

School Administrative Unit No. 80
Serving the Communities of Belmont and Canterbury
Shaker Regional School District
58 School Street
Belmont, NH 03220

REQUEST FOR PROPOSAL
BELMONT ELEMENTARY SCHOOL ACOUSTIC CEILING TILE REPLACEMENT

March 11, 2010

The Shaker Regional School District (SAU 80), Belmont, NH is soliciting proposals from qualified firms to **Furnish and Install ceiling tiles throughout the Belmont Elementary School.** Removal of existing ceiling tiles to be completed between June 22, 2010 and June 25, 2010. Installation of new ceiling tiles to be completed no later than August 12, 2010. Prospective bidders are advised to read this information over carefully prior to submitting a proposal.

Bidders must provide four copies of the Bid Schedule in a sealed envelope plainly marked:

"Belmont Elementary School Ceiling Tile Replacement" and sent to:
Shaker Regional School District
Debbie D. Gay, Business Administrator
58 School Street
Belmont, NH 03220

A public opening of the proposals will take place on **Thursday, April 1, 2010 at 2:00 pm** at the Superintendent of Schools Office. Proposals must be received no later than that date and time. It is expected that the final award will be decided at a meeting of the Buildings and Grounds Committee as soon as possible after the opening.

Technical questions concerning this RFP and requests for site visits should be directed to Mr. Douglas Ellis, Director of Buildings and Grounds, at 603-267-9223 or e-mail at dellis@shaker.k12.nh.us

Sincerely,



Debbie D. Gay
Business Administrator

BELMONT ELEMENTARY SCHOOL
Acoustic Ceiling Tile Replacement

I. PURPOSE

To establish a contract for the Shaker Regional School District – Belmont Elementary School for replacement of ceiling tiles throughout the school following the installation of a sprinkler system. Approximately 44,000 square feet, less cafeteria and mechanical rooms.

II. VENDOR CERTIFICATION

The vendor who is awarded the contract must be duly registered as a vendor authorized to conduct business in the State of New Hampshire and must submit a completed W-9 form (no fee) with contract and must be willing to comply with all terms and conditions of the Shaker Regional School District.

III. NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION

A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as ‘Domestic’ (in-state) or ‘foreign’ (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications: <http://www.state.nh/sos/corporate>.

IV. CONTRACT TERM

The term of any resulting contract shall end on August 20, 2010.

The Shaker Regional School District shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

V. PAYMENT AND COMPENSATION

Payment terms: 90% due net 30 days, balance upon acceptance after satisfactory completion of work, receipt of the invoice, approval, and acceptance by Shaker Regional School District. Partial payments may be allowed based on scope or RFP and must be negotiated prior to acceptance of the contract.

VI. SCOPE OF WORK

1. Cover all furniture, desks, computers, etc.
2. All devices attached to the ceiling/grid to be removed and reinstalled by the contractor.
3. Remove and dispose of existing ceiling tiles. The tiles have tested negative for asbestos. Report available on request.
4. Replace ceiling tiles with 2’ x 4’ Armstrong 915 or equal. Surface burning characteristics of acoustical panels must comply with ASTM E 1264 for Class A materials as determined by testing identical products per ASTM E 84. Acoustical panel ceilings indicated are identical in materials and construction to those tested for fire resistance per ASTM E 119.
5. All tiles to be 5/8” thickness
6. Available work hours to be Monday – Friday 7:00 am to 3:30 pm. Other hours may be available. All work schedules to be coordinated with Shaker Regional School District Director of Facilities.
7. No reimbursement for travel time or mileage shall be allowed.

VII. SITE VISITATION

Bidders are responsible for having ascertained pertinent local conditions, such as equipment conditions, locations, accessibility and general character of the site and knowledge of conditions affecting the work. The act of submitting a bid is to be considered full acknowledgement that the

bidder inspected the site and is familiar with the conditions and requirements of these specifications. Any questions regarding the contents of this request will be discussed at the site visits. Contact person is Doug Ellis (603) 267-9223.

