 2024 at 10:00 am. Please report to the Main Office at Moss Hill Elementary at arrival to be escorted to the gym.

Proposal Submission:

Interested vendors are requested to submit their proposals no later than **September 24, 2024, at 3 pm to the following address:**

Lenoir County Public Schools
Attention: Mr. Nicholas E. Harvey II
2017 W. Vernon Ave.
Kinston, North Carolina 28504

Evaluation Criteria:

1. Expertise and past performance in projects (25%)
2. Sustainability in design (20%)
3. Timeline for completion of project (15%)
4. Compliance (15%)
5. References (10%)

We look forward to receiving your proposal by Tuesday, September 24, 2024 by 3 pm. If you have any questions or require additional information, please contact Mr. Nicholas E. Harvey II,

at 252-527-1109.

Sincerely,

Nicholas E. Harvey II
Assistant Superintendent
Lenoir County Public Schools

Exhibit A – Form Owner/Design-Builder Agreement

[add contract and exhibits here]