

CLEVELAND SCHOOL DISTRICT

REQUEST FOR PROPOSALS / SEALED PROPOSALS

TURNKEY PURCHASE AND INSTALLATION OF RELOCATABLE CLASSROOM UNITS

RFP Number:	CSD2026RCU
Issue Date:	April 24, 2026
Questions Due:	May 7, 2026
Proposal Due:	May 15, 2026
District Contact:	Charles Johnson, Deputy Superintendent, cjohnson@cleveland.k12.ms.us, 662-843-3529

Fill in bracketed fields before advertisement and release.

The District seeks firm, sealed proposals from qualified vendors for the turnkey furnishing, delivery, demolition, placement, utility connection, ADA access work, startup, and warranty of relocatable classroom facilities. Proposals shall be submitted for the options described in this packet. Award, if made, shall be for the option selected by the District and shall remain subject to all applicable Mississippi laws, State Department of Education approvals, and the requirements of this solicitation.

Packet Contents

1. Notice to Bidders
2. Instructions to Proposers
3. Procurement Schedule and Communications
4. Common Turnkey Scope of Work
5. Technical Requirements and Minimum Specifications
6. Option 1 Requirements - One Six-Classroom Unit
7. Option 2 Requirements - One Two-Classroom Unit
8. Option 3 Requirements - Two Two-Classroom Units
9. Proposal Submittal Requirements
10. Award Basis and Contract Conditions
11. Exhibit 1 - Pricing Form, Option 1
12. Exhibit 2 - Pricing Form, Option 2
13. Exhibit 3 - Pricing Form, Option 3
14. Exhibit 4 - Vendor Qualifications and References
15. Exhibit 5 - Certifications, Exceptions, and Addenda Acknowledgment
16. Exhibit 6 - Owner Reference Concept Plans

This packet intentionally uses the term “proposal” because that is the District’s chosen solicitation format; however, pricing shall be firm and sealed, and award is intended to be made in a manner consistent with Mississippi public purchasing requirements.

1. Notice to Bidders

The Cleveland School District (District) is soliciting sealed proposals from firms qualified to furnish and install relocatable classroom facilities in Mississippi. Proposals shall be firm, turnkey, and inclusive of all labor, materials, equipment, design coordination, delivery, demolition, foundations, anchorage, skirting, sidewalks, utility tie-ins, HVAC installation and startup, permits, testing, cleanup, and incidentals necessary to provide complete and ready-for-occupancy classroom facilities.

Proposals will be received until [INSERT DATE AND TIME] at [INSERT LOCATION / DELIVERY ADDRESS]. Proposals received after the stated deadline shall not be opened or considered.

A mandatory pre-proposal site visit is recommended for all proposers and may be made mandatory by the District before advertisement. The site visit date, time, and meeting location shall be listed on the cover page and in the advertisement.

Only vendors currently approved by the Mississippi Department of Education (MDE) to bid relocatable classrooms in Mississippi shall be eligible to submit proposals. Each proposer shall submit proof of current MDE approval with its proposal.

The District intends to evaluate proposals for responsiveness, responsibility, technical compliance, and price. Award, if made, is expected to be made to the lowest responsive and responsible proposer for the option selected by the District, subject to all required state approvals and District action.

- The District may select Option 1, Option 2, Option 3, or reject all proposals.
- The District reserves the right to waive informalities, request clarifications that do not alter the competitive posture of proposals, and reject any or all proposals.
- The District will not be responsible for any costs incurred by proposers in preparing or submitting proposals.

2. Instructions to Proposers

2.1 Proposal Format

- Submit one signed original and 6 copies, plus one electronic PDF copy on a USB drive.
- Clearly mark the exterior package with the solicitation title, RFP number, and proposal due date/time.
- Organize the proposal in the following order: cover letter; pricing form(s); proof of current MDE approval; contractor and company qualifications; Mississippi licensing information; conceptual layout/floor plan; scope narrative; demolition/sitework plan; ADA/accessibility narrative; utility and HVAC narrative; schedule; warranty/service plan; references; certifications; addenda acknowledgment; exceptions form.
- Provide separate pricing for each option proposed. The District is not requiring a proposer to price every option, but each option offered must be submitted on the form provided.
- No proposal shall contain open-ended exclusions inconsistent with the turnkey nature of this solicitation.

