

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525
203-397-4811



Dr. John J. Brady
Superintendent of Schools

Sheila F. Wycinowski
Director of Curriculum
& Staff Development

Mary B. Raiola
Director of Pupil Services

Cathy Austin
Coordinator
of Pupil Services

Jack B. Levine
Director of Finance
& Administration

Jim Saisa
Director of Facilities

REQUEST FOR PROPOSAL

SANDING, FINISHING, AND PAINTING OF THE ORANGE MIDDLE SCHOOL GYM FLOOR

Amity Regional School District No. 5 is requesting proposals for the sanding, finishing, and game-line painting of the Orange Middle School gym floor. Bids must be submitted in a sealed envelope marked "Orange Gym Floor Refinishing" and received in the District Offices of Amity Regional School District No. 5, 25 Newton Road, Woodbridge, CT 06525, no later than 2:00 PM, Monday, April 19, 2010.

- **A mandatory site visit is scheduled for Monday, April 12, 2010, at 1:00 PM**, at the Orange Middle School. All potential bidders must sign in for the meeting in the main office. Any bidder not attending this meeting will not be able to provide a bid.
- Work must begin immediately after the last day of school (currently June 24, 2010)
- All work to be completed in a workmanlike manner; site is to be left clean and free of debris at the end of each work day
- Successful vendor must be able to provide references from at least ten Connecticut public school districts where similar work has been done in the past three years; provide references in the sealed bid package
- Bid is to be for labor only; gym finish to be provided by Hillyard
- Please direct any questions pertaining to the bid specifications to Jim Saisa, Director of Facilities, at 203-397-4818, during normal business hours.
- Please direct any questions pertaining to the bid process to Jack Levine, Director of Finance and Administration, at 203-397-4813, during normal business hours.
- See Exhibit "A" for Technical Specifications

Thank you for your interest.

GENERAL TERMS AND CONDITIONS

1. **Purpose:** The Contractor will efficiently provide its services at Amity's facilities at each of the district schools.

(a description of work is attached at Exhibit A)

Amity remains responsible for insuring that the facilities are in conformance with state law and shall monitor the Contractor through periodic monitoring and reports. Amity retains control of the quality, and general nature of its facilities. Amity shall be assured by the Contractor that all federal, state and local regulations are being met in performing work under this contract.

2. **Contract:** The contract shall be for the period of June 24, 2010 through June 30, 2010. The contract will be subject to termination with sixty (60) written days notice by either party. A contract will be executed between Amity and Contractor. The contract shall include the request for proposal and attachments, and the Contractor's proposal as finally accepted.
3. **Contractor Eligibility:** The Contractor must submit appropriate evidence demonstrating the ability and the resources to provide the specified services at facilities of equal size. Submittal of this information must include a list of current contracts in operation in New England with total facilities size indicated and customers which have terminated your services in the past five (5) years must also be listed.
4. **Contractor Responsibility:** It is the responsibility of the Contractor to examine all provisions and visit each and every location where work is to be performed to become fully acquainted with the sites, problems, conditions, and other factors that pertain to the operation. No claim for relief due to mistakes or omissions will be entertained and each Contractor will be held to his proposal. Amity reserves the right to waive errors in proposals, to accept other than the low bidder, and reject any or all proposals at its discretion.
5. **Facilities and Equipment:** The Contractor shall provide all the necessary equipment.
6. **Fiscal Arrangements:** The Contractor shall keep and maintain accounting and billing records by the calendar month. Within fifteen (15) working days after the end of each month, Contractor will provide Amity with detailed invoice for all of its costs.
7. **Personnel:**
All personnel required to perform under the contract shall be the employees of the Contractor. Salaries and fringe benefits for such employees will be determined and provided solely by the Contractor. The Contractor will make available, staff which, in the opinion of Amity and the Contractor, is adequate for efficient management and to provide and supervision. The Contractor will employ only persons acceptable to Amity. In the event that the personnel changes, Amity shall be promptly notified in writing. If the substituted person(s) is/are unacceptable to Amity, the Contractor shall have 30 days to find an acceptable person. If the Contractor fails to find suitable replacements, Amity may terminate the contract and obtain services from any other source it chooses.
8. **Health and Background Examinations:** The Contractor shall cause all of its employees to submit to periodic health examinations and background investigations at least as frequent and as stringent as required by law for school employees, and to submit satisfactory evidence of compliance to Amity.
9. **Discounts:** Buying and purchasing procedures will be according to state statutes and Amity policy and the Contractor will make every effort to take advantage of all trade discounts and rebates which shall be credited to the cost of operations. The Contractor will practice all feasible economies in the operation of

Amity's facilities. No employee, official, manager, or representative of the Contractor shall accept gratuities or "kick-backs" of any sort. In the event of a violation, the personnel shall be immediately dismissed by the Contractor.

