Request for Proposals

Intermediate Schools Flooring Replacement
Bondurant-Farrar Community School District Locations

RFP Issue Date: Friday, Sep 8, 2026

Deadline for Proposal Submission: Tuesday, September 29, 2026 at 4:00 PM

Proposals must be received by Cari Aylsworth, Director of Business Services email aylsworthc@bfschools.org before the above date and time. Proposals received after this time may not be accepted. Proposals must be typed and signed. Faxed or mailed Proposals will not be accepted.

Questions regarding this proposal should be directed to:

Dustin Gean, Facilities Director
515-664-1649
geand@bfschools.org

General Information

Introduction: The Bondurant-Farrar Community School District is a PK-12 public school district operating schools in Polk County, Iowa.

Background: The School's facilities consist of 2 Elementary schools, 1 Intermediate School, 1 Junior High, and 1 High School. The District serves around 3,000 students .

General Conditions

The following General Terms and Conditions apply to this Proposal and any resulting Contract.

Terminology

1. "Contractor/Vendor" refers to any individual, partnership or agency which responds, in writing, to this RFP.
2. "School" refers to the Bondurant-Farrar Community School District.
3. "Contract" is the resulting contract entered into between the School and the successful Contractor.

Nature of Proposal and Eligibility to Proposal

The proposal constitutes a firm and binding offer.

Proposals may be issued only by the Bondurant-Farrar CSD to authorized vendors and are not transferable.

Specifications. **Vendors shall be notified of any changes to Proposal specifications. Verbal agreements or instructions from another source are not authorized.**

Form of Contract. **The terms and conditions set forth on the following pages are part of the proposal and will be incorporated into any contract awarded the successful Contractor unless specific exceptions are taken and accepted by the Bondurant-Farrar CSD.**

Offer. **The undersigned hereby offers to sell to the Bondurant-Farrar CSD the services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.**

Contractor: _____

Address: _____

_____

Telephone: _____

Fax: _____

By: _____

This Proposal is not valid unless signed by a person authorized to legally bind the Contractor.

_____

Type or print Name and Title **Date**

Scope of Services

1. The Bondurant-Farrar Community School District (School) proposes to enter into a contract with a contractor to provide **the removal of existing flooring, preparation of subfloor for new flooring and installation of new flooring** for the locations listed herein.
   This contract consists of furnishing all management, materials, equipment, and labor necessary to complete the removal of existing flooring, preparation of subfloor for new flooring and installation of new flooring at locations listed and described herein.
2. **The Intermediate Flooring Replacement Project** shall include**:**
   - **Removal of old flooring**
   - **Disposal of old flooring**
   - **Removal of old adhesives and any other work necessary to prepare the subfloor for the installation of new flooring**
   - **Installation of new flooring**
     - **Tarkett IQ Eminent/Granit**
       - **Intermediate colors to match colors of new flooring at Anderson Elementary**
       - **Shaw Contract**
       - **Style: Cast 2.5mm 20mil, wear later**
       - **Color: Platform**
   - **Removal of existing baseboard**
   - **Removal of adhesive from walls and preparation for installation new baseboards**
   - **Installation of new baseboards (only on walls that previously had baseboards)**
     - **Replace existing 4" with new 4" baseboards**
     - **Replace existing 6" with new 6" baseboards**
   - **Install appropriate transitions between new and existing floors**
3. All damages must be repaired within an agreeable timeframe as set forth by the School, and before final payment is made.
4. **The Intermediate Flooring Project must be completed by December, 31 2026 or mutual agreement.**
5. After a contract has been awarded, the Contractor must contact **Dustin Gean** at 515-664-1649 to set up a meeting to review final site requirements. At this meeting the Contractor will receive specific instructions, and must provide the name of the assigned foreman and telephone numbers.
6. The Contractor shall complete all work to the satisfaction of the School and in accordance with the specifications herein mentioned, at the price herein agreed upon and fixed therefore.
7. The Contractor shall take all responsibility for the work under this contract; for the protection of the work; and for preventing injuries to personnel and damage to property and utilities on or about the work. The Contractor shall bear all losses resulting to it or to the School on account of the amount or character of the work, or because of the nature of the area in or on which the work is done is different from what was estimated or expected, or account of the weather, elements or other causes.
8. Contractor shall at its own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.