2.2 Questions and Addenda

- All questions shall be submitted in writing to the District contact shown on the cover page no later than the deadline stated on the cover page.
- Interpretations, corrections, or changes to the packet shall be made only by written addendum issued by the District.
- Proposers are responsible for acknowledging receipt of all addenda on the form included in this packet.

2.3 Proposal Validity

Proposals shall remain firm for at least sixty (60) calendar days after the proposal opening unless the District states a longer period in the advertisement.

2.4 Site Conditions and Field Verification

Each proposer is responsible for visiting the site, reviewing site access, utility availability, demolition conditions, accessible route requirements, and all other field conditions necessary to submit a complete turnkey proposal.

Submission of a proposal shall constitute acknowledgment that the proposer has satisfied itself as to site conditions affecting the work.

3. Procurement Schedule and Communications

Milestone	Date / Time
Issue of packet	April 24, 2026
Recommended site visit	May 6, 2026 / 9:00 AM / Bell Academy
Deadline for written questions	May 7, 2026 / 5:00 PM
District issues final addendum	May 8, 2026
Proposal due date and opening	May 15, 2026 / 1:00 PM
Anticipated Board action	TBA
Anticipated notice of intent / contract award	TBA
Anticipated MDE approval / notice to proceed	TBA

The Cleveland School District may revise this schedule by written addendum.

4. Common Turnkey Scope of Work

The successful proposer shall furnish all labor, materials, equipment, transportation, engineering coordination, supervision, tools, permits, and incidentals necessary to complete the work for the awarded option. The work shall include, at a minimum, the following:

- Removal and lawful disposal of existing double-wide classroom building(s) identified for the selected option, including utility disconnect/capping, removal of associated steps, ramps, skirting, and attachments, hauling, grading, and restoration.
- Site preparation, excavation, fine grading, foundations, piers, steel support systems, anchorage, and tie-downs in accordance with state-approved plans and applicable codes.
- Fabrication or procurement of new relocatable classroom unit(s), complete with restroom(s), classroom finishes, doors, windows, lighting, electrical equipment, HVAC equipment, skirting, gutters, and other required components.
- Delivery, setting, joining, leveling, and complete installation of the unit(s), including all on-site finish work required for occupancy.
- Permanent tie-in to electrical, water, sewer, and required low-voltage/communications systems serving the units, including trenching, sleeves, backfill, restoration, and startup.
- ADA-compliant sidewalks, ramps, landings, handrails, door thresholds, restroom access features, and accessible routes from the arrival point(s) designated by the District.
- Exterior awnings, walk covers, or canopies associated with building entry or pedestrian circulation where included in the proposer's base scope or alternates.
- Testing, startup, balancing, commissioning, cleaning, owner training, punch list completion, warranties, and turnover documentation.

Definition of awning / walk cover scope

For purposes of this packet, the term awnings includes exterior awnings, walk covers, or canopies associated with entry protection or pedestrian circulation. Each proposer shall clearly state whether this scope is included in the base proposal, included as a separate alternate, or excluded.

Demolition and environmental compliance

Where demolition or removal of existing units is required, the proposer shall comply with all applicable safety, environmental, utility-disconnect, and disposal requirements. Any required engineering survey, hazardous-material

coordination, and regulatory notifications shall be included in the proposer's scope to the extent required by law and by the condition of the existing units.

5. Technical Requirements and Minimum Specifications

All proposals shall meet or exceed the minimum requirements below. Where more than one requirement applies, the more stringent requirement shall govern. The successful proposer shall also comply with all current federal, state, local, utility, fire marshal, accessibility, health, and building requirements applicable to the project.

