



Request for Proposal # FES040915

FREMONT ELEMENTARY SCHOOL ROOF

Date of Issue: March 20, 2015

RFP Close Date: April 9, 2015 at 4:00 p.m.

Proposal to be returned PRIOR to time and date above

Return To:

Tim Halpin, Director of Maintenance and Custodial Services
403 W. 5th Street
Florence, CO 81226
Telephone 719-784-6312

Respondent's Certification

The undersigned, having carefully examined all of the documents pertaining to the subject project, including the project specifications, agreement, and Terms & Conditions, hereby proposes to furnish all required labor, materials, equipment, tools, and insurance to complete the work described in their proposal document in strict accordance with the project documents for the price set forth herein.

Company Name _____
Address _____
City _____ State _____ Zip _____
Fax No. _____
Contact Name _____
By _____
(Authorized Signature)
Email _____

Section 1 Administrative Information

1.1 Issuing Office

This request for proposal is issued by the Fremont RE-2 School District. All contact regarding this RFP is to be directed to:

Tim Halpin, Director of Maintenance and Custodial Services
403 W. 5th Street
Florence, CO 81226
Telephone 719-784-2503

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive bid proposals from qualified individuals and firms interested in providing reroofing for Fremont Elementary School building.

This RFP provides proposers with sufficient information to enable them to prepare and submit proposals for consideration by the district to satisfy the needs as outlined in the scope of work.

1.3 Schedule of Activities

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|---|-----------------------------|
| 1. RFP to prospective proposers | March 20, 2015 |
| 2. Preliminary pre-bid walkthrough (mandatory)
500 W. 5 th Street
Florence, CO 81226 | March 30, 2015
8:00 a.m. |
| 3. Prospective proposer's inquiry deadline | April 6, 2015 |
| 4. Proposal submission deadline | April 9, 2015 at 4:00 p.m. |
| 6. Preliminary Award of Bid | April 10, 2015 |
| 7. Board approval of Bid | April 13, 2015 |
| 7. Desired Project Start Date | June 1, 2015 |

Proposal Submission

All proposals must be received at the Administration Building, 403 W. 5th St., Florence, CO 81226, no later than 4:00 p.m. on April 9, 2015. It is the responsibility of the proposer to ensure that their proposal is received in the purchasing office prior to the deadline. Proposals arriving after the above date and time will not be considered.

Proposals must be clearly identified as a proposal for the District RFP #FES040915 and shall show such information on the outside of the proposal packet.

1.4 Inquiries

Prospective proposers may make written or e-mail inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time specified in the Schedule of Activities, prospective proposer's inquiry deadline. Questions shall be submitted to:

Tim Halpin, Director of Maintenance and Custodial Services
thalpin@re-2.org
403 W. 5th Street
Florence, CO 81226

All envelopes containing questions must be clearly marked "**Inquiry for RFP #FES040915**" to facilitate handling and distribution. Inquiries sent by fax will be accepted (fax number 719-784-4140). An addendum will be mailed to all individuals or firms who received the original RFP and will respond to all questions submitted regarding the RFP.

1.5 Amendments to RFP

In the event it should become necessary to revise any portion of this RFP, addenda will be provided to all proposers who received the original RFP.

1.6 Response Material Ownership

All proposals become the property of the Fremont RE-2 School District upon receipt and will only be returned to the proposer at the district's option. Selection or rejection of the proposal will not affect this right. The district shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations outlined in the section entitled "Proprietary Information". Disqualification of a proposal does not eliminate this right.

1.7 Proprietary Information

All materials submitted in response to this RFP will become public record and will be subject to inspection after an "Intent to Award" notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such a request must include justification for the request. The request will be reviewed and either approved or denied by the manager of purchasing. If denied, the proposer will have the opportunity to withdraw its entire proposal, or to remove the proprietary restrictions. Neither cost nor pricing information nor a total proposal will be considered proprietary.

1.8 Rejection of Proposals

The district reserves the right to reject any or all proposals received in response to this RFP if it is in the best interest of the district to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exceptions to the "Scope of Work" must be identified in the proposal.