10. **Records, Certifications. Etc.:** The Contractor shall keep full and accurate accounts and records in connection with the services covered in this contract.

The Contractor will be totally and completely responsible for seeing that the operation is in complete conformity with all rules and regulations of the Connecticut Department of Education, Amity, and all other applicable Federal, State, and Local laws, codes or regulations. All assessments to Amity for noncompliance will be paid by the Contractor.

11. **Inventory:** Not applicable.

12. **General:** It will be strictly understood that the Contractor and its employees shall at no time bring upon the premises any alcoholic beverages for sale, gifts, or use in any manner whatsoever. No tobacco or drugs in any form are to be used by the Contractor or any of its employees on the premises.

13. **Award:** Award of contract will be to the Contractor that submits a proposal that is determined to be responsive to the invitation and most advantageous to Amity.

14. **INSURANCE:**

The successful Contractor will not commence work under the terms of the specifications until it has furnished a Certificate of Insurance to Amity showing that it has Contractor's Public Liability, Property Damage, and Workmen's Compensation insurance providing and including full coverage for all subcontractors, the Amity, its agents, and employees. The minimum limits are: Property and Liability Coverage - \$1,000,000 per occurrence; Workers Compensation – Statutory Requirements. Insurance policies shall contain a day cancellation and/or modification clause with the requirements of a written notice by the insurance company to the Amity.

15. **Indemnity:**

The Contractor assumes the entire responsibility and liability in and for any and all damages and/or injuries of any kind or nature whatsoever to all persons, whether employees or otherwise, and to property arising out of or resulting from the services provided as herein set forth and provided for in the contract, and for any and all damages and/or injuries of any kind which shall occur in connection therewith and said Contractor agrees to indemnify, defend and save harmless Amity, its agents, servants, and employees for and against any and all losses, expenses, including legal fees and disbursements, damages and/or injuries growing out of or resulting from or occurring in connection with the execution of the work herein provided for including, by way of example and not by way of limitation, any losses, expenses including legal fees and disbursements, damages or injuries occurring in connection with or resulting from the use by the Contractor, its agents or employees, of any equipment, stock, appliance, implements, works, tools or machinery, or any other property owned, rented, borrowed by or assigned to the aforesaid Amity arising under any law whatever, which may be in effect in the locality in which the work is situated or otherwise.

16. **Subcontractors:**

Amity will recognize only the successful contractor for the proper execution of the entire work under the contract. The contract may not be assigned in whole or in part.

17. **MISCELLANEOUS:**

1. The selection of the Contractor to serve the needs of Amity is an important and complex task. It is recognized that there are probably many persons and/or entities that can provide the services and which would adequately meet these needs. Amity will exercise both objective and subjective rationale in the selection process. The Request for Proposals is intended to provide interested parties with uniform information concerning the requirements for submitting proposals. In responding to this Request for Proposals, proposal requirements and content format indicated herein must be adhered to. Failure to respond to all of the information requested may result in the disqualification of the proposal. The Contractor is free to suggest alternative program variations that would achieve Amity's objectives as stated above.
2. The submission of a proposal will be construed to mean that the respondent is fully informed as to the extent and character of Amity's requirements, and the respondent represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with the specifications.
3. Once submitted, all proposals become the property of Amity, which reserves the right to reject any and all proposals. Proposals must be firm and may not be withdrawn for 90 days, or until Amity awards the contract, whichever comes first.
4. Amity shall not be liable for any costs incurred by respondents in preparing or submitting proposals.
5. Amity reserves the right to accept any item or group of items proposed in any proposal, unless the respondent qualifies its offer by specific limitation. Amity reserves the right to select a respondent who is not the lowest priced respondent as it deems in its best interest.
6. Amity reserves the right to reject any proposal, in whole or in part, and to waive technical defects, qualifications, irregularities, and omissions, if, in its sole judgment, the best interests of Amity will be served. Each proposal received within the required time frame will be evaluated individually by Amity. Each evaluation will come of necessity, consistent subjective judgments concerning each proposal.
7. Amity reserves the right to negotiate with any respondent regarding changes to the original proposal which may be deemed to be in the best interests of Amity.
8. In the event that such successful respondent fails to execute a contract within thirty (30) days after notification of award by Amity, Amity may cancel its action and reconsider other proposals or solicit new proposals.
9. Amity shall consider the successful Contractor to be the sole point of contact with regard to contractual matters including payment to performance of service by the Contractor, its agents and employees. The successful Contractor shall not be allowed to assign the contract nor delegate any responsibilities or duties to any third party without prior written consent of Amity.
10. If it becomes necessary to revise any part of this Request for Proposal or otherwise provide additional information, an addendum will be issued by Amity and furnished to all prospective respondents who have received copies of this original Request for Proposal.

SPECIFICATIONS AND INSTRUCTIONS

1. All prospective Contractors must; be State of Connecticut licensed; demonstrate a minimum of 5 years experience with work listed herein; demonstrate ability to secure OEM equipment for repair/replacement purposes.
2. Should a prospective Contractor need clarification or interpretation, he/she must request such in writing to the Director of Finance and Administration at least seventy-two (72) hours prior to the proposal opening. Responses shall also be in writing and shall be distributed to all known prospective Contractor(s). The Owner or its agents will not be responsible for any alleged oral instructions or interpretations given to prospective Contractor(s).
3. No proposal will be considered unless properly completed and signed by the Contractor.
4. The Contractor shall quote a unit price for labor, percent markup for materials (MMU), and delineate other Contractor charges if any (see Bid form), when specified on bid document.
5. A Certificate of Insurance with 60 days prior written notice of cancellation naming Amity Regional School District No. 5 as an additional insured must be filed by the successful Contractor with the Director of Finance & Administration before the contract is awarded (See General Conditions for specific limits)
6. The contract will be awarded within thirty (60) days of proposal opening.
7. The contract period will begin June 24, 2010 and end June 30, 2010 unless other arrangements are made in advance with the consent of the Director of Facilities.
8. Sites included are:
 - a) Amity Middle School, Orange Campus 100 Ohman Avenue, Orange, CT
9. **SCOPE OF WORK** (includes, but not limited to)
Contractor shall:
 - (a) Perform all work per Industry Standards, and all other regulations and entities governing. Be available to perform work on 24/7 basis. Provide owner with 24/7 contact information.
 - (b) Provide all labor, materials, equipment and tools needed.
 - (c) Maintain necessary inventory history for district.
 - (d) Provide, install, repair and/or replace necessary related equipment as needed.
 - (e) See exhibit "A"

EXHIBIT "A"

SANDING AND FINISHING SPECIFICATIONS FOR MAPLE GYM FLOORS **USING Hillyard BASECOAT AND Hillyard *1907 Gym Finish***

SANDING: Floor shall be sanded after all other trades are finished. All wood floors shall be sanded with a heavy power driven sander. For the first cut, the floor shall be traversed in both directions going with the grain of the flooring using No. 2 1/2, (30 Grade) sandpaper. Follow with No. 1 1/2, (40 Grade) paper, then with No. 1/2, (60 Grade) finishing with No. 2/0, (100 Grade). All cuts should be made with the grain and rough or finish sanding on the diagonal will not be permitted without specific permission from the architect. Particular attention should be given on each finishing cut to completely remove the coarser grit marks from the preceding cut. Sanding machine shall not be moved more than 2 boards at a time for each traverse on any of the four cuts. After sanding, a better overall floor appearance is achieved by screen disk abrading the floor with a rotary buffing machine. On this last cut, use a floor buffer fitted with fine paper or a fine screen disk, (typically 100 - 120 grit), and sand the entire floor to blend circular cuts of the disc sander with the drum sander cuts. This additional screening is strongly recommended for pattern flooring. After sanding, contractor shall thoroughly vacuum floor with heavy-duty commercial type vacuum and request inspection by the architect or his authorized representative before any finishing work shall start.