VIII. ADDITIONAL INFORMATION:

1. The District reserves the right to make a written request for additional information in writing from a Contractor-Vendor to assist in understanding or clarifying a Bid Proposal.
2. The District reserves the right to accept or reject any or all of the proposals.
3. Required MSDS's for material brought on site by the successful bidder must be available on site at all times.
4. All local, state and federal regulations are to be followed. Any fines assessed to the Shaker Regional School District – Belmont Elementary School due to the lack of these regulations being followed will be the responsibility of the successful bidder.
5. All unused material or demolition debris brought on site by the bidder must be removed by the bidder.
6. Shirts are required to be worn at all times on the work site.
7. Smoking is NOT permitted on district property.
8. The vendor shall supply a copy of a current Certificate of Existence from the Secretary of State (dated after July 1, 2009) with their bid.

IX. INSURANCE:

1. The Contractor, throughout the term of this Agreement, will maintain at their sole cost and expense the following insurance:
 - a General Liability Insurance for the minimum limit of \$1,000,000 per occurrence, subject to a \$2,000,000 aggregate
 - b Automobile Liability Insurance with a minimum limit of liability of \$1,000,000 combined single limit for bodily injury and property damage
 - c The District shall be named as an Additional Insured on the above policies
 - d Worker's Compensation insurance as required by law
 - e Property Insurance for the Contractor's Business Personal Property and tools used on this project. The Contractor shall assume any deductibles on the above described insurance policies.
 - f Professional Liability (E&O) for a minimum limit of \$1,000,000 per claim
 - g The Contractor hereby agrees to indemnify, investigate, protect, defend and save harmless the Owner, their officials, officers, agents and employees, from any and all claims, and losses occurring or resulting from their activities in connection with the performance of this contract.

X. SUBMITTALS

1. The Contractor shall furnish, upon submission of the bid, a bid bond in the amount of five percent (5%) of the contract bid price.
2. The Contractor shall be required to furnish a one hundred percent (100%) performance bond of the contract bid price.
3. The Contractor shall be required to furnish a one hundred percent (100%) payment bond of the contract bid price.

XI. SUBMISSION OF RESPONSE

Bids are due April 1, 2010 at 2:00 pm. Bidders shall forward bids on company letterhead or on attached form, Exhibit A. Your response must include all the materials and labor as separate line item for work. They must be mailed to Shaker Regional School District, Attention Debbie Gay,

Business Administrator, 58 School Street, Belmont, NH 03220 or hand carried to the Business Office at the same address. Shaker Regional School District is not responsible for proposals not received due to mail delays or equipment failure. The Shaker Regional School District reserves the right to accept and reject any or all of the proposals.

XII. ADDENDUM

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the Shaker Regional School District will post the addendum of the district website at <http://shaker.k12.nh.us>. It is the bidder's responsibility to check for any addenda or other materials that may be posted on the district website which would affect the RFP.

XIII. CONTACT

Questions regarding the bid should be directed to Doug Ellis, (603) 267-9223, or dellis@shaker.k12.nh.us

XIV. AWARD

The contract will be awarded solely on the normal hourly rate of Monday through Friday, 7:00 am to 3:30 pm. No overtime or increased hourly rates will be authorized or paid. The Shaker Regional School District reserves the right to waive any and all informalities in the best interest of the district.

EXHIBIT A

SERVICE BID FORM
(Please print legibly or type)

Company Name _____

Address _____

Telephone Number _____ Fax Number _____

Amounts are to be shown in both words and figures.
In case of discrepancy, the amount shown in words will govern.

Materials Cost \$ _____

_____ Dollars

Manufacturer Specifications: _____

Labor Cost \$ _____

_____ Dollars

Total: \$ _____

_____ Dollars

Copy of Bid Bond attached? ☐ Yes ☐ No

Copy of Insurance Certificate attached? ☐ Yes ☐ No

Copy of Certificate of Existence attached? ☐ Yes ☐ No

Signature: _____

Date: _____

Printed Name: _____

THIS BID MUST BE SIGNED BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER

