

## **RFP #10658 –Gym Floor Refinishing**

DATE ISSUED: February 28, 2018

### **Sealed bid to be mailed or hand delivered to:**

Portage Public Schools  
Attention: Amanda Howard, Purchasing Dept.  
8107 Mustang Drive, Portage, MI 49002

**You must submit two (2) copies of your response. Faxed/Emailed responses will not be accepted.**

**Bid Responses Due by 11:30 AM, March 20, 2018. Late bids will not be accepted.**

The Portage Public School District is seeking the services of a single contractor to provide wood gym floor refinishing services as noted below. The award will be made on the basis of the overall best proposal as determined by the school district. This will be for a one year contract with an option to renew for two (2) additional one year periods.

### **\*The SCOPE of the work and GENERAL CONDITIONS includes:**

- 1) The gym floor refinishing must be performed from the period between 6/15/18 and 08/24/18. **All work is to be coordinated with the school district and shall not begin until the successful vendor has received an authorized purchase order from the school district.** By offering a proposal, the contractor commits to the school district that the work will be completed within the time frame listed above.
- 2) Exceptions may be noted on the schedule and pricing document, however the school district reserves the right or reject any proposal which does not meet the district's needs, regardless of price.
- 3) Contractors must certify that they are experienced in wood gym floor repair and refinishing and provide several references to include names and phone numbers of recent work.
- 4) The coatings used shall be MFMA and UL approved oil modified urethane wood gym floor finishes for all buildings except Lake Center Elementary and 12th Street Elementary. Lake Center Elementary and 12<sup>th</sup> Street Elementary require the use of a water-based wood gym floor finish.
- 5) The scope of work shall include:
  - a. Following the directions provided by Hillyard on the gym finish product label and or procedures guidelines.
  - b. Pre-cleaning the floor with a water-based cleaner such as Hillyard Super Shine All or Tack It recommended by the finish manufacturer.
  - c. Dry screening the floor with 120-grit screens (at a rate of 250 ft<sup>2</sup>/side of screen) using a dust collecting device attached to the floor machine.

- d. Remove all dust through vacuuming the entire floor surface surrounding areas, corners, edges, etc.
  - e. Tack the floor using Hillyard Tack It or Kleen up Solvent until the floor is free of all dust and debris.
  - f. Apply 1 coat of Hillyard Gold Medalist Gym Finish an MFMA approved oil-modified urethane wood floor finish with an applicator recommended by the finish manufacturer.
  - g. Turn on the exhaust system 3-4 hours after application of the finish.
  - h. Allow the floor to cure properly to accept a coat of Hillyard 450 Gym Finish.
  - i. Prepare the floor for the second coat of finish by abrading the floor with maroon pads if it is within 24 hours of the application of Gold Medalist Finish. If more than 24 hours please follow Hillyard recommendations.
  - j. Vacuum and tack the floor with Hillyard Tack-It or Kleen Up Solvent to remove all dust and debris from the floor surface.
  - k. Apply 1 coat of Hillyard 450 Gym Finish and MFMA approved oil-modified urethane wood floor finish with an applicator recommended by the finish manufacturer.
  - l. Turn on the exhaust system 3-4 hours after application of finish.
- 6) The contractor agrees that the school district shall have the authority to determine that the work is properly done and meets the school district's satisfaction. The contractor agrees to correct any work that is not to the school district's satisfaction at the expense of the contractor. The school district may withhold partial or all payment until the work is completed to the satisfaction of the school district.
- 7) Contractor must enclose a copy of current liability insurance certificate with proposal.
- 8) All work must be conducted in strict accordance with the finish manufacturer's specifications.
- 9) The contractor shall follow all applicable safety regulations.
- 10) The contractor is responsible in working with the school to ensuring the areas are secured to prevent anyone from entering the work area during preparation of the floor and application/drying of the finish.
- 11) The contractor shall provide all necessary labor, materials, supplies, equipment, and safety devices required to perform the refinishing of the gym floor.
- 12) The contractor is responsible to take all reasonable precautions to prevent dust from entering other areas of the building.
- 13) The contractor is responsible for removing and properly disposing of all dust and trash off site as required by law.

