

# STATE OF NORTH CAROLINA / HAYWOOD COUNTY SCHOOLS REQUEST FOR PROPOSAL

RFP# 4-13-20-C

**PROJECT: ANNUAL REFINISHING OF WOOD GYM FLOORS – COUNTY WIDE**

**ISSUE DATE: April 21, 2020**

Sealed proposals subject to the conditions made a part hereof will be received until **3:00 pm EST on Thursday, May 7, 2020** for furnishing all labor, materials, equipment, and services incidental and implied, for completion of the project described herein.

**PREBID CONFERENCE: No pre-bid meeting is scheduled. Contractors may visit the site during regular business hours by scheduling an appointment with Josh Mease, Maintenance Director at (828) 734-5570.**

**SEND ALL PROPOSALS DIRECTLY TO THE ADDRESS AS SHOWN BELOW:**

**Haywood County Schools Maintenance Department**

401 Farmview Drive

Waynesville, NC 28786

FAX: (828) 456-2452 (fax is not guaranteed, call to confirm at 828-456-2402)

NOTE: Indicate firm name and RFP number on the front of each sealed proposal envelope or package, along with the date for receipt of proposals specified above.

Direct inquiries concerning this RFP to: Josh Mease, Maintenance Director 828-734-5570

## THE PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective contractors.
2. Proposals in one original will be received from each offeror in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.
4. At that date and time the proposals from each responding firm will be opened. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of an offeror's pricing position. Informal proposals (less than \$300,000) are confidential until such time that award has been made. Thereafter, the purchasing division will furnish a bid tab upon request.
5. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the offeror and its staff, and cost. Award of a contract to one offeror does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to Haywood County Board of Education.
6. Offerors are cautioned that this is a request for offers, not a request to contract, and the Haywood County Board of Education reserves the unqualified right to reject any and all offers when such rejection is deemed to be in its best interest.

(NOTE: THIS PAGE MUST BE FULLY EXECUTED AND RETURNED FOR CONSIDERED OF PROPOSAL)  
**PROPOSAL FORM**

**ANNUAL REFINISHING OF WOOD GYM FLOORS – COUNTY WIDE**

**RFP# 4-13-20-C**

**DUE DATE: Thursday, May 7, 2020 at 3:00 pm EST**

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- It can obtain and submit to the Owner insurance certificates as required with 5 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- All taxes have been determined and included in the proposed cost.
- The offeror has attended the conference (if applicable) or conducted a site visit and is aware of prevailing conditions associated with performing these services.
- The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 60 days (normally less) from the date of the opening, to furnish the subject services for a cost not to exceed:

**BID DESCRIPTION: Provide unit pricing to refinish wooden gym floors county-wide (see below)**

**Needs to include price options for five (5) consecutive years.**

**Unit Price #1: Recoat per square foot**

YEAR 2020 UNIT PRICE \_\_\_\_\_ YEAR 2021 UNIT PRICE \_\_\_\_\_ YEAR 2022 UNIT PRICE \_\_\_\_\_

YEAR 2023 UNIT PRICE \_\_\_\_\_ YEAR 2024 UNIT PRICE \_\_\_\_\_

**Unit Price #2: Total sanding and refinish per square foot to include logos and three (3) coats water base sealer**

YEAR 2020 UNIT PRICE \_\_\_\_\_ YEAR 2021 UNIT PRICE \_\_\_\_\_ YEAR 2022 UNIT PRICE \_\_\_\_\_

YEAR 2023 UNIT PRICE \_\_\_\_\_ YEAR 2024 UNIT PRICE \_\_\_\_\_

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OFFEROR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

FED ID No: \_\_\_\_\_ Type & License #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ MBE Status: \_\_\_\_\_

BY: (Signature) \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**END OF PROPOSAL FORM**

**ANNUAL REFINISHING OF WOOD GYM FLOORS – COUNTY WIDE**  
**RFP# 4-13-20-C**

**TERM:** This contract is for a period of up to five (5) years ending June 30, 2024. With an option for a mutually agreed annual price adjustment.

