

Scarborough Public Schools



Invitation to Bid ITB #072026

Return this ITB to:

Facilities Department
Attention: Todd Jepson, Director of Facilities
Scarborough Public Schools
259 US Route 1
PO Box 370
Scarborough ME 04070-0370

INSTRUCTIONS TO BIDDERS

INVITATION

Scarborough Public Schools (SPS) is soliciting bids to replace the rear telescopic seating in the Winslow Homer Auditorium at Scarborough High School. Work shall be done during the summer of 2027 with completion by no later than August 13, 2027.

The Bidder must sign and return, with the bid, the Scarborough Public Schools' (SPS) Instructions and Conditions; a copy is included herein. A detailed scope of services/specifications is also included.

If interested, please send a sealed copy of your bid to Todd Jepson, Director of Facilities, by Monday, August 10, 2026 at 11:00a.m. E-mail submissions will not be accepted. This is not a public bid opening.

Notice of Award: After the responses to this ITB have been opened and evaluated, a list of the names of each company or person that offered a bid and the price they bid will be prepared. Notice of SPS' intent to award a contract to the Bidder indicated. Bidders identified for award are not to proceed until a Purchase Order is given by SPS. A company or person who proceeds prior to receiving a Purchase Order does so without a contract and at their own risk.

SCOPE OF WORK/SPECIFICIATIONS

Services shall include, but are not limited to:

See Specifications Document Attached.

INSTRUCTIONS AND CONDITIONS

1. The awarded Bidder shall protect, indemnify, and hold harmless SPS and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Bidder, bidder employees or bidder sub-contractors in the preparation of the solicitation and the later execution of the contract.
2. Bidder shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Bidder. Bidder shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. SPS reserves the right to stop work and/or cancel the contract of any Bidder whose license(s) expire, lapse, are suspended or terminated.
3. Bidder agrees to comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued there under and certifies that all actions furnished under this order will conform to and comply with said standards and regulations.

Workers' Compensation Insurance: The Bidder shall purchase and maintain during the life of this Contract Workers' Compensation Insurance for all employees employed in the course of performing services under this Contract as awarded pursuant to these Specifications; and in case any work is sublet, the Bidder shall require the sub-Bidder to similarly provide Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded the Bidder. All coverage shall be in accordance with State of Maine laws in effect and the requirements of the Workers Compensation Board.

Liability Insurance: The Bidder shall carry and maintain, until final written acceptance of the work by the Town, insurance as specified below and in such form as shall protect the Town of Scarborough and its employees and officials from all claims and liability for damages and bodily injury including accidental death and for property damage which may arise from operations under this Contract. Except as otherwise stated, the amounts of such insurance shall be for each policy not less than:

- a) For liability, for bodily injury, including accidental death \$400,000 on account of one occurrence and \$400,000 aggregate limit.
- b) For liability for property damage \$400,000 on account of any one occurrence and \$400,000 aggregate limit.

- c) All policies shall be so written that the SPS will be notified of cancellation or restrictive amendment at least thirty (30) days prior to the effective date of such cancellation or amendment. Certificates of Insurance and copies of actual policies from the Bidder's insurance carrier shall be filed with the SPS before operations may begin. Certificates shall make no claims against SPS, or its officers, for any injury or damage out of work contemplated by this Contract.

Automotive Liability Insurance: A minimum limit of liability for bodily injury in the amount of \$400,000 for each occurrence and minimum limit of liability for property damage in the amount of \$50,000 / \$100,000 aggregate.

Failure to supply satisfactory proof of insurance within the time required will cause SPS to declare the Bidder non-responsible and to reject the bid.

The Bidder shall provide all required license(s) and furnish proof of adequate insurance coverage of the types, and to the limits, as specified. Licenses and Certificates of such insurance shall be filed with SPS within five (5) days following notification of the bid Award.

4. Scarborough Public Schools (SPS) reserves the right to evaluate the submitted bids, waive any irregularity therein, and to select any firm which submits an bid to do the work and/or reject any or all bids should it be deemed in the best interest of SPS. SPS reserves absolute discretion in reviewing the qualifications of the Bidder and may reject any prospective Bidder at SPS's sole option. In submitting its ITB Response, the Bidder agrees and acknowledges that SPS has the right to exercise its absolute and sole discretion in its consideration of any responses and in the conduct of the evaluation and selection process. Specifically, SPS retains the right to reject any or all bids, to accept any bid which is deemed most favorable to SPS, including the selection of a Bidder whose fee arrangements may not be the lowest, or the waiver of any informality or failure to meet any of the requirements or qualifications set forth in this Request. The Bidder also agrees and acknowledges that SPS' determinations shall all be final and there are no appeals to any other authority, specifically including the courts of Maine or the United States.
5. SPS seeks to work with vendors (firms) that represent consumers, not suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after the award has been made, but which existed at the time of bid submission, will be grounds for termination of any resulting contract.
6. SPS is exempt from all Federal Excise Tax and State of Maine Sale Tax.
7. If the time within which the bid must be accepted is not stated, it is understood and agreed that SPS shall have 30 days to accept.
8. Changes herein shall not be made except upon prior written application to and written approval of SPS.

TERM AND RENEWAL TERM

Unless otherwise stated, the contract is for a period of two (2) years with an option to renew for an additional two (2) years.

----- I T B -----

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish any or all of the items upon which prices are proposed, at the price set opposite each item or the lump sum.

Submitting Firm Name	Address
By	Title
Signature of Person Quoting	

Winslow Homer Center for the Arts
Scarborough High School
11 Municipal Drive
Scarborough, ME
Telescopic Seating Replacement Specification

1.1 WORK INCLUDED

- A. Disassemble and remove to off-site recycling plants the existing two telescopic seating assemblies in their entirety.
- B. Manufacture, deliver and install Telescopic Seating Systems, in accordance with applicable codes, the following specifications and approved drawings.

1.2 RELATED WORK BY OTHERS

- A. Adequate floor levelness and strength for operation of telescopic seating.
- B. Adequate wall strength for attachment and operation of wall attached telescopic seating.
- C. Electrical wiring within the building as required for power operated telescopic seating.

1.3 SYSTEM DESCRIPTION

- A. Telescopic seating system shall be multiple tiered seating rows comprised of seat and deck components, risers, and supportive understructure.
- B. Telescopic seating shall be operable on the telescopic principle, stacking vertically in minimum floor area when not in use.
- C. The first moving row, on manual sections, shall be secured with release lever. All other rows shall be mechanically locked, operable only upon unlocking and cycling of first row. Power sections shall be secured with mechanical locks as well as the power system, operable upon activating the pendant control.

1.4 QUALITY ASSURANCE

- A. DESIGN LOAD CRITERIA (STRUCTURAL):

International Building Code Standard: Comply with requirements of IBC / ICC 300, Chapter 4 "Standard for Bleachers, Folding and Telescopic Seating and Grandstands Assembly Seating," except where other requirements are indicated by the architect/owner.

- B. Partial Loading Requirements: Telescopic seating governed by IBC 2018, ICC-300 2017, NFPA 102 2016 or NFPA 5000 2018 shall all comply with ASCE 2016, Section 4.3.3 Partial Loading.

C. Manufacturer: Company specializing in telescopic seating with a minimum of 25 years' experience in manufacturing telescopic seating.

D. Engineer Qualifications: Manufacturer to employ a registered, licensed Professional Engineer to certify that the equipment to be supplied meets or exceeds the design criteria of this specification.

E. Installation: Shall be handled directly by the manufacturer or by a factory certified installation subcontractor.

F. Product Liability: Certification of insurance coverage of not less than \$5,000,000.

G. Welding Processes: To be performed by certified professional welding operators in accordance with American Welding Society – Certified Welding Fabricator, (AWS-CWF), D1.1 "Structural Welding Code-Steel."

H. Product Improvements: Equipment provided shall incorporate manufacturer's design improvements and materials current at time of shipment, provided that such improvements and materials are consistent with the intent of these specifications.

1.5 SUBMITTALS

A. BID SUBMITTALS

1. Manufacturer's descriptive literature and specifications.
2. List of deviations from these specifications, if any.
3. Certification of Insurance.

B. JOB SUBMITTALS

1. Shop Drawings showing all equipment to be furnished with details of accessories to be supplied including necessary electrical service to be provided by others. All electrical submittals must include U.L. listing number.
2. Samples of material and color finish as requested by Architect.
3. Warranty, operation and maintenance instructions to the owner upon completion.

1.6 DESIGN CRITERIA

A. Telescopic seating shall be designed to support, in addition to its own weight, and the weight of added accessories, a uniformly distributed live load of not less than 100 lbs. per sq. ft. (4.8 kN per sq. m.) of gross horizontal projection. Seat boards and footrest shall be designed for a live load of not less than 120 lbs. per linear foot (1.751 kN per linear m).

B. Sway force applied to seats shall be 24 lbs. per linear ft. (350 N per linear m.) parallel to the seats and 10 lbs. per linear ft. (146 N per linear m.) perpendicular to the seats. Sway forces shall not be considered simultaneously applied.

C. Railings, posts and sockets designed to withstand the following forces applied separately.

D. Handrails shall be designed and constructed for:

1. A concentrated load of 200 lbs. (890 N) applied at any point and in any direction.
2. A uniform load of 50 lbs. per ft. (730 N/m) applied in any direction.

The concentrated and uniform loading conditions shall not be required to be applied simultaneously.

E. Guards shall be designed and constructed for:

1. A concentrated load of 200 lbs. (890 N/m) applied at any point and in any direction along the top railing member and; a uniform load of 50 lbs. per ft. (730 N/m) applied horizontally at the required guardrail height and simultaneous uniform load of 100 lbs. per ft. (1460 N/m) applied vertically downward at the top of the guardrail. The concentrated and uniform loading conditions shall not be required to be applied simultaneously.

F. American Institute of Steel Construction (AISC), American Iron and Steel Institute (AISI) and Aluminum Association (AA) design criteria shall be the basis for calculation of member sizes and connections.

G. Wood members shall be designed in accordance with National Forest Products Association, (NFOPA), and National Design Specification for Wood Construction.

1.7 WARRANTY

A. The manufacturer shall warrant all work performed under these specifications to be free of defects for a period of five years.

B. All understructure components shall be warranted for a period of ten years.

C. Any material found to be defective within this period will be replaced at no cost to the owner. This warranty shall not include replacements required by Acts of God, war, vandalism, flood, fire, calamity or deliberate abuse or misuse of equipment.

2.1 ACCEPTABLE MANUFACTURERS

A. All seating shall be VersaTract Telescoping Seating System as manufactured by Irwin Seating Company- Telescopic Division, Altamont, IL 62411 **OR EQUAL**, subject to prior approval and strict compliance with these specifications.

2.2 MATERIALS

A. Seating area: **2 (two) groups 29 feet 10 inches Long**, (including end rails), **11 Rows High**, Wall and Floor Attached, Forward Fold, Electrically Operated.

B. Dimensions:

1. Overall height: 10 Feet, 0 Inches
2. Open depth: 30 Feet 7.5 Inches
3. Closed depth: 4 Feet, 0 Inches
4. Row Spacing: 32 Inches
5. Rise per row: 10 Inches

2.3 FABRICATION

A. Understructure System:

1. Steel supports and rolling frames shall be constructed from formed steel of the size and shape necessary to support the design loads. All support bracing shall begin at Row 2 and be of diagonal or "knee" type for rigidity. Diagonal bracing to be minimum 1 ½" x 1 ½" 14-gauge square tubing. Bracing fabricated from open-sided channel, angle iron or flat strap "X" type bracing is unacceptable.

2. Wheels shall not be less than 5" diameter x 1 3/8" non-marring soft rubber face to protect floor surfaces. Each operating row shall have a minimum of 6 (six) wheels.

3. Each fully skirted wheel channel shall be formed 12-gauge steel and continuously in contact with adjacent channels by means of an Integral Alignment System (IAS) and include nylon glides to eliminate any metal-to-metal contact. The IAS maintains proper alignment between adjacent wheel channels for smooth and consistent operation while eliminating the potential for accidental row separation. Wheel channel alignment system with metal-to-metal contact requiring periodic lubrication or that utilizes a guide rod system that can be bent or damaged will not be acceptable.

4. Each cantilever arm shall be triple-formed 10-gauge steel, securely welded to the post assembly and include a nylon cantilever pad to ensure smooth operation. The cantilever pad shall also provide a firm base when in the occupied position and provide a solid feel when walked on.

5. Vertical columns shall be high tensile steel structural tube to meet design criteria. Minimum column size shall be 2" x 3" 14-gauge structural tube, welded to a 2' wide wheel channel using 360 degrees of weldment.