SEALING: After sanding, floor shall be thoroughly swept and vacuumed. Tack rag floor with a turkish towel, slightly dampened with Kleen-Up Solvent, until no traces of sanding dust remain on floor. Allow floor to dry a minimum of one hour. Apply Basecoat with a Multi-Flo applicator or a clean, synthetic lightweight T-Bar applicator. 1) Pour a small amount of Basecoat onto the floor and saturate the T-Bar applicator pad. Next, pour a 4 inch wide well of product the length of the floor (in the same direction the boards are running). Apply Basecoat with the grain of the wood, pulling the applicator at an angle so the excess finish will flow onto the uncoated side of the wood, maintaining a "wet edge". Continue this process until the entire floor is coated. Do not leave puddles or excess material on the floor. 2) Allow 2-4 hours between coats of seal. Abrasion is not necessary between the 1st and 2nd coats of seal if coated within 8-10 hours, but for best results and to ensure a smooth surface with minimal grain raise, abrade the 1st coat of seal with 3M SPP (Surface Preparation Pads) at a rate of 250 ft²/side, to remove grain raise. Tack rag using towels moistened with Tack-It or Pre-Game solution, allow the floor to dry and apply a second coat of Basecoat. 3) After the second coat has dried a minimum of four hours, entire surface should be abraded using the Hillyard Maroon Between Coating Buffing Pads (at 250 ft²/side of pad). Floor shall be "tack ragged" as outlined above in preparation for court layout and painting.

COURT LINING: Game Line Paint: Properly abrade the entire floor, sweep, vacuum, and tack rag floor until clean. Mark game lines with proper colors of Hillyard Contender Line Paints or Hillyard approved paint according to architect's blueprints and with the use of precision taping machine for circles and arches. Note: masking tape should be pulled after the final application of paint has dried one hour. Hillyard Contender Line Paint should be allowed to dry at least 12 hours. (Contact your Hillyard representative if solvents based paints or alternatives are required for use with Hillyard 1907 water based finish). Darker colors may require longer curing times, extremely light colors may require 2 applications for proper hiding.

FINISHING: After lines have dried overnight, thoroughly abrade all painted areas and entire floor using *Hillyard Maroon Between Coat Buffing Pads* (250 ft²/side of pad). (Floor must be abraded with 3M Surface Preparation Pads, instead of maroon pads, if allowed to cure more than

48 hours between coats.) Tack entire floor until clean. Tacking immediately prior to finish application using the Hillyard / Chicopee tacking system is recommended for best appearance results. Apply a coat of 1907 using either the lightweight T-Bar or Multi-Flo applicator. Allow to dry 4-6 hours before applying the next coat of 1907. No abrasion is necessary if recoated in less than 10-hours. If 1907 dries longer than 12 hours between coats of product, abrade the floor with *Hillyard Maroon pads* (250 ft²/side of pad), tack rag, and remove all traces of dust and debris. If 1907 dries longer than 48 hours abrade with 3M SPP's before applying subsequent coats of product. After the final coat, do not use floor for at least 72 hours. Avoid heavy traffic for at least one week.

PLEASE NOTE: During product application and drying time, floor must be free of dust and dirt. Avoid direct air currents that carry dust and dirt. Temperatures of the floor, room and materials should be between 60°F and 95 °F during treatment and curing. Allow adequate ventilation for proper curing. Product and paint must be abraded with 150-grit screens or 3M Surface Preparation Pads (instead of maroon pads) if allowed to cure more than 48 hours between coats. Do not use cleaners on 1907 until the coating has cured for one week Tacking immediately prior to application using the Hillyard / Chicopee tacking system is recommended for best appearance results.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
BETHANY, ORANGE & WOODBRIDGE, CT
OFFICIAL BID FORM

To be delivered in a sealed envelope marked "ORANGE GYM FLOOR REFINISHING BID" to the Director of Finance and Administration, District Office, Amity Regional School District No. 5, 25 Newton Road, Woodbridge, CT 06525 before 2:00 p.m. on Monday, April 19, 2010.

Having read the Invitation for RFP, Specifications and Related Information and all other related documents, the undersigned hereby agrees and proposes to provide the specified item(s) as outlined and submits proposal below. Acceptance of this proposal by Regional School District No. 5, in writing, shall constitute the basis for a written contract between the two (2) parties.

Amity Regional School District No. 5 is sales tax exempt.

BASE BID
FOR THE FISCAL YEAR ENDING JUNE 30, 2010

Estimated completion TIME: _____

Please attach any additional product documents or information for clarity.

LOCATION	BASE BID	Other contractor charges
Gym Floor		
Additional comments:		

Name of Supplier(s) Used: _____

Name of Bidder _____ Date _____

Name of Company _____ Telephone _____

Address _____ Fax _____

_____ 24/7 contact info _____

Signature of Authorized Agent _____