**DESCRIPTION:**

**Job Specifications:**

1. Make sure all floor outlets and volleyball stanchions are level with floor surface.
2. Must use POLOPLAZ Water Base NSB Sealer and POLOPLAZ oil base 450 products or comparable oil base sealer.
3. Must be able to quickly respond to flooring emergencies.
4. Each gym floor must have one (1) coat applied.

**SPECIFICATIONS FOR YEARLY SCREENING & RECOATING**

- Bethel Elementary Gym – touch up all painted areas (if needed) and finish per specs.
- Bethel Middle Big Gym – touch up all painted areas (if needed) and finish per specs.
- Canton Middle A and B Building Gym – touch up all painted areas (if needed) and finish per specs
- Clyde Elementary Gym – touch up all painted areas (if needed) and finish per specs.
- Hazelwood Elementary Gym – touch all painted areas (if needed) and finish per specs.
- Jonathan Valley Elementary Gym – touch up painted areas (if needed) and finish per specs.
- Junaluska Elementary Gym – touch up painted areas (if needed) and finish per specs.
- Meadowbrook Elementary Gym – touch up painted areas (if needed) and finish per specs.
- North Canton Elementary Gym – touch up painted areas (if needed) and finish per specs.
- Pisgah High School Main and Auxiliary Gym – touch up painted areas (if needed) and finish per specs.
- Riverbend Elementary Gym – touch up painted areas (if needed) and finish per specs.
- Tuscola High School Main and Auxiliary Gym – touch up painted areas (if needed) and finish per specs.
- Waynesville Middle School Main and Little Gym – touch up painted areas (if needed) and finish per specs.

Please read entire specification package. You will be held accountable for all information.  
NO payment shall be made if specifications are not followed.

**ANNUAL REFINISHING OF WOOD GYM FLOORS – COUNTY WIDE  
RFP# 4-13-20-C**

**SPECIFICATIONS:**

The following screening and re-coat shall apply to the schools that are listed on previous page.

**Recoat Specifications:**

1. Check for cleaning solutions used on gym floor that has left a residue. Cleaning residue can make finishes not bond to existing coats.
2. Buff floor with 180-grit screens.
3. Dust mop all debris from floor.
4. Scrape all edges.
5. Hand sand all edges free of debris in finish.
6. Rebuff floor with 180-grit screens.
7. Dust mop all debris from floor.
8. Rebuff floor with maroon pads.
9. Dry dust mop floor two (2) times.
10. Wet dust mop floor three (3) times with towels on dust mop.
11. Wet dust mop floor with damp white sleeves until floor is completely clean.
12. Apply one (1) coat of POLOPLAZ World Class Finish (50% Solids) or comparable sealer
13. Allow floor to dry 84 hours. Preferably five (5) days.
14. Final inspection/approval signoff sheet to be completed by Maintenance Director or designee.

**Re-sand Specifications:**

1. Access to 3-Phase power for dual rider.
2. 1<sup>st</sup> cut on 45-degree angle with 24-grit paper (refinish only).
3. 1<sup>st</sup> cut on 45-degree angle with 30-grit paper (new floor only).
4. If floor is still uneven, 45-degree angle with one grit less paper (30-grit on refinishing or 36-grit on new floor).
5. 1<sup>st</sup> straight run pass will be made with 36-grit on both sanders.
6. 1<sup>st</sup> edger pass will be made with 24-grit or 36-grit paper and all corners/doorways scraped on all refinishes.
7. 2<sup>nd</sup> straight run pass will be made with 40-grit on both sanders.
8. 2<sup>nd</sup> edger pass will be made with 40-grit paper and all covers/doorways scraped on all new floors.
9. 3<sup>rd</sup> straight run pass will be made with 80-grit on both sanders.
10. 3<sup>rd</sup> edger pass will be made with 80-grit paper and all covers/doorways scraped on all new floors.
11. 4<sup>th</sup> straight run pass will be made with 100-grit on both sanders.
12. Refinish and new floors will then be buffed with 80-grit screens.
13. Floor will thoroughly be vacuumed.