9. The Contractor will assign one (1), English-speaking foreman to oversee all work performed for this Contract.
10. The Contractor shall employ only competent people to do the work, and shall notify the School when any person working, in their opinion, is incompetent, unfaithful, disorderly, or otherwise unsatisfactory, such person shall be replaced and shall not be again employed except with the consent of the School.
11. The Contractor will run background checks on all personnel assigned to work this job, including state and federal sex offender registries and child and adult abuse, prior to any work being performed. Results of all background checks will be turned into the School prior to starting any work. Specifically, the Contractor shall not be owned, operated, or managed by a registered sex offender who has been convicted of a sex offense against a minor in accordance with Iowa Code 692A.113. In addition, the Contractor shall not permit an employee, Subconsultant (Company) owned, operated, or managed by, or Subconsultant employee who is a registered sex offender convicted of a sex offense against a minor on real property of the School in accordance with Iowa Code 692A.113.
12. The Contractor agrees to indemnify and hold the School harmless from and against any claims, judgments, or costs arising out of injuries or damage caused while performing this contract. Agreeing that any damage or injury to buildings, materials, equipment, or property during the performance of this contract will be repaired at the Contractor's expense. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
13. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
14. The School reserves the right to terminate this contract at any given time with a 10 day written notice.
15. The Contractor may terminate this contract at any given time with a 30 day written notice.

Invoicing

1. Invoicing will be provided **at end of project with appropriate line-item detail**

Payment

1. Payment will not be due until thirty (30) days after the invoice has been received at the School Office. Payment will be for only what has been agreed to in the RFP. The School does not pay late charges or interest.
2. Payment will be withheld if work is not performed as described under Scope of Services.

Insurance

The Contractor shall furnish to Cari Aylsworth, prior to the start of any work, appropriate insurance certificates (such as comprehensive general liability, automobile liability and worker's compensation) in accordance with the following:

1. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $2,000,000 per occurrence; and
2. Automobile Liability insurance (if applicable) covering bodily injury and property damage with a per occurrence limit of $2,000,000.
3. Workers' Compensation insurance (if applicable) with statutory limits, and a Waiver of Subrogation in favor of the School.
4. The policies shall be the standard form employed in the State of Iowa, issued by carriers with an AM Best rating of A- or higher, and authorized to do business in the State of Iowa. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 30 days after written notice thereof has been received by the School.

Proposals

1. Contractors shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Proposals should encompass all criteria set forth in this RFP.
2. Proposal decisions will be made within one week of the deadline.
3. Before submitting a Proposal, each vendor will visit the sites and be familiar with the equipment and pertinent conditions, such as location, accessibility and general character of the buildings and surrounding locations. The act of submitting a Proposal is to be considered full acknowledgement that the vendor has inspected the sites and is familiar with the conditions and requirements of these specifications. Arrangements to look at these locations must be made prior to submitting a Proposal by contacting Dustin Gean 515-664-1649
4. **All proposals become the property of the School and will not be returned to the vendor. At the conclusion of the selection process, the contents of the proposals will be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon written request.**
5. All Contractor correspondence and submittals shall be sent to:
   Bondurant-Farrar CSD
   Dustin Gean
   300 Garfield St SW
   Bondurant, IA 50035
6. Questions can be sent to: **geand@bfschools.org**

Non-Commitment of the School

1. The solicitation of Proposals by this RFP does not commit the School to award a contract or to pay costs incurred in the preparation of a Proposal.
2. The School reserves the right to accept or reject any or all proposals received in response to this RFP, or to cancel this RFP entirely if it is in the best interest of the School.
3. Failure to furnish all information requested may disqualify the Proposal.