**LOCATIONS:**

- 1) Northern High School (Igloo & Doghouse)-1000 Idaho, Portage, 49024
- 2) Central High School (Main Gym & Stable)-8135 S. Westnedge, Portage 49002
- 3) Central Middle School – 8305 S. Westnedge, Portage, 49002
- 4) North Middle School – 5808 Oregon, Portage, 49024
- 5) West Middle School – 7145 Moorsbridge, Portage, 49024
- 6) Lake Center Elementary – 10011 Portage Rd, Portage 49002
- 7) Twelfth St. Elementary – 6501 S. 12<sup>th</sup> St., Portage 49024

**SPECIAL INSTRUCTIONS:**

**\*See the SCOPE and General Conditions on pages 1-2**

**\*\*Needs to be performed between 6/27/18 – 8/17/18**

*Suggested Dates for the following buildings:*

<b>Building</b>	<b>finish application</b>
LCE	Weekend in August
TWL	Weekend in August
Stable	June 25-30
CMS	June 25-30
Doghouse	July 15-23
NMS	July 2-7
CHS (main gym)	July 9-15
WMS	July 9-15
NHS (Igloo)	July 16-21

The Portage Public Schools Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of Portage Public Schools.

**BID PROPOSAL FORM**

**(All Pages 4 – 8 must be included with your response)**

**PROJECT NAME**

Project Name: **#10658 Gym Floor Refinishing**

---

**AGREEMENTS**

The undersigned understands that the Owner reserves the right to reject any and all bids and to waive informalities in bidding.

Owner also reserves the right to withhold award of bids for a period of sixty (60) days from bid closing date.

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owners opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reasons of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Portage Public Schools to furnish equipment, installation service, and on-site training in strict accordance with this proposal, bid documents and all pertinent portions of specifications.

**Successful vendor will be notified and can begin work/scheduling once they have received a purchase order for this work provided to them by the district.**

**GYM FLOORS:**

Northern High School:

Igloo            19,000 square feet    \$ \_\_\_\_\_

Doghouse       24,000 square feet    \$ \_\_\_\_\_

North Middle School    7,200 square feet    \$ \_\_\_\_\_

Central High School:

Main Gym       18,868 square feet    \$ \_\_\_\_\_

Stable           24,000 square feet    \$ \_\_\_\_\_

Central Middle School   6,000 square feet    \$ \_\_\_\_\_

West Middle School    6,750 square feet    \$ \_\_\_\_\_

12<sup>th</sup> Street Elementary   4,050 square feet    \$ \_\_\_\_\_

Lake Center Elem.      4,050 square feet    \$ \_\_\_\_\_

**Total Cost of refinishing to include product and labor:**    \$ \_\_\_\_\_

\* Contractors must certify that they are experienced in wood gym floor repair and refinishing and provide several references to include names and phone numbers of recent work.

---

---

---

---

**AGREEMENTS**

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owner's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reasons of establishing uniformity, delivery time, etc.

The undersigned acknowledges the following are included with the Bid Proposal Form: (please initial)

*Detailed Product Specification Information (where applicable):* \_\_\_\_\_

*Warranty Specification Information (where applicable):* \_\_\_\_\_

*Two (2) paper copies:* \_\_\_\_\_

NAME OF BIDDER

Contractor  
Name and  
Title:

Address:

Contractor  
Phone  
number:

**Contractor**  
**E-Mail:**

---

---

---

---

---

---

---

---

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**LEGAL STATUS OF BIDDER**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER**

**RESPONSIBILITY MATTERS.** The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offences enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has been, within a three-year period preceding this date, been listed on the Excluded Parties List System website (EPLS).

Firm Name: \_\_\_\_\_

**Name, title and signature of individual duly authorized to execute contracts:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**A Corporation organized and existing under the laws of the State of \_\_\_\_\_**

IRAN ECONOMIC SANCTIONS ACT

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the “Iran Economic Sanctions Act”. The following certification is to be signed and included at the time of submittal.

CERTIFICATION

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business”, as that term is defined in the Act.

_____	_____
Signature	Title
_____	_____
Company	Date

**FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT**

As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Portage Public Schools Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Portage Public Schools advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Portage Public Schools Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

---

---

Attach additional pages if necessary

By : \_\_\_\_\_ ( Bidder Signature)

Title : \_\_\_\_\_ ( type or print)

Date: \_\_\_\_\_

Subscribed and Sworn to Before Me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D., in and for the

County of \_\_\_\_\_, Michigan.

My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary