



Mason Elementary School

School Administrative Unit #89
13 Darling Hill Rd. Mason, NH 03048
(603) 878-2962 (603) 878-3439 (fax)

REQUEST FOR PROPOSAL (RFP) Exterior Painting Mason Elementary School

The Mason School District is looking to repaint the clock tower (including vents) above the roof line, window trim, sashes, upper trim and other painted areas above the roof line. The existing paint is lead and some of it is loose and flaking. Loose and flaking paint needs to be removed following the standards specified by the current New Hampshire regulations on Lead Paint Abatement. There may be some minor carpentry repair, so the bid must include the ability to do this work. We will hold a bid walkthrough at Mason Elementary School on Wednesday, May 1, 2019 at 10:00 a.m. The work must be started and completed during the school's summer break (June 17th through August 9th, 2019)

REQUEST FOR PROPOSALS TIMETABLE

The following schedule has been established for the Request for Proposals:

RFP Release Date: Tuesday, April 23, 2019

Web site: www.sau89.org release date: Tuesday, April 23, 2019

Bid Walkthrough: Wednesday, May 1, 2019 beginning at 10 a.m.

Proposals Due: Wednesday, May 15, 2019 at 3:00 p.m.

Bid Opening: Wednesday, May 15, 2019 at 13 Darling Hill Rd, Mason NH at 3:30 p.m.

PROJECT DETAILS:

A bid walkthrough is scheduled for Wednesday, May 1, 2019 at 10:00 a.m. at Mason Elementary School, 13 Darling Hill Rd, Mason, NH 03048.

RFP PROCESS/PROPOSAL PROCEDURE

Proposals must include proof of Liability and Contractors Insurance. The level and amount of coverage must be submitted.

The proposal must include descriptions of at least 2 similar or relevant projects and reference contacts for the evaluation team to contact.

A hard copy of this RFP can be picked up at the Office of the School District located at 13 Darling Hill Road, Mason, NH 03048, after April 23, 2019.

Bidders must submit one hard copy of their proposal to Kristen Kivela, District Administrator, Mason School District, 13 Darling Hill Road, Mason, NH 03048. (No phone calls accepted.)

All bidders must adhere to all conditions listed in Appendix A and B. Failure to comply with either Appendix A or B may or will disqualify bidder.

Proposals must include a schedule including the planned start date and completion date.

Proposals must be sealed and have the following information on the outside:

Firm Name
Address & Contact Information
Mason School District: Exterior Painting

All bidders will be notified of selection within one week of bidding opening via U.S. Mail.

EVALUATION AND SELECTION PROCEDURE:

Proposals will be evaluated by the District Administrator and Facilities Manager and others if needed. The successful proposal will be the proposal that best meets the following criteria:

- Experience with similar work
- References and quality of work

The Mason School District **is not required** to accept the proposal that includes the lowest fee. The Mason School District's acceptance of a proposal does not imply that every element of that proposal has been accepted. Proposals that do not meet these requirements will not be evaluated.

OTHER GENERAL RFP REQUIREMENTS AND CONDITIONS

The Mason School District reserves the right to postpone or cancel this RFP or reject any and all proposals for any reason. Bidders must submit a Lump Sum for the work. Prices will not be negotiated after bid submission.

The Mason School District is not liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therein. A proposer may submit change orders but not conduct the work unless the Director of Facilities approves the work ahead of time. Once a proposal is submitted, it cannot be changed. Late proposals and late modifications will not be considered for evaluation. Proposers may withdraw their proposals from consideration at any time before the proposal deadline. To withdraw a proposal, the proposer must provide the Mason School District with written notification ahead of bid opening. Following the award of this contract to the successful bidder, the Mason School District may, in its sole discretion, reduce the scope of the project including changes in materials or methods used in the execution of the job. These changes shall not require the rebidding of the project. All Requests for Proposals submission materials become the property of the Mason School District.

Appendix A

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that:

1. The proposal has been created in good faith;
2. The proposal has been created and submitted without collusion or fraud with any other person or entity;
3. All statements of fact in the proposal are true;
4. The proposal was not created in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;
5. The vendor has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the Mason School District or of any other vendor or anyone else interested in the proposed contract.

Signature of Authorized Representative

Date

CONDITIONS

1. The contractor is solely responsible for the accuracy of all measurements. No change orders for inaccurate measurements will be considered. As noted, in the bid walkthrough, all measurements and or take-off of the work to be performed is the responsibility of the contractor bidding this project.
2. Materials shall be stored in an enclosed and dry area protected from any damage. A storage container may be used if necessary, but location of placement must be approved by the district.
3. All products relating to this project shall be solvent free, environmentally safe, low volatile organic chemical content products fully compatible with all materials used or existing. No ACBM (Asbestos Containing Building Materials). An MSDS or product information card must be available for review of the product being used.
4. Installer agrees to carry a one year work warranty on installation and workmanship on product.
5. Areas of work must be clean and free of debris and a general cleanup will be performed by the contractor each day to leave work areas neat and safe. If the district has to perform these duties a charge will be tallied and reduced from the cost of the project.
6. Damages to the building will be the sole responsibility of the painting company. Before work commences, the painting company and the district's maintenance manager will inspect the area to be painted to note any damage that exists and again after the project is completed to make sure no damage has occurred as the result of the painting project.

Liquidated Damages:

The summer period for planned work in the Mason School District is very short. Because of that, the timeframe for work completion is very strict. The completion of the job must occur no later than Friday, August 9, 2019. Because of that, the district will assign a five hundred (\$500.00) per day fine for each day that the project goes past the deadline.