Evaluation Criteria

1. The School will evaluate the Proposals received in response to the RFP. The Proposals must include specific responses for each item.
2. The School will select the Proposal most advantageous to the School for award.
3. Failure of the Vendor to provide any information requested by the RFP may result in disqualification of the Proposal.
4. The criteria to be used in the evaluation of the Proposals is as follows:
    a. The ability of the Contractor to meet the minimum specified requirements contained herein.
    b. The overall costs of the proposal satisfying the requirements contained herein.
5. The School will make the decision for selection of a Contractor. Proposals will be evaluated for the purpose of award by the School. The selected Contractor will be notified as soon as a selection has been made.
6. The School may cancel this RFP, or reject proposals at any time prior to an award.
7. Proposal award for the services requested under these specifications will be based upon those criteria listed below under Award, as well as the capacity of the School to monitor and enforce performance.
8. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the School.

Award

It is the School's intent to review all timely and properly submitted proposals and to select a Contractor that it determines best fits the needs of the School, based on factors such as, but not limited to, qualification/eligibility, ability and capacity to perform, quality, experience, references and leadership and at a reasonable cost proposed. The School reserves the right to select a Contractor that it determines, in its sole discretion, is in the best interests of the School. The School reserves the right to remove one or more locations from the project at the price quoted in the Proposal with the remaining locations serviced at the individually quoted prices.

Additional Information

1.1. **Taxes, fees, and surcharges.** The School is a tax exempt entity, so Proposals must not include local, state, or federal taxes. Any applicable surcharges or fees must be clearly delineated in the proposal.

1.2. **Rejection of proposals.** The School reserves the right to refuse proposals or parts thereof for any reason deemed in its best interest. Vendors may or may not receive notification from the School if their proposal is rejected.

1.3. **Pricing.** By responding to this RFP, vendors agree that all pricing will remain in full effect for the entire term of the contract based on this RFP, and any voluntary extensions after the initial contract.

1.4. **Incurred costs.** The School is not responsible for any costs incurred by the vendor in preparing a response to this RFP.

1.5. **Communication with School.** Vendors shall not communicate with School employees, officers, or directors regarding this RFP except as provided for in this RFP. Verbal communication from School employees, officers, or directors shall in no case supersede any written communications provided as a part of this RFP process.

1.6. **Improper business relationships.** Vendors shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist or have the potential to exist between the vendor; the School; any employee, officer, director, or principal of the vendor or the School; and any other party. The School reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The School also reserves the right to decide at its sole discretion whether disqualification of the vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the School.

In the event the School disqualifies a vendor or cancels an award based on an improper communication or relationship, and that vendor's proposal would have otherwise been considered the best proposal, the School reserves the right to select as the winning proposal the next-best proposal that it deems responsive to the RFP.

1.7. **Compliance with Applicable Laws.** The vendor agrees that it will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements under law or relevant School policies and procedures that apply to the scope of work, including but not limited to prohibitions on smoking in School buildings and on the grounds of School buildings, including private vehicles on School grounds, pursuant to the Iowa Smoke Free Air Act and restrictions on sex offenders. Any authorized auditor or government representative shall have access to and the right to examine pertinent books and records of the vendor in connection with a contract with the School, and all records relating to this engagement shall be retained for such period of time as required by law. Vendor shall also comply with any applicable reporting and registration requirements. The vendor further agrees that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of Iowa.

1.8. **No Collusion.** By submitting a proposal in response to this RFP, the vendor and each person signing on behalf of the vendor certify, under penalty of perjury, that to the best of their knowledge and belief:

The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor. Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed by the vendor, and will not be knowingly disclosed by the vendor, prior to opening, directly or indirectly, to any other vendor or competitor.

No attempt has been made or will be made by the vendor to induce any other person, partnership, corporation, or entity to submit or not to submit a bid/proposal in response to this RFP for the purpose of restricting competition.

1.9. **Modification or Withdrawal of Response.** Withdrawal of a proposal or modifications to a proposal may be made by written notice on vendor letterhead and must be received by the School prior to the deadline to submit proposals and must follow the same requirements of proposal submission . The modification or withdrawal must also contain an original, manual, notarized signature of an authorized agent of the vendor. No modification or withdrawal of any response will be permitted after the deadline for submission.