14. Tac floor until completely dust free.
15. Vacuum all corners and edges.
16. Apply 1<sup>st</sup> coat of POLOPLAZ Water Base NSB Sealer or comparable sealer.
17. Let dry four (4) hours minimum.
18. Tac floor until completely dust free.
19. Vacuum all corners and edges.
20. Apply 2<sup>nd</sup> coat of POLOPLAZ Water Base NSB Sealer or comparable sealer.
21. Let dry four (4) hour minimum.
22. Buff floor with water base stickit paper.
23. Tac floor until completely dust free.
24. Vacuum all corners and edges.
25. Tape all lines and logos to school specifications.
26. Tac line & logos surfaces until completely free of dust.
27. Apply 1<sup>st</sup> coat of stain or paint.
28. Let dry for four (4) hours minimum.
29. Hand sand all lines & clean thoroughly.
30. Apply 2<sup>nd</sup> coat of stain or paint.
31. Hand sand all lines & clean thoroughly.
32. Let dry for eight (8) hours minimum.
33. Hand sand all lines & clean thoroughly.
34. Tac gyms until completely free of dust
35. Apply 3<sup>rd</sup> coat of POLOPLAZ Water Base NS Sealer (50% Solid) or comparable sealer.
36. Let dry eight (8) minimum.
37. Buff floor with 180-grit screens.
38. Tac floor until completely dust free.
39. Vacuum all corners and edges.
40. Apply 1<sup>st</sup> coat POLOPLAZ 450 (50% solids) or comparable sealer.
41. Let dry minimum of 72 hours. (Preferably 5 days)
42. Final inspection/approval signoff sheet must be completed by Maintenance Director of Designee.

**SCOPE:**

Work shall consist of furnishing all labor, materials, equipment and services, incidental and implied, for the Refinishing of Wood Gym Floors. All items not specifically mentioned in the specifications, but which are obviously required to make the renovations complete, shall be included automatically.

**QUESTIONS:** Questions that are technical in nature shall be directed to Josh Mease, Maintenance Director at (828) 734-5570.

**QUALIFICATIONS:** All bidders are required to have at least three (3) years of gym floor refinishing experience and supply three (3) references in this area.

**CONTRACTOR'S RESPONSIBILITY:** The Contractor shall be responsible for the construction site during the performance of the work. The Contractor shall be responsible for any and all damages to persons and property during the performance of the work and shall further provide all necessary safety measures and shall fully comply with all federal state and local laws, building rules, rules and regulations to prevent accidents or injury to persons or property on or about the location of the work site. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications. Special attention will be made to proper barricading of the work areas due to the work progressing within an actively operating office atmosphere.

**SAFETY REGULATIONS:** The Contractor shall adhere to the rules, regulations and interpretations of all state, federal and local laws, which pertain to works and site safety. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications.

**CODES:** All work shall be done in accordance with the specifications and shall comply with North Carolina Building Code, Underwriters' Rules and Regulations and Federal, State and Local Regulations covering work of this nature. Whenever drawings or specifications are in excess of such laws, codes and regulations, the specifications shall hold. All equipment shall have U. L. labels attached.

**PERMITS:** The Contractor must secure all permits required for the job completion, obtain and deliver to Owner, all certification of inspection issued by the authorities having jurisdiction, with Contractor paying cost of same. **All final certificates must be delivered to owner prior to request for final payment.**

**SCHEDULING:** The Contractor must schedule with principal and/or athletic director with precise time schedule as to when specific work will occur in specific areas within the building. Contractor must also relay this information to Kristie Payne, Maintenance Department at (828) 456-2402 so a purchase order can be processed to be ready for payment when job is complete. This will be used to coordinate the work with the occupants of the building. The Maintenance Director may alter the schedule at any time to maintain the educational process within the facility. Work must be scheduled during normal working hours and the Haywood County Board of Education shall not incur any additional cost due to scheduling.

