Request for Proposal-Quotation

April 1, 2014

**Introduction:**

The Reynolds School District is inviting you to submit a Proposal\quotation for the annual gym floor maintenance

**General Scope**

**A. SCOPE OF WORK**

1. Complete sanding of entire floor
2. Tack floor clean of dust and dirt
3. Apply **1st coat of sealer** to entire floor according to manufacturer’s recommendations
4. Abrade after coat has dried
5. Tack floor clean of dust and dirt
6. Apply **2nd coat of sealer** to entire floor according to manufacturer’s recommendations
7. Tack floor
8. Paint game lines according to approved rules and guidelines
9. Allow paint to dry according to manufacturer’s recommendations
10. Lightly abrade paint lines to assure good paint adhesion
11. Apply **1st coat Gym Finish** according to manufacturer’s recommendations.
12. If more than 24 hours between coats abrade and tack first coat
13. Apply Base boards: Baseboard and door sills to remain.
14. Punching or indenting the wood floor to layout lines will not be allowed

**B. SCHEDULE OF INSPECTIONS**

1. Inspect after initial sanding before 1st sealer coat
2. Inspect after 2 coats of sealer are in place before lines are put down
3. Inspect after lines are laid out before paint for lines is applied
4. Inspect after lines are put down and before 1st coat of finish
5. Inspect after 2nd coat of finish

**C. CONTRACT CHANGES (change orders)**

Reynolds School District reserves the right to make changes to the work from time to time provided no changes are made without a written change order setting forth the work to be added or deducted and the amount of the same. No change will be allowed without being requested in writing and an agreed upon cost having been signed off by the contractor and client prior to work continuing.

**D. LINE WIDTHS AND COLORS (*NEED TO BE SPECIFIC FOR YOUR FLOOR*)**

1. All line widths and courts to conform to proper rule books for the activity.

**E. SCHEDULING OF WORK**

1. Work may begin on agreed upon time between contractor and client.

**F. PROTECTION OF PROPERTY**

1. Maintain adequate protection for all work, including adjacent properties, from injury or loss.
2. Covering of score clock or other areas wanted to be protected from dust is the responsibility of the client.
3. Cleanup of the gymnasium and surrounding areas of dust is the responsibility of the client.
4. Waste water to disposed of in drop sinks connected to city sewer system ***(not under circumstances should waste water be allowed enter storm water systems)***

**G. LAYOUT OF WORK**

1. Contractor to verify all dimensions and details at project site prior to beginning work.
2. Contractor to make good, at own expense, cost of any wrong or improper installation.

**H. CONDITIONS OF WORK**

1. RSD7 is to provide adequate power hookups by having **230 volt three phase power** for the sanding equipment. (in some instances alternate 230 single phase power provided)
2. The contractor shall guarantee all work to be free from defective materials and workmanship.
3. Contractor shall make good on any defects discovered by RSD7 prior to final acceptance.
4. Contractor to provide all materials, labor, equipment, etc. necessary for the execution of the Work in the best and most approved manner.
5. All waste materials and rubbish shall be removed from the building to clients dumpster or trash collection area upon completion of work and all areas left clean.

**I. TENTATIVE SCHEDULE - WORK DAYS *NOT* INCLUDING SUNDAYS**

1. Set up and Sand
2. Sand
3. Sand and Seal
4. Second Seal
5. Abrade and Finish -
6. Second Finish
7. Cure 5 days Min.

**LOCATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Sq\ft** | **Cost\ft.** | **Notes** | **total** |
| **Alder Elementary** | 4,187 |  |  |  |
| **Davis**  | 4,124 |  |  |  |
| **Fairview** | 6,347 |  |  |  |
| **Glenfair** | 5,447 |  |  |  |
| **Hartley** | 4,187 |  |  |  |
| **Salish Ponds** | 3,904 |  |  |  |
| **Margret Scott** | 4,545 |  |  |  |
| **Sweetbriar** |  |  |  |  |
| **Troutdale** | 5, 251 |  |  |  |
| **Wilkes** | 4, 424 |  |  |  |
| **HB Lee Middle School** | 8, 206 |  |  |  |
| **Reynolds MS (main)** | 9,513 |  |  |  |
| **(Upper)** | 8,893 |  |  |  |
| **(North)** | 7,286 |  |  |  |
|  |  |  |  |  |
| **Walt Morey MS** | 8, 184 |  |  |  |
| **Reynolds High School** | 12, 500 |  | Moratorium Week (July 27-Aug 4)(Owner provided finish) |  |
| **(East)** | 7, 300 |  |  |
|  |  |  | **Total for the above** | $ |
| **Option 1** |  |  |  |  |
| **Reynolds MS (re-finish stage)** |  |  |  |  |
| Sand to smooth finish, apply 2 coats 30% solid oil modified urethane gym floor finish, burnish between |  |
| Coats,  |  |
| **Total option 1** | $ |

**The successful bidder** will be required to provide or have on hand and make available to the Reynolds School district.

1. Certificate of Insurance naming the **“Reynolds School District 1204 NE 201st Ave, Fairview OR 97024”** as additional Insured.
2. “SIPP” (Site Incident Prevention Plan)
3. Copy of Documented safety Program
4. Provide upon request Background\citizen status documentation.

**Selection criteria**

The Reynolds School District may request **Best and Final** offers based upon improved understanding of the offers or changed scope of work. Based on the initial proposals, and Best and Final offers, if requested, a panel will select the proposal which best fulfills the requirements and is the best value to the District. Evaluation of the proposals is expected to be completed within 2 days after their receipt. The lowest price proposal will not necessarily be selected, proposals will be weighed more heavily than costs to insure that the District is procuring best value versus lowest price.

**Submission details – minimums – Deadline**

|  |  |
| --- | --- |
| Company Name: |  |
| Address: |  |
| Contact Information |  |
| Office: |  |
| Email: |  |
| Phone: |  |
| Primary contact: |  |
|  |  |  |
| Cost Breakdown: | Main Scope | $ |
|  | Option 1 | $ |
|  | T & M Rate if applicable - per\hour | $ |
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Signature Date

***Please sign*** and submit **this** Proposal\Quote and return via email to Ivan Leigh ileigh@rsd7.net **no later than April 29 20, 2015 12:00 PM**

**Thank you**

**Ivan Leigh**

**503-830-3993**

**RSD7**

**Supervisor - Facilities**