1.10. **Grievances.** Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Dr. Rich Powers, Superintendent of Schools, at the address set forth above. The Superintendent's decision as to the resolution of any such complaint or grievance shall be final.

1.11. **Exceptions.** Vendors are required to respond to all provisions of this RFP. Proposals that have "exceptions" or are contingent on any changes to the terms and conditions of the RFP may be deemed by the School to be non-responsive and rejected. Vendors should attach itemized responses and/or exceptions to the RFP as Tab 10 to its proposal. Vendors should also attach any additional terms and conditions or documents that would affect a contract arising under the RFP as Tab 11 to its proposal. The School reserves the right to negotiate modifications to any of the items contained in the proposal.

1.12. **RFP Compliance.** Proposals must respond to all requirements of this RFP to the maximum extent possible. Vendor shall comply with submitting all required signed and notarized documents prior to the deadline to submit proposals.

The School reserves the right to reject any and all proposals or parts thereof, whether or not minimum qualifications are met, to waive informalities or irregularities, and to modify, postpone, or cancel this RFP, in whole or in part, or decide to award a contract to perform only some of the services or scope of work outlined in this RFP, and to enter into such contract or contracts as shall be deemed in the best interests of the School, without liability, obligation, or commitment to any party, firm or organization. The School is under no obligation to notify vendors if it rejects any or all proposals, or modifies, postpones, or cancels the RFP.

1.13. **Contract Execution.** The selected vendor will be required to enter into a contract with the School for the provision of the requested products and/or services. The contents of this RFP and the proposal of the selected vendor may become part of the contractual obligation and incorporated by reference into the contract of engagement. A contract shall not exist between the School and any selected vendor until such agreement has been duly authorized and approved by the Board of Directors of the School. In the event a recommendation to award a contract to the vendor is rejected by the Board of Directors of the School, the School will not be obligated to the vendor in any manner.

1.14. No Assignment. A contract awarded pursuant to this RFP may not be assigned to any other entity without the express, written authorization of the School.

1.15. Compliance. Vendors will be responsible for insuring compliance with all applicable laws, ordinances, rules, regulations, and orders for the performance and completion of the contract.

1.16. Appropriation of funds. Any contracts arising from this RFP will be subject to annual appropriation of funds by the School in accordance with its normal funding practices. In the event that funds are not available in full or in part for the payments under such a contract, in this or any subsequent fiscal years, the contract will be subject to modification or cancellation depending upon the extent of available funds. The School may cancel the agreement in its entirety without penalty, if funding is not available.

Contractor's Representatives

The Contractor shall be required to supply the School with the name and phone number of the Contractor's representative who will be on call in case of emergency twenty-four (24) hours a day.

Name, address, and two (2) telephone number of Contractor's agent who is on twenty-four (24) hour call.

Name: _____

Address: _____

_____

Phone: _____

References:
Please list three (3) references and contact persons that you or your Company has performed similar work for.
1. Business Name: _____

