



ANDOVER PUBLIC SCHOOL DISTRICT USD385

Jan 24, 2025

REQUEST FOR PROPOSAL / BID

Gym Floor Maintenance

Andover Public School District USD 385 will accept proposals for parking lot renovations as described in the attached request. Qualified organizations (Respondent) are invited to submit a proposal as described herein.

PROPOSALS / BIDS SHALL BE LABELED “Gym Floor Maintenance”

AND EMAILED AND/OR MAILED TO:

Richard Bell
202 W. Market
Andover, KS 67002
bellr@usd385.org

QUESTIONS MAY BE DIRECTED TO:

Richard Bell
Phone: 316-218-4611
Email: bellr@usd385.org

PROPOSALS / BIDS MUST BE RECEIVED BY:

Friday, February 14, 2025 by 12:00pm



ANDOVER PUBLIC SCHOOL DISTRICT USD385

STATEMENT OF TERMS AND CONDITIONS

The Andover Public School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the District.

REVIEW PROCESS

Following the submittal deadline, the proposals shall be evaluated. Vendors will be evaluated according to their response to the Request for Proposal. The District reserves the right to extend any evaluation period beyond specified RFP timeline. ***The district will not be hosting a formal bid opening for this project.***

QUALIFICATIONS/PROPOSAL

The following information shall be provided in the proposal using the included response form:

- A. Name and title of a single point of contact.
- B. Official pricing response.
- C. Sample Agreement (if applicable)
A copy of the formal agreement you may recommend between your company and the District
- D. References: *Include contact name and email address and/or telephone number.* Reference list must include 3 clients for which the company has provided the same/comparable service in the last year.
- E. An on-site evaluation and with district staff is required and can be arranged by contacting Richard Bell.
- F. Proposers are responsible for taking actual project measurements to determine square footage/linear footage for proposal and repair purposes.

SUBMITTING A RESPONSE

In submitting a proposal, the Respondent agrees to provide the services outlined in the proposal according to the fee structure enumerated in the same proposal. The successful Respondent will be notified of district staff's intent to seek board approval of their proposal.

The District reserves the right to terminate the relationship with the Respondents at any time and for any reason.

The response shall follow the outline above and be concise. Failure to follow instructions may nullify the response from consideration. To be considered for selection, respondents should clearly limit responses to the specific criteria in the order listed. No joint responses (proposals) will be accepted by the District.



ANDOVER PUBLIC SCHOOL DISTRICT USD385

The deadline for submitting the response shall be in accordance with the notice. Proposals received after this date and time will not be considered.

SELECTION CRITERIA

Proposals will be evaluated to determine which proposal best meets the needs of the District. Evaluation considerations may include the following: prior comparable experience, the vendor's organization, size, structure and capacity to complete work on-time, qualifications of personnel assigned to work with the District, responsiveness of the written proposal, history of successful work with the district and fees.

TERMINATION:

Subject to the provisions below, any contract derived from this Request For Proposal may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the District until said work or services are completed and accepted.

(a) TERMINATION FOR CONVENIENCE

In the event that the contract is terminated or canceled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

(b) TERMINATION FOR CAUSE

Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

(c) TERMINATION DUE TO UNAVAILABILITY OF FUNDS

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.



ANDOVER PUBLIC SCHOOL DISTRICT USD385

MINIMUM SPECIFICATIONS:

Below is a list of locations and the work to be performed:

Minimum specifications are below:

- Andover High School
 - Sand and Repaint Gym A
 - Center court logo up to 3 colors
 - Contrasting stain inside 3 point area, excluding lanes
 - Painted baselines with text
 - Painted sidelines
 - Courtside (in front of bench area on both sides) text with outline
 - All basketball lines
 - All volleyball lines
 - Artwork to be determined
 - ***A pricing example (not actual gym or artwork) is included***
 - Screen and Recoat Gym B
- Andover Central High School
 - Screen and Recoat Gym A
 - Screen and Recoat Gym B (2 coats, newly refinished floor)
- Andover Middle School
 - Screen and Recoat Gym A
 - Screen and Recoat Gym B
- Andover Central Middle School
 - Screen and Recoat Gym A
 - Screen and Recoat Gym B
- Cottonwood Elementary
 - Screen and Recoat
- Prairie Creek Elementary
 - Screen and Recoat

*Bidders shall include water-based finish

*Bidders shall include any related design fees for AHS Gym A

*Bidders shall submit a cost per gym breakdown

*Work may be awarded to a single bidder or multiple bidders at the discretion of the district

*Site visits are required and may be arranged by contacting:

Richard Bell

bellr@usd385.org

316-218-4611

All work MUST BE COMPLETED between July 21, 2025 and August 3rd, 2025, no exceptions.



ANDOVER PUBLIC SCHOOL DISTRICT USD385

RESPONSE FORM:

Contractor Information

Company Name	
Contact Name	
Contact Phone Number	
Contact Email	

Proposal Information

Location	Proposal Amount
Andover High Gym A (Sand and Repaint)	
Andover High Gym B	
Andover Central High Gym A	
Andover Central High Gym B (2 coats)	
Andover Middle Gym A	
Andover Middle Gym B	
Andover Central Middle Gym A	
Andover Central Middle Gym B	
Cottonwood	
Prairie Creek	
TOTAL OF ALL PROPOSALS	

Quantities, material types, and other relevant information that demonstrates adherence to specifications must also be included in qualifying responses. This response sheet is for pricing information only.



ANDOVER PUBLIC SCHOOL DISTRICT USD385

REFERENCES:

Contact Name	Company	Phone Number	Email Address



ANDOVER PUBLIC SCHOOL DISTRICT USD385



**SAMPLE ONLY
NOT ACTUAL GYM OR ARTWORK
FOR PRICING PURPOSES**