



Request for Proposal

Pantego Christian Academy
2201 West Park Row
Arlington, TX 76013
817.460.3315

Playground Equipment and Renovation

10/19/2017

Issued by:

Pantego Christian Academy

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1. Introduction & Background

Pantego Christian Academy, a non-profit, private Christian school, is in need of playground renovations and is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to provide playground renovations. Our goal with playground renovations is to:

1. Replace surface material
2. Upgrade equipment
3. Repair equipment

The objective of this Request for Proposal is to locate a source that will provide the best overall value to Pantego Christian Academy. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than 12/1/2017.
3. Bidders must list at least 5 projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A price proposal must be provided.. This price proposal should indicate the overall fixed

price for the project as well as hourly rates and an estimated total number of hours, should Pantego Christian Academy decide to award a contract on an hourly rate basis.

5. If you have a standard set of terms and conditions, please submit them with your proposal.

All terms and conditions will be subject to negotiation.

- a. Proposals must be received prior to 12/1/2017 to be considered.

- b. Proposals must remain valid for a period of 90 days.

- c. Pantego Christian Academy anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these “down-selected” individuals or firms.

6. Provide proposed design elements of each of playgrounds indicating proposed manufacturer and specifics about each piece of equipment.

7. Provide at least three references from other organizations from the last two years. Include contact name, phone number, email address and brief description of the work performed.

3. Hold Harmless and Indemnification

The successful bidder shall agree to indemnify, defend and hold harmless Pantego Christian Academy (including its officers and employees) for/from any and all judgments, claims or actions of any kind presented, entered into, against Pantego Christian Academy arising out of the vendor's (including vendor's employees, representatives, products and subcontractors), negligent performance under this agreement, excepting only such claims or actions which may arise out of sole negligence of Pantego Christian Academy or any third parties not acting on behalf of, at the direction of, or under the control of the successful bidder.

4. Project Description

The purpose of this project is as follows: upgrade and repair playground for student use

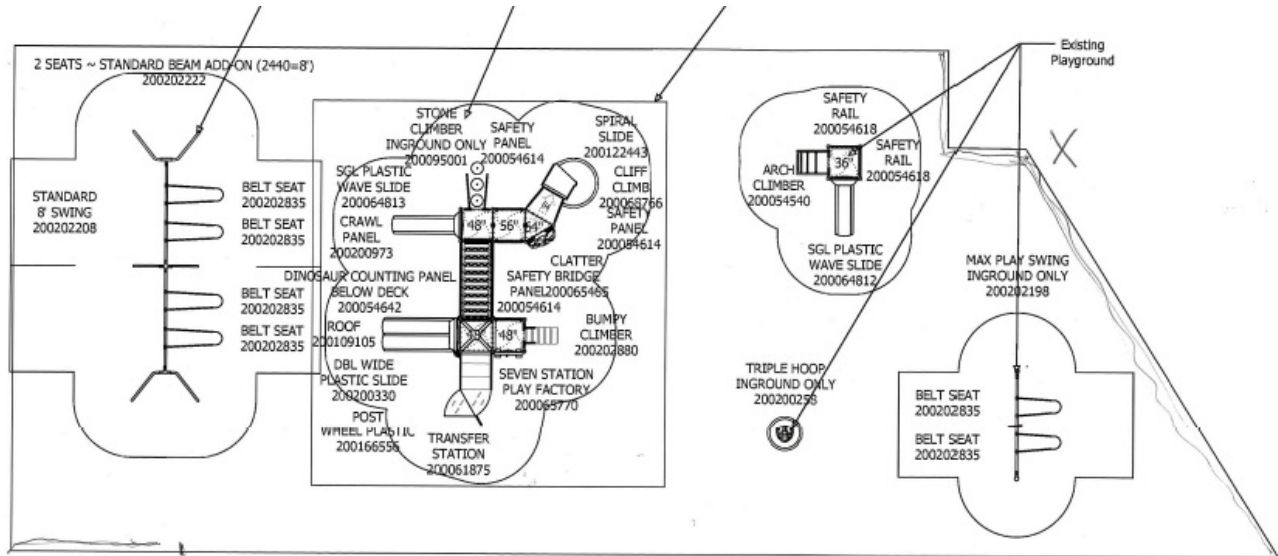
The description of the project is as follows:

East Playground - replace surface with artificial grass (2046 square feet), remove broken/damaged equipment

West Playground - replace surface with artificial grass or pour/play substance for 1767 sq ft

Center Playground - remove current rock surface and replace surface for 6018 sq ft, remove and replace existing equipment suitable for ages 5-12 years old

Center Playground



5. RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	12/1/17
Selection of Top Bidders / Notification to Unsuccessful Bidders	12/11/17
Start of Negotiation	12/15/2017
Contract Award / Notification to Unsuccessful Bidders	1/3/18

The need-date for project completion is August 1, 2018. Bidders may propose a date earlier or later, and will be evaluated accordingly.

6. Evaluation Factors

Pantego Christian Academy will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost, including an assessment of total cost of ownership

5. Technical expertise/experience of bidder and bidder's staff

Pantego Christian Academy reserves the right to award to the bidder that presents the best value to Pantego Christian Academy as determined solely by Pantego Christian Academy in its absolute discretion.