5.1 Minimum Requirements

Item	Requirement
Design and approvals	Provide plans prepared and sealed by a Mississippi-registered architect or engineer as required. Obtain all necessary approvals associated with the awarded option, including required MDE approvals before contract award or fabrication/installation as applicable.
Vendor eligibility	Vendor must be currently approved by MDE to bid relocatable classrooms in Mississippi and must submit evidence of such approval with the proposal.
Classroom size	Each classroom shall provide not less than the minimum instructional area required by applicable Mississippi relocatable classroom specifications. For paired-classroom units, each classroom shall meet the state minimum clear instructional area requirement exclusive of toilet, storage, and mechanical areas.
Ceiling height	Minimum finished ceiling height shall meet or exceed applicable Mississippi requirements.
Doors and egress	Provide required exterior exits with panic hardware, closers, exit lights, and outward-swinging doors. Larger units shall include any additional means of egress required by code.
Windows and daylight	Provide required window area and operability consistent with state minimum specifications and approved plans.
Foundation and anchorage	Provide poured-in-place concrete footings, piers, steel support members, anchorage, tie-downs, and crawlspace clearances consistent with applicable Mississippi relocatable classroom specifications and sealed foundation drawings.
Electrical	Provide electrical service, panels, branch circuits, lighting, devices, and equipment required for complete operation of the unit(s). Lighting levels, panel sizes, and connected loads shall satisfy code and design calculations.
Plumbing	Provide restroom plumbing, fixtures, water heater(s) if required, and complete water and sewer tie-ins. Submit code-based fixture counts for the proposed occupancy.
HVAC	Provide complete HVAC systems sized by sealed heating and cooling load calculations, with startup and commissioning included. Independent classroom controls are preferred and may be required where shown on the plans.
Interior finishes	Provide durable interior finishes suitable for school occupancy, including washable restroom wall finishes and commercial-grade flooring.

Item	Requirement
Skirting and gutters	Provide full-perimeter skirting and required gutters/flashing as part of the base work.
Warranty	Provide not less than a one-year corrective warranty on labor, materials, and equipment after final acceptance, together with all manufacturer warranties.

5.2 Accessibility and ADA Requirements

- Provide at least one accessible route from the designated accessible parking, passenger loading, or arrival point to the accessible entrance(s) of the unit(s).
- Accessible routes shall include compliant width, slopes, surface conditions, landings, handrails, and thresholds.
- Restrooms included in the awarded option shall be ADA accessible and arranged so that required maneuvering and fixture clearances are maintained.
- Doors, thresholds, hardware, turning spaces, lavatories, water closets, urinals (if provided), and signage shall satisfy applicable accessibility requirements.
- Where Option 3 is awarded, accessible routes shall connect both new units if both are located on the same campus setting.

6. Option 1 Requirements - One Six-Classroom Unit

Option 1 consists of one six-classroom relocatable classroom unit with restrooms, ADA accessibility, and complete turnkey installation. The work shall include the removal of two (2) existing double-wide classroom buildings and all associated site and utility work necessary to place the new unit in service.

6.1 Option 1 Scope

Item	Requirement
Configuration	One six-classroom relocatable building with restroom core, ADA-compliant access, and a layout suitable for school occupancy. An approximately 64 ft x 96 ft concept or equivalent approved configuration is acceptable.
Demolition	Remove and dispose of two (2) existing double-wide classroom units, including disconnect/cap utilities, remove steps/ramps/skirting/attachments, haul-off debris, backfill, regrade, and leave the site safe and stable.
Restrooms	Provide restroom facilities sized and configured for the occupancy of the six-classroom building and compliant with applicable plumbing code and accessibility requirements.
HVAC	Provide HVAC systems for all classrooms and restroom/mechanical spaces. Independent classroom zoning or equivalent thermal zoning is required.
Site work	Provide foundations, sidewalks, ramps, accessible route(s), skirting, awnings/walk covers/canopies where included, grading, drainage restoration, and all utility tie-ins.
Turnover	Leave the unit complete, clean, tested, commissioned, and ready for occupancy.

7. Option 2 Requirements - One Two-Classroom Unit

Option 2 consists of one two-classroom relocatable classroom unit with restrooms, ADA accessibility, and complete turnkey installation. The work shall include removal of one (1) existing double-wide classroom building and all associated site and utility work necessary to place the new unit in service.

