

REQUEST FOR PROPOSALS (RFP)

Flooring Replacement Project
Trist Middle School
St. Bernard Parish Public Schools

Issued By:

St. Bernard Parish School Board
200 East St. Bernard Highway
Chalmette, Louisiana 70043

Bid Opening Date and Time: Wednesday, April 22, 2026 at 1:30 PM

Location: St. Bernard Parish School Board Office
200 E. St. Bernard Hwy
Chalmette, LA 70043

All sealed proposals must be delivered to the St. Bernard Parish School Board Office located at 200 E. St. Bernard Hwy, Chalmette, LA 70043 by or before the bid opening time listed above. No late proposals will be considered.

1. Introduction

The St. Bernard Parish School Board (SBPSB) is requesting sealed proposals from qualified contractors for the replacement of flooring at Trist Middle School. The selected contractor will provide all labor, materials, equipment, and services necessary to remove and replace existing flooring as described in this Request for Proposals. The project must be completed prior to the start of the 2026–2027 school year.

2. Project Location

Trist Middle School
#1 Pirates Cove
Meraux, Louisiana 70075

3. Scope of Work

- Remove and dispose of all existing tile flooring throughout the building except the 8th Grade Building.

- Contractor is responsible for moving and replacing all furniture throughout project.
- Replace flooring with 1/8 inch Vinyl Composition Tile (VCT).
- Provide three color tile scheme (one primary field color and two border colors).
- Remove existing library carpeting and install commercial-grade carpet squares.
- Remove and replace rubber base throughout all renovated areas.
- Provide tile polishing and application of floor sealer.
- Complete all site cleanup and disposal of removed materials.

4. Project Timeline

The selected contractor must secure all necessary materials and complete the entire project no later than July 15, 2026 to ensure readiness for the upcoming school year.

5. Contractor Qualifications

- Must be an authorized vendor of the St. Bernard Parish School Board or capable of becoming one.
- Provide completed W-9 form.
- Provide certificate of insurance showing minimum \$1,000,000 general liability per occurrence and \$3,000,000 aggregate.
- Demonstrate experience with similar flooring replacement projects.
- Hold any licenses required by the Louisiana State Licensing Board for Contractors.

6. Louisiana Public Bid Law Compliance

This procurement shall be conducted in accordance with applicable provisions of the Louisiana Public Bid Law (La. R.S. 38:2211 et seq.). The St. Bernard Parish School Board reserves the right to reject any and all proposals, waive informalities, and award the contract in the best interest of the School Board in accordance with Louisiana law.

7. Mandatory Pre-Bid Conference

A mandatory pre-bid conference will be held on Tuesday, April 14, 2026 at 1:00 PM at the St. Bernard Parish School Board Office located at 200 E. St. Bernard Hwy, Chalmette, Louisiana 70043. Attendance at this conference is required for all contractors wishing to submit a proposal for this project.

8. Estimated Square Footage

Contractors should verify all measurements during the site visit.

9. Proposal Submission Requirements

- Company name, address, and contact information
- Proof of vendor eligibility documentation
- Description of materials and installation method
- Project timeline
- Total project cost
- References for similar projects

10. Evaluation Criteria

1. Bidder meets vendor qualifications
2. Proposal satisfies RFP requirements
3. Overall project cost
4. Experience with similar projects

11. Insurance and Indemnification

The contractor shall maintain all required insurance coverage during the duration of the project and shall indemnify and hold harmless the St. Bernard Parish School Board from claims resulting from contractor negligence or work performance.

12. Non-Collusion Affidavit

The bidder certifies that the proposal submitted is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation.

13. Proposal Evaluation Sheet (Committee Use)

Criteria	Score	Max Points	Notes
Vendor Qualification		25	
Compliance with RFP		25	
Project Cost		30	
Experience		20	