



**Request for Proposal**  
**North Scott Community School District**  
**2025 Summer Projects**

Prepared by: Scott Roenfeldt

February 20th, 2025

Proposals Due

March 14th, 2025 by 1:00 PM CDT

## 1.1 Purpose and Scope

The purpose of the Request for Proposal (RFP) is to solicit proposals for 2025 summer projects in buildings throughout the North Scott Community School District (The District). General information about the District can be found on the District's website at <http://www.north-scott.k12.ia.us>

A copy of this Request for Proposal (RFP) may be obtained from the District's web site at [www.north-scott.k12.ia.us/district/notice-to-bidders](http://www.north-scott.k12.ia.us/district/notice-to-bidders).

## 1.2 Services Requested

Cost for : Labor (per hour including O/P), Materials (including O/P),and Equipment (including O/P)

- General Trades ( Building walls, demo cabinets, walls ect. Cabinet/countertop installation, ceiling removal, ceiling installation)
- Electrical (demo and installation)
- Plumbing ( demo and installation)
- Flooring (demo, floor preparation, and installation)
- Painting ( wall preparation, prime as needed, two coats paint(color by owner))
- Manufacture Countertops and cabinets (field measure, delivery, colors selected by owner)

## 1.3 Evaluation Process

The evaluation will be performed by appropriate staff for the services proposed. The evaluators will consider how well the vendor's proposed solution meets the needs and criteria set forth in the fair and competitive bidding process using the below matrix. It is important that bids be clear and complete so that the evaluators can adequately understand all aspects of the proposal. Evaluation results are confidential and the property of The District.

The proposals will be evaluated on the following scale:

Number	Factor	Points
1	The cost of products and services, including unit prices, shipping charges, engineering support.	5
2	Mandatory contractor meeting	4
3	Proposal Preparation, thoroughness and responsiveness to this RFP	2
4	Vendor's experience, timeliness of warranty returns, based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience meeting the needs of NSCSD concerning this project.	2
5	The extent to which the vendor's proposed solution fulfills NSCSD's stated requirements as set out in this RFP.	2
	<b>Total Points Possible</b>	<b>15</b>

## 1.4 Schedule

Hard copy and email responses and related material must be delivered / received by March 14, 2025, 1:00 PM CDT, as specified in the RFP. Late responses will be rejected at the sole discretion of the North Scott Community School District.

An approximate schedule for selection is as follows:

Issue RFP / Publish to the District Website	2/28/2025
Mandatory Contractor meeting	3/5/2025
Proposals Due	3/14/2025 1:00pm

## 1.5 Deadline for Questions

Questions with regard to the RFP must be asked via email. Official answers will be emailed to all proposing vendors. In order to make information available to all proposing vendors, no questions will be answered past 3/10/2025 by 11:59 pm as stated in schedule in Section 1.4. Questions and answers will be posted on the following

[www.north-scott.k12.ia.us/district/notice-to-bidders](http://www.north-scott.k12.ia.us/district/notice-to-bidders)

## 1.6 RFP Submission

Please submit one (1) **hard copy of the proposal**, in its entirety to 251 E. Iowa Street and **E-Mail a copy** to the contact below no later than 1:00 PM on 3/14/2025.

Scott Roenfeldt  
North Scott CSD  
251 E. Iowa Street  
Eldridge, Iowa 52748  
scott.roenfeldt@north-scott.k12.ia.us  
Attn: 2025 summer projects

## **1.7 Proposal Validity Period**

Submission of the proposal will signify the vendor's agreement that their proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

## **1.8 Vendor Communication**

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the District Maintenance Supervisor listed below. Unauthorized contact regarding this RFP with District employees will not help.

Vendors should rely only on written, faxed, or emailed statements issued by the District Network Specialist

Scott Roenfeldt

200 S 1st Street

Eldridge, Iowa 52748

**Office:** 563-285-3109

**Email:** [scott.roenfeldt@north-scott.k12.ia.us](mailto:scott.roenfeldt@north-scott.k12.ia.us)

## **1.9 Right of Selection/Rejection - Waiver of Informalities or Irregularities**

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

## **1.10 Compensation**

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

## **1.11 Commitments**

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the North Scott Community School District's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply the system as described.

## **1.12 Contract Award and Execution**

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and

specifications of the RFP and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the District on terms similar to those presented in the copy of the District's standard Professional Services Agreement. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor. No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

### **1.13 Payment Terms and Conditions**

The proposal must contain a fee schedule that includes line items for equipment, software, professional services, warranties, project management, and installation and training fees. Shipping is to be included on all quotes where required, NSCSD prefers that bulk items be palletized and shipped freight.

### **1.14 Robo or Spam Bids**

Robo-bids and bids sent as SPAM without regard to products and services listed on the RFP will be disqualified and will not be evaluated. District reserves the right to cancel this request for bids and to reject all related proposals.



**North Scott Community School District**

**2025 Summer Projects**

**Proposal Form**

**This form is to be attached to the requested information in the Request For Proposal Document**

We submit the following proposal for North Scott Community Schools:

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

Vendor SAM.gov Unique Entity ID: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Labor \_\_\_\_\_

Materials \_\_\_\_\_

Equipment \_\_\_\_\_