7.1 Option 2 Scope

Item	Requirement
Configuration	One two-classroom relocatable building with restroom facilities and ADA-compliant access. A state-approved paired-classroom layout or equivalent is acceptable.
Demolition	Remove and dispose of one (1) existing double-wide classroom unit, including disconnect/cap utilities, remove steps/ramps/skirting/attachments, haul-off debris, backfill, regrade, and leave the site safe and stable.
Restrooms	Provide restroom facilities as part of the unit and ensure ADA accessibility.
HVAC	Provide complete HVAC installation and startup for the building.
Site work	Provide foundations, sidewalks, ramps, accessible route(s), skirting, awnings/walk covers/canopies where included, grading, drainage restoration, and all utility tie-ins.
Turnover	Leave the unit complete, clean, tested, commissioned, and ready for occupancy.

8. Option 3 Requirements - Two Two-Classroom Units

Option 3 consists of two (2) separate two-classroom relocatable classroom units, each with restrooms, ADA accessibility, and complete turnkey installation. The work shall include removal of two (2) existing double-wide classroom buildings and all associated site and utility work necessary to place both new units in service.

8.1 Option 3 Scope

Item	Requirement
Configuration	Two separate two-classroom relocatable buildings, each with restroom facilities and ADA-compliant access.
Demolition	Remove and dispose of two (2) existing double-wide classroom units, including disconnect/cap utilities, remove steps/ramps/skirting/attachments, haul-off debris, backfill, regrade, and leave the site safe and stable.
Restrooms	Provide restroom facilities in each unit and ensure ADA accessibility.
HVAC	Provide complete HVAC installation and startup for both units.
Site work	Provide foundations, sidewalks, ramps, accessible route network(s), skirting, awnings/walk covers/canopies where included, grading, drainage restoration, and all utility tie-ins for both units.
Phasing	Submit a phasing plan describing how both units will be delivered and installed while minimizing disruption to school operations.

Item	Requirement
Turnover	Leave both units complete, clean, tested, commissioned, and ready for occupancy.

9. Proposal Submittal Requirements

Each proposal shall include, at a minimum, the following:

- Signed proposal form(s) for the option(s) offered.
- Proof of current MDE approval to bid relocatable classrooms in Mississippi.
- Mississippi contractor license and Certificate of Responsibility information, if applicable.
- Preliminary floor plan(s), conceptual site plan(s), and scope narrative for the option(s) proposed.
- Narrative confirming compliance with the technical, accessibility, and turnkey requirements of this packet.
- Demolition/removal methodology and site restoration narrative.
- Utility and HVAC narrative, including any assumptions about service availability or required upgrades.
- Project schedule showing submittals, fabrication/procurement, delivery, installation, startup, and occupancy.
- Warranty and service-response information.
- At least three project references for similar school or public-sector modular classroom work completed within the last five years.
- Completed certifications, exceptions form, and addenda acknowledgment form.

10. Award Basis and Contract Conditions

10.1 Basis of Award

The District intends to review proposals for responsiveness, responsibility, technical compliance, delivery capability, warranty/service support, and price. Subject to all legal requirements and required state approvals, the District anticipates award to the lowest responsive and responsible proposer for the option selected by the District.

10.2 District Rights

- Reject any or all proposals.
- Waive informalities or minor irregularities.
- Request clarifications that do not change the competitive posture of proposals.
- Award any single option or reject all options.
- Investigate the qualifications, references, and responsibilities of any proposer.

10.3 Contract Conditions

- The contract shall be a fixed-price turnkey contract for the awarded option.
- Award and notice to proceed shall remain contingent upon all approvals required by the Mississippi Department of Education and any other authority having jurisdiction.
- The successful proposer shall obtain and pay for all permits, licenses, and inspections required for the work, except those required by law to be obtained directly by the owner.
- The successful proposer shall provide required insurance, bonds, and other security stated in the advertisement or District contract documents.
- No change order shall be valid without written District approval.
- Final payment shall be subject to delivery of complete closeout documents, warranties, manuals, training, and final acceptance.

11. Exhibit 1 - Pricing Form, Option 1

Option 1 - One six-classroom relocatable unit with restrooms and ADA accessibility; removal of two (2) existing double-wide classroom units.