6. Deck support members shall be double formed 14-gauge steel and connect the front nosing and rear riser members. Each deck support shall include a unique dural-purpose roller that provides smooth support during operation. The deck support roller shall also include a ¾" wide shoulder that is encapsulated by the deck support on the row above in order to maintain proper upper alignment while delivering consistent, repeatable operation.

B. Seat Systems:

Integra Chair (OR EQUAL): Supply fold-down chairs on telescoping platforms with seats, backs, and a full complement of standards, fold-down mechanism and all support structure required for a fully functional seating system.

Platform chairs shall have a modern look with complementary style lines, comfortable contours and subtle texture to achieve maximum spectator comfort.

Each chair to be constructed from durable, scuff resistant injection molded high density polypropylene plastic, designed to support over 700 pounds per chair.

Seat heights shall be maintained at a minimum of 17 ½ inches. Lower seat heights which detract from spectator comfort will not be accepted.

Actual seat width shall not be less than 17 ¼ inches.

Back heights to be a minimum of 31 ½" and designed to fold within the depth of the deck when in the stored position. Chairs extending beyond the face of the unit when closed will not be acceptable.

Chairs shall be rail mounted and allow for complete flexibility in chair layout. Seat spacing to be available from 18" to 24", and field adjustable.

Each chair shall have the capability of using seat numbers and row letters at the aisle locations. Seat numbers and row letters to have a stylish round design to enhance the aesthetic value of the seat and be recessed to protect against vandalism.

Select seating colors from manufacturer's 15 standard colors. Custom colors available as an option.

Securely fasten each chair and arm assembly to a heavy-duty, clear anodized aluminum rail using locking hardware.

Chair Fold-Down System:

Semi-Automatic Operation with Automated Release: The raising and lowering of up to 12 chairs per operation shall be accomplished with an internal spring assist system. Locking of chairs in the use position shall be totally independent of platform operation. Lowering of the chairs shall be strictly automatic by the closing of the platform system, with the exception of the first row, any programmable rows, and the last row in a recessed condition, which shall utilize a foot release. Telescopic systems requiring chairs to be released and folded row by row will not be acceptable.

Chair Type:

Plastic Seats and Backs:

Seats and backs shall be of high impact resistant injection molded polypropylene plastic, with a textured surface. The face of the seat and back shall be compound-contour molded to promote comfort, uninterrupted by surface grooves with no exposed hardware. For proper comfort, seats and backs shall be a minimum of 17 ¼" wide. Narrower seats which sacrifice spectator comfort will not be acceptable.

Upholstered Seats and Backs:

Seat and back shall include upholstered padding that maximizes overall chair comfort and aesthetics. For proper comfort, seats and backs shall be a minimum of 17 ¼" wide. Narrower seats which sacrifice spectator comfort will not be acceptable. Upholstery culls shall be foam wrapped with the seat to receive 1" of foam and 5/8" in the back. Foam material shall be of new (prime manufacture) polyurethane foam and comply with the flammability requirements outlined in California Technical Information Bulletin #117, Resilient Cellular materials, Section A & D, dated February 1975, when tested in accordance with Federal Test Method Standard 191, Method 5903.2. Fabric shall be supplied as specified by Architect / Owner or selected from manufacturer's standard.

Armrest Type:

Armrest: Armrests shall be injection molded plastic and shall be securely attached to the support structure by concealed fastener, capable of rotating to a vertical position for storage. Armrest rotation mechanism shall be completely shrouded to prevent any pinching or snagging hazard. Armrest support shall be designed to allow for adjustments in chair width to facilitate row alignment. Armrests to be supplied in a satin black finish.

C. Deck System:

1. Carpeted decking shall be supplied using 26 oz. commercial grade, low level, looped olefin fiber carpet with low maintenance polypropylene backing. Carpet to be applied over a structural deck panel. Color to be selected from manufacturer's standard.

Carpeted decking thickness shall be 3/4".

D. Nosing:

1. Nosing shall be one piece, formed, 14-gauge steel with a minimum G-60 pre-galvanized finish.

E. Rear Risers:

1. Rear riser shall be one piece, formed, 14-gauge steel with a minimum G-60 pre-galvanized finish.

F. Finish: For rust resistance in standard conditions all painted surfaces shall be finished in textured Epoxy Powder Coated Semi-Gloss Black.

ACCESSORIES

A. Aisles shall be footrest level 48 inches wide to provide 1 aisle. Aisles at the footrest level shall include non-slip treads on the top front edge.