**WORKERS ON THE JOB:** All employees of the Contractor shall, while on Haywood County Board of Education property, must act in a professional and courteous manner. All workers shall be expected to shirts while on Board property. Also, all employees of the Contractor must "sign in" in the main office upon entering the facility and must "sign out" upon leaving the property. Any employee of the Contractor may be told to leave the property by the Maintenance Director if they do not follow these procedures. The employee shall be replaced with another at no additional cost to the Haywood County Board of Education. **NOTE: There needs to be one person on each site that speaks fluent English.**

In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program and (2) have been convicted of certain sexually violent offences or any offense where the victim was under the age of 16 years at the time of the offense are expressly forbidden to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school related functions, whether before, during or after school hours. It is the responsibility of the contractor or vendor that their employees and subcontractors are in accordance with G.S. 14-208.18.

**PRICE ADJUSTMENTS: (TERM CONTRACTS ONLY):** Any price changes, downwards or upwards, which might be permitted during the contract period must be general, either by reason of market change or on the part of the contractor to the other customers.

- a) **Notification:** Must be given to Haywood County Schools, in writing, concerning any proposed price adjustments. Such notifications shall be accompanied by copy of manufacturer's official notice or other acceptable evidence that the change is general in nature.
- b) **Decreases:** Haywood County Schools shall receive full proportionate benefit immediately at any time during the contract.
- c) **Increases: Consumer Price Index (CPI):** Contract prices for equipment and/or service will remain firm through June 30, 2021. Contractors must request price adjustments, in writing 30 days prior to the renewal date. If a Contractor fails to request CPI price adjustment 30 days prior to the adjustment date, the adjustment will be effective 30 days after Haywood County Schools receives their written request. Price adjustments will be made in accordance with the percentage change in the U.S Department of Labor Consumer Price Index (CPI-U) for all urban consumers, all items, southern region. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base yearly average (January through December beginning the year 2020); and each (January through December) thereafter. The percentage difference between those two (2) CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. All bidders will be capped with a 3% maximum price increase.
- d) **Invoices:** It is understood and agreed that orders will be shipped at the established contract prices in effect on dates orders are placed. Invoicing at variances with this provision will subject the contract to cancellation. Applicable North Carolina sales tax shall be invoices as a separate item.

**EQUIPMENT AND TOOLS:** The Contractor shall use no equipment or tools that are owned by the Haywood County Board of Education. Also, the contractor except for opening locked gates, doors, etc., and giving directions shall utilize no employees of Haywood County Schools. Questions of a technical nature shall be directed to the Maintenance Director.

**MATERIALS:** No materials shall be stored on site and the Haywood County Board of Education is not responsible for any materials, equipment or tools lost or stolen from the site. Any materials needed to complete the job shall be included in the bid.

**CLEAN UP:** The area of work shall be cleaned daily so that the Haywood County Board of Education shall not incur any additional costs to make the area suitable for the educational process. Also, the Contractor shall utilize no trash receptacles or dumpsters owned by the Haywood County Board of Education. All trash and debris shall be properly disposed of off the property.

**PERFORMANCE OF WORK:** All work shall be performed at the highest level of quality. The Owner shall be responsible for determining the quality of work, and may notify the Contractor of same. **ANY WORK COMPLETED THAT IS NOT SUITABLE TO THE OWNER SHALL BE REPEATED BY THE CONTRACTOR AT NO COST TO THE OWNER.** Any damage to existing area or utilities will be the responsibility of the Contractor. **NO EXCEPTIONS.**

**WARRANTY:** All labor, materials, equipment and services shall be warranted for one year from acceptance of job.

Contractor must adhere to the guidelines within these specifications; failure to do so will result in default of payment by the Haywood County Board of Education and/or cancellation of this contract.

***The Haywood County Boards of Education reserves the right to reject any or all bids for any or no reason, and to waive informalities.***

***END OF RFP***