Complete all blank fields. Lump-sum pricing shall include all labor, materials, equipment, supervision, transportation, demolition, disposal, utility tie-ins, startup, testing, cleanup, and incidentals required for a complete turnkey project.

Item	Description	Amount	Included / Excluded Notes
1	Base proposal - Option 1 - One six-classroom relocatable unit with restrooms and ADA accessibility	\$ _____	
2	Removal and disposal of existing double-wide classroom building(s) (2 units)	\$ _____	
3	Foundations, anchorage, skirting, and site placement	\$ _____	
4	Electrical, water, sewer, and low-voltage tie-ins	\$ _____	
5	ADA sidewalks, ramps, landings, and accessible routes	\$ _____	
6	HVAC installation, startup, and commissioning	\$ _____	
7	Awnings / walk covers / canopies (state whether included in base or alternate)	\$ _____	
8	Permits, testing, closeout documents, and training	\$ _____	
9	Total lump-sum price for this option	\$ _____	

Unit Prices / Allowances (to be used only if requested by the District in the contract documents)

No.	Unit Price Item	Unit	Rate
1	Additional concrete sidewalk beyond base scope	per square foot	\$ _____
2	Additional utility trenching beyond base scope	per linear foot	\$ _____
3	Rock excavation / unsuitable material	per cubic yard	\$ _____

4	Canopy / walk cover	per square foot	\$ _____
5	Hazardous-material abatement if directed by owner change order	allowance or NTE	\$ _____

Authorized Signature _____	Printed Name and Title _____
Company Name _____	Date _____

12. Exhibit 2 - Pricing Form, Option 2

Option 2 - One two-classroom relocatable unit with restrooms and ADA accessibility; removal of one (1) existing double-wide classroom unit.

Complete all blank fields. Lump-sum pricing shall include all labor, materials, equipment, supervision, transportation, demolition, disposal, utility tie-ins, startup, testing, cleanup, and incidentals required for a complete turnkey project.

Item	Description	Amount	Included / Excluded Notes
1	Base proposal - Option 2 - One two-classroom relocatable unit with restrooms and ADA accessibility	\$ _____	
2	Removal and disposal of existing double-wide classroom building(s) (1 unit)	\$ _____	
3	Foundations, anchorage, skirting, and site placement	\$ _____	
4	Electrical, water, sewer, and low-voltage tie-ins	\$ _____	
5	ADA sidewalks, ramps, landings, and accessible routes	\$ _____	
6	HVAC installation, startup, and commissioning	\$ _____	
7	Awnings / walk covers / canopies (state whether included in base or alternate)	\$ _____	
8	Permits, testing, closeout documents, and training	\$ _____	
9	Total lump-sum price for this option	\$ _____	

Unit Prices / Allowances (to be used only if requested by the District in the contract documents)

No.	Unit Price Item	Unit	Rate
1	Additional concrete sidewalk beyond base scope	per square foot	\$ _____
2	Additional utility trenching beyond base scope	per linear foot	\$ _____
3	Rock excavation / unsuitable material	per cubic yard	\$ _____

4	Canopy / walk cover	per square foot	\$ _____
5	Hazardous-material abatement if directed by owner change order	allowance or NTE	\$ _____

Authorized Signature _____	Printed Name and Title _____
Company Name _____	Date _____

13. Exhibit 3 - Pricing Form, Option 3

Option 3 - Two (2) two-classroom relocatable units, each with restrooms and ADA accessibility; removal of two (2) existing double-wide classroom units.

Complete all blank fields. Lump-sum pricing shall include all labor, materials, equipment, supervision, transportation, demolition, disposal, utility tie-ins, startup, testing, cleanup, and incidentals required for a complete turnkey project.