B. Carpeted Intermediate aisle steps shall be provided. Steps are permanently attached closed design. Steps shall be constructed from 14 ga. steel, finished in a Black powder coated epoxy, and designed to eliminate any possible toe catch between the top of the intermediate step and the bottom of the nose beam per ADA or other applicable codes. Front step shall be removable and interlock to the front row eliminating any possibility of accidental disengagement, and store on the front row when not in use.

C. Aisle handrails.

1. Smart Rail EX aisle handrails OR EQUAL shall be provided for 28" to 36" row spacing. Aisle railings shall quickly and easily rotate 90 degrees to the locked position and store parallel to the front of the aisle. Railings that require removal from the pocket or the use of tools for storage will not be acceptable. Aisle railings shall be an individual rail design, located on every other row starting at row two (2). Railing to be constructed of 1 1/2" 11 ga. round steel tubing, finished in a textured powder coated epoxy. For safety, railings designed without a full return of the handrail will not be acceptable.

D. Wheelchair Seating Areas: Provided by others in adjacent spaces

E. End rails.

1. End rails of the self-storing type, finished with textured epoxy powder-coated black enamel, shall be provided at the open ends of the group. End rails shall start at row three and be constructed from 1" square tubing to meet all national building codes. Railings with flexible uprights that can be expanded beyond the 4" sphere are not acceptable.

G. Seat numbers and row letters shall be supplied in a contrasting, but complementary color for easy seat identification. Layout of numbering to be coordinated with the architect/owner.

PROPULSION SYSTEM

FRICTION POWER: Integra Drive System (IDS) shall be furnished on each seating group to open and close the telescopic units. Each individual section shall include 2 IDS friction drive systems integrated into the first moving row of understructure to achieve smooth and efficient operation. Operation of the seating shall be accomplished with the use of a walk along pendant control.

1. Each IDS power system shall include large 6 1/2" diameter friction rollers to develop tractive force adequate to open and close the system. Each roller to include non-marring 1/2" thick rubber covering.

2. Electrical motors for each section shall be heavy-duty and high efficiency gear reduction motors. The shaft diameter for the gear motor and rollers shall be a minimum of 1" and be connected by a 1" schedule 40 drive shaft.

3. All roller chains and sprockets used throughout the drive system shall be a minimum of #40 in size. Each drive unit shall be designed to include a safety shroud around the chain and sprocket for overall safety.

4. The power units shall develop tractive forces adequate to operate the seating units under normal conditions but inadequate to operate should significant obstacles be encountered.

B. Manufacturer shall provide all wiring from power source within bleacher seating including pendant control. Removable pendant control shall be handheld with forward and reverse button, plugging into a single receptacle. Electrical contractor shall provide a 60 HZ power source (as specified below) behind each group of seating. Amperage to be as specified by seating manufacturer depending on the number of power units required. For wall-attached installations, power source to terminate in a surface mounted junction box above floor. For reverse units, power source to terminate in a junction box, flush mounted under first seating row in center of group. Electrical contractor shall perform the connections to the seating equipment at the junction box. All electrical parts and wiring shall be installed in complete accord with the National Electric Code. U.L. Listing FHJU.E479554.

(To be provided by Owner). Supply power system with 208/230V, 5 wire 3-phase system.

3.1 REVIEWS AND APPROVALS

A. Shop drawings shall be approved and job site field measurements taken prior to installation and telescopic gym seating shall be installed in conformance therewith.

3.2 INSTALLATION

A. The installation of the telescopic gym seating will be handled directly by the manufacturer or by a factory authorized installation subcontractor qualified to perform the installation function.

3.3 PROTECTION

A. The manufacturer's representative shall transmit instructions in both operation and maintenance to the owner.

B. Maintenance and operation of the telescopic gym seating shall be the responsibility of the owner or his duly authorized representative, and shall include the following:

1. During operation of the telescopic gym seating, the opening and closing shall be supervised by responsible personnel who will ensure that the operation is in accordance with the manufacturer's instructions.

2. Only attachments specifically approved by the manufacturer for the specific installation shall be attached to the telescopic gym seating.

3. An annual inspection and required maintenance of all telescopic gym seating shall be performed to ensure safe conditions. At least bi-annually, the inspection shall be performed by a Professional Engineer or factory service personnel.