Contact Name: _____

Phone: _____

Address: _____

_____

2. Business Name: _____

Contact Name: _____

Phone: _____

Address: _____

_____

3. Business Name: _____

Contact Name: _____

Phone: _____

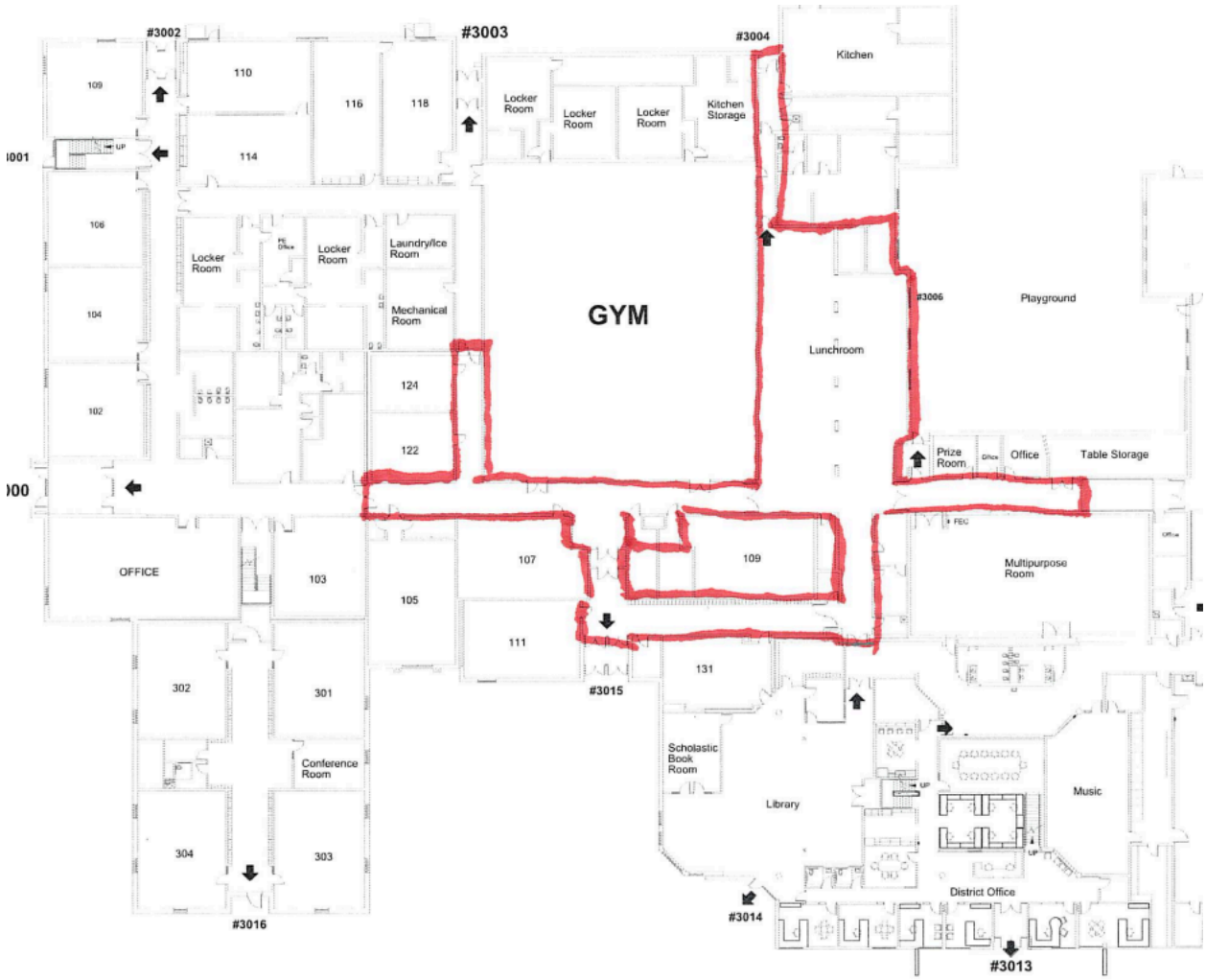
Address: _____

_____

Response Sheet

Intermediate School
300 Garfield St SW
Bondurant, IA 50035

Area for Flooring Replacement:



Appointments to view the listed locations must be made with Dustin Gean (515)-664-1649.

Attachments to be included with Proposal Response

1. Certificate of Insurance: This certificate is obtained from the Contractor's Insurance Company. The amount of insurance should reflect the requested levels of the RFP.
2. Employee list, including name, address, date of birth and Social Security numbers for background checks.
3. Sub-Contractor information including:
    a. Company name, contact name, address, phone number,
    b. Descriptive list of equipment, and
    c. Employee names, addresses, dates of birth and Social Security numbers for background checks.
4. Certificate of Authority/Existence: This is a form on company letterhead stating the individual signing the contract is authorized to enter into contracts on behalf of the company.