Item	Description	Amount	Included / Excluded Notes
1	Base proposal - Option 3 - Two separate two-classroom relocatable units, each with restrooms and ADA accessibility	\$ _____	
2	Removal and disposal of existing double-wide classroom building(s) (2 units)	\$ _____	
3	Foundations, anchorage, skirting, and site placement	\$ _____	
4	Electrical, water, sewer, and low-voltage tie-ins	\$ _____	
5	ADA sidewalks, ramps, landings, and accessible routes	\$ _____	
6	HVAC installation, startup, and commissioning	\$ _____	
7	Awnings / walk covers / canopies (state whether included in base or alternate)	\$ _____	
8	Permits, testing, closeout documents, and training	\$ _____	
9	Total lump-sum price for this option	\$ _____	

Unit Prices / Allowances (to be used only if requested by the District in the contract documents)

No.	Unit Price Item	Unit	Rate
1	Additional concrete sidewalk beyond base scope	per square foot	\$ _____
2	Additional utility trenching beyond base scope	per linear foot	\$ _____
3	Rock excavation / unsuitable material	per cubic yard	\$ _____
4	Canopy / walk cover	per square foot	\$ _____
5	Hazardous-material abatement if directed by owner change order	allowance or NTE	\$ _____

Authorized Signature _____	Printed Name and Title _____
Company Name _____	Date _____

14. Exhibit 4 - Vendor Qualifications and References

Provide at least three references for projects similar in size and scope. Additional pages may be attached.

Project Name	Owner / Client	Location	Year Completed	Description / Size	Contact Name / Phone / Email

Company Qualifications

Legal company name	_____
Address	_____
Primary contact	_____
Mississippi contractor license / COR number	_____
Years in modular / relocatable classroom business	_____
Nearest service office / response location	_____

15. Exhibit 5 - Certifications, Exceptions, and Addenda Acknowledgment

15.1 Certifications

- The proposer is currently approved by the Mississippi Department of Education to bid relocatable classrooms in Mississippi and has enclosed evidence of that approval.
- The proposer has reviewed the packet, visited the site or had the opportunity to do so, and has included all ordinary costs necessary to provide the work as a complete turnkey project.
- The proposer will provide plans prepared and sealed by Mississippi-registered design professionals as required for the awarded option.
- The proposer will provide all warranties required by the packet and all manufacturer warranties applicable to the project.
- The proposer acknowledges that contract award remains subject to all required state and District approvals.

15.2 Exceptions / Clarifications

List any exceptions, clarifications, or assumptions. If none, write None.

15.3 Addenda Acknowledgment

Addendum Number	Date Received

Authorized Signature _____	Printed Name and Title _____
Company Name _____	Date _____

16. Exhibit 6 - Owner Reference Concept Plans

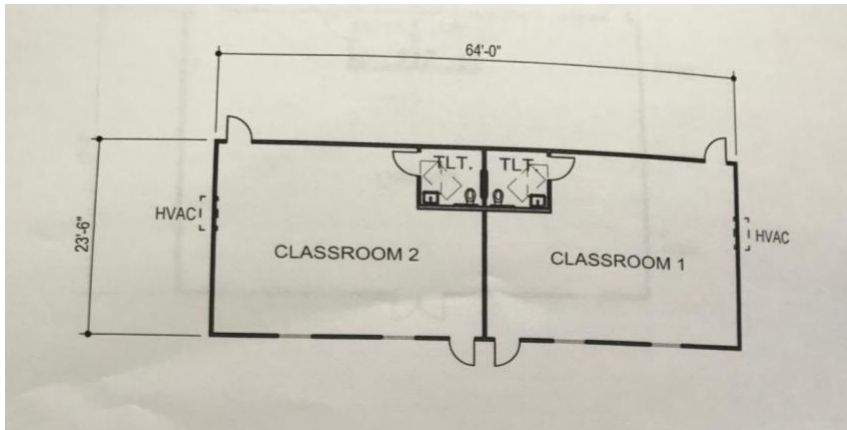
The following pages are owner reference concept plans furnished only to communicate general program intent. Equivalent state-approved layouts meeting the requirements of this packet may be proposed. The proposer remains responsible for submitting its own compliant layouts and details.

16.1 Reference Concept - Six-Classroom Layout



Owner-furnished concept image for a six-classroom layout with central restrooms; reference only, not for scale.

16.2 Reference Concept - Typical Two-Classroom Layout



Owner-furnished concept image for a typical two-classroom building with restroom core; reference only, not for scale.