**CCSD1 DMS Flooring Replacement**

**Project Identification: Replace current flooring in all hallways and common spaces at Douglas Middle School.**

**Contact:** Please direct all questions via email to [mitchjohnson@ccsd1.org](mailto:mitchjohnson@ccsd1.org)

**Owner:** Converse County School District #1, Douglas, Wyoming 82633

**Owner’s Representative:** Mitch Johnson-Facilities Director

* **Walkthrough 10:00 AM November 28, 2023**
* **Proposals Due: 2:00 PM December 5, 2023**
* **Bid Opening: 2:00 PM December 5, 2023**
* **Contract Award: (Board Meeting) December 12, 2023**
* **Work Window: May 24, 2024 to August 5, 2024**

Converse County School District #1                                                Superintendent Dr. Paige Fenton Hughes

CALL FOR BIDS

Converse County School District No.1

**CCSD1 DMS Flooring Replacement**

The Converse County School District #1 (the “District”) is accepting bids from qualified vendors who are capable of replacing the flooring in all hallways and common spaces at Douglas Middle School.

**Project Description:**

Hallway Replacement:

* Demo current flooring in all hallways.
* Surface prep area to new flooring manufacturer’s specifications.
* Replace all flooring in hallways with attached carpet specification at the bottom of this RFP.
* There are three (3) different carpet styles with multiple colors that will be decided upon after the project has been awarded.

Commons:

* Demo current flooring in the commons area.
* Surface prep area to new flooring manufacturer’s specifications.
* Replace flooring in the commons with attached rubber flooring specifications at the bottom of the RFP.
* Color of rubber flooring will be decided upon after the project has been awarded.

Adhesives:

* All adhesives for this project shall be in the manufacturer’s recommended adhesives to maintain a system warranty with the manufacturer.

Base Molding:

* Demo current base molding.
* Replace current molding with the attached base mold specifications attached to the bottom of this RFP.

**Equipment/Services Specifications:**

* Materials, parts and equipment must be industry standard.  Vendor will apply best practice installation methodologies to all work.

**Walk-Through:**

A pre-bid on-site walkthrough to better understand the needs of the District is required for bid eligibility.  The initial Walk-through is scheduled **10:00 AM November 28, 2023**at Douglas Middle School located at 801 West Richards St. in Douglas, WY.

**Proposal:**

All bids shall be listed in the following manner.  In addition to a Total Project Cost, all proposals are to contain costs for equipment, material, labor and shipping listed separately.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

The District will not be liable for any cost incurred by the respondents in preparing responses to this bid or negotiations associated with award of a contract.

**Proposal Evaluations:**

It is anticipated that a contract will be made with the provider whose proposal is determined to be in the overall best interest of the District. The main evaluation considerations are price, industry experience, and qualifications.

Each proposal will be evaluated based on criteria and priorities as defined by the District, who will choose the submission that, taken as a whole, and in the District’s sole opinion, is in the best interest of the organization. Proposals should address the evaluation criteria itemized below.

The evaluation criteria include, but are not necessarily limited to, the following:

* Total cost of implementation
* Proposer’s experience with other school districts in WY
* The vendor’s overall performance record, including responsiveness and reputation based upon feedback from available references
* The perceived quality of the vendor’s response, including completeness, accuracy and appropriateness
* Stability/risk of the vendor, including assessment of risk that they may not be able to fulfill responsibilities.

**Base Bid:**  The work is to be bid as one general contract with one prime contractor and shall be to provide design, labor, equipment and materials to complete the remodel for CCSD1.  Bidder is responsible for confirming all measurements for the project.

**Scope of work:**

* Provide training to District technical personnel for maintenance and operation of new equipment if applicable
* Inventory and label vendor-supplied equipment with District provided asset tags if applicable.
* All materials and installation practices will meet or exceed industry standards for materials and installation.
* Installation, configuration, and testing of each system.
* Overall system documentation
* Cleanup and disposal of scrap materials.
* Removal and disposal of the District’s existing unneeded equipment.
* Work will need to take place within the normal operating hours, except when communicated

with Maintenance Director that longer hours are needed.

* The vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the customer has been denoted.
* The vendor is responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits, as needed.
* The vendor will be responsible for repair of any damage to the building or systems due to the negligence of its workers.
* During the contract period the vendor will abide by all fire and safety regulations.
* District/School security policies must be observed at all times.
* Upon completion of any repair, replacement or installation activity, the vendor must provide evidence of the completion with a successful test on said system with results provided to District in District specified format(s).
* The vendor will be responsible for the prompt correction of all defects in the system.
* The vendor must leave the premises clean and neat after each work session.
* All work must be coordinated through each school or building’s designated contact before the beginning of the installation work at that site.
* Vendor must assume total responsibility for the actions of any/all subcontractors.
* Bidder should be aware that this projects work timeline is anticipated to be completed prior to the start of the school year.

Bidder is responsible for inspecting existing structures to determine if they are adequate for overall success of the project.  If modifications to existing infrastructure are required to affect the bid design, they must be incorporated into the design and the respondent’s bid.

Bidder is responsible for including in its design full specifications on all material sufficient to permit the District to understand its offer.

Contractor's Responsibility: Contractor shall be responsible for all conditions as described by the scope of work contained in this document. Contractor shall provide all tools, equipment, labor and materials including city of Douglas licensing (contractor’s license) as required to complete work in a safe and timely manner that is typical to the trade. Contractor is responsible for all employee insurance and workman’s comp and must provide District with updated roster of employees working on school property. This roster is for the sole purpose of identifying any felons and or sex offenders who will not be allowed on school property. The Contractor shall not allow any employee or sub-contractor on school premises that is a felon or sex offender.

Contractor shall retain all salvage rights. Any deviations or changes as stated in bid documents must be approved by District or District’s representative.

**Owner's Responsibility:**

1. Owner shall grant contractor access to property as need to complete scope of work.
2. Owner shall give contractor access to all blue prints for review as needed.
3. All blueprints must stay in the owner’s possession at all times.

**Contractor's Responsibility:**Contractor shall be responsible for all conditions as described by the scope of work contained in this document. Contractor shall provide all tools, equipment, labor and materials as required to complete work in a safe and timely manner that is typical to the trade. Contractor is responsible for all employee insurance and workman’s comp and must provide owner with updated roster of employees working on school property. This roster is for the sole purpose of identifying any felons and or sex offenders who will not be allowed on school property. Any deviations or changes as stated in bid documents must be approved by owner or owner’s representative.

**Time of completion:**Work may begin as of **May 24, 2024**and must be substantially completed no later than **August 2, 2024**with final completion by **August 5, 2024**.

**Bonding and Payments**: A 5% bid bond must be present at the bid opening. All payment requests must be submitted along with a schedule of values to owner no later than the 20th day of each month and will be subject to 5% retainage. The retainage invoice shall be submitted along with invoice for final payment upon final completion of the project. The retainage will then be paid 41 days after advertisement of final completion.

**Insurance**: The Contractor shall purchase from and maintain in a company or companies

lawfully authorized to do business in the State of Wyoming insurance for protection from claims under Workers’ compensation acts and other employee benefit acts which are applicable, claims for damages because of bodily injury, including death, and claims for damages other than to the work itself, to property which  may arise out of or result from the Contractor’s operations under the Contract, whether such operations be by the Contractor or by a Sub-Contractor or anyone directly or indirectly employed by any of them.  This insurance shall be written for not less than limits of liability specified in the Contract documents or required by law, whichever coverage is greater, and shall include Contractual liability insurance applicable to the contractors’ obligations, Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work.  Each policy shall contain a provision that the policy will not be cancelled or allowed to expire until at least 30 days of prior written notice has been given to the Owner.  All liability insurance shall name the Owner as additional insured.

The Contractor’s Public Liability Insurance and vehicle liability insurance shall be in an amount not less than $500,000.00 for injuries, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than $500,000.00 on account of one accident, and the Contractor’s Property Damage Insurance in an amount not less than $50,000.00 for damages on account of any one accident and in an amount not less than $100,000.00 for damages on account of all accident.

**Bidding Process:**All bids shall be in the form of a Total Job Price. A 5% bid bond and schedule of values must be present at the bid opening. Preference may be given to Wyoming contractors as defined by Wyoming Statutes 1977, Section 16-6-101, in accordance with the provision of section 16-6-102. Attention is also called to provisions of Section 16-6-103 with respect to sub-contractors by the successful resident bidder.

**Submittal Instructions:**

Responses to this bid solicitation must be submitted and delivered to the District as “sealed bids” no later than **2:00 PM on December 5, 2023** (Submission Deadline). The outside of the envelope shall be identified as follows:

Converse County School District 1

Attn: CCSD1 DMS Carpet Replacement

615 Hamilton St.

Douglas WY, 82633

Electronic mail bids may be submitted to Sarah Isner at [sisner@ccsd1.org](mailto:sisner@ccsd1.org) or faxed to 307-358-3934. Acceptable digital formats include Word or PDF.

It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner as late proposals will not be accepted.

Oral or telephone bids shall not be considered, nor will modifications of proposals by such communication be considered.  The completed bid response shall be without erasures or alterations.  Delivery of the proposals will be considered authorized by the service provider to make a contract, if awarded.

The owner reserves the privilege of rejecting any or all proposals, or waiving any irregularities or formalities in any proposal in the bidding.

BASE PROPOSAL – **CCSD1 DMS Carpet Replacement**

Bidder agrees to perform all of the work described in the bid documents for the sum of:

Total Job Price

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(Amount shall be shown in both words and figures.  In case of discrepancy, the amount shown in words shall govern).

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(If bid is by a Corporation)

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