1.9 Incurring Costs

The school district shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

1.10 Evaluation Criteria

An evaluation will be made by an evaluation committee to judge the merit of proposals received in accordance with the evaluation criteria defined herein. The recommendations of this group will be forwarded to the manager of purchasing for approval.

1.11 Acceptance of Proposal Content

The contents of the proposal of the successful bidder will become a contractual obligation if acquisition action ensues. Failure of the successful proposer to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future solicitations.

1.12 Provision for Required Insurance

Award of a contract will be contingent upon the successful proposer submitting certificates of Insurance and district verification of continuing insurance.

1.13 Conflict of Interest

By submission of a proposal, proposer agrees that, at the time of contracting, the contractor has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the contractor's services. The contractor shall further covenant that, in the performance of the contract, the contractor shall not employ any person having any such known interest without district approval.

1.14 Invitation for Bid

The "Invitation for Bid" form, which is the cover page for this RFP, must be signed in ink by a person authorized to bind the proposer, and returned with the proposal.

1.15 Taxes

The school district, as purchaser, is exempt from all Federal, State, and Local taxes. The Exemption Certificate of Registry Number will be furnished when required.

1.16 School and State Regulations

The proposer awarded the bid (and subsequent subcontractors) must meet all school and state regulations.

1.17 Statement of Work

A. Summary of Work

Provide all labor, materials, equipment, and incidental items necessary for the following:

1. Remove existing roof and replace with contractor recommended roofing system

B. Specifications

Specifications are to be established by the contractor. Submitted through the bid (RFP) proposal process and approved by the District.

C. Codes, Regulations

Contractor shall conform to all codes and regulations applicable at the project site.

D. Fees, Permits

Contractor to obtain and pay for all required permits and fees.

E. Quality Assurance

Contractor shall perform work in accordance with good trade practice and in a neat manner to the satisfaction of the school district and its representative.

Section 2 Information Required From Proposer's Offer or Response Format

2.1 Approach to Project

Submitted proposals must detail the proposer's understanding of and approach to the project. Identify any work performed by subcontractors.

2.2 Work Experience

List all relevant work experience and qualifications related to the proposed project.

2.3 Cost Proposal

Provide a firm fixed price for the entire project. No "best and final offer" will be requested or considered for proposal evaluation.

2.4 All proposals shall include a schedule as to the time frame for completing the project.

2.5 Independent Contractor Clause

The contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither the contractor nor any agent or employee of the contractor shall be or shall be deemed to be an agent or employee of the school district. Contractor shall pay, when due, all required employment taxes and income tax. Contractor acknowledges that the contractor and its employees are not entitled to unemployment insurance benefits unless the contractor or a third party provides such coverage. Contractor shall have no authorization, express or implied, to bind the school district to any agreements, liability, or understanding except as expressly set forth herein. Contractor shall provide and keep in force worker's compensation insurance in the amount required by law and shall be solely responsible for the acts of the contractor, its employees and agents.

2.6 Indemnification

To the extent authorized by law, the contractor shall indemnify, save, and hold harmless, the school district, its employees and agents, against any and all claims, damages, liability, and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.

Section 3 Evaluation Criteria

3.1 Award of Bid

This section will outline the evaluation criteria to be used by the evaluation committee in the selection of the submitted proposals. After evaluation of the written proposals, the school district may request oral presentations from approximately three of the top-ranked proposals. The contract will be awarded to that bidder whose proposal, conforming to the RFP, will be the most advantageous to the school district, price and other factors considered.

3.2 Evaluation Process

A. Evaluation Process

An evaluation committee will judge the merit of the proposals received in accordance with the evaluation factors defined in the RFP. The recommendations of this committee will be forwarded to the purchasing manager for review and approval.

Failure of the offeror to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the offeror.

The sole objective of the evaluation committee will be to recommend the offeror whose proposal is most responsive to the school district's needs while within the available resources. The specifications within the RFP represent the minimum performance necessary for response.

The proposals with the highest average score will be recommended for award.

B. Specific Evaluation Factors

1. Administrative Capability

Administrative experience and management efficiency. Effectiveness of past performance on projects of similar scope and size.

2. Project Implementation Capability

Description of overall operation of project and technical content of proposal.

3. Program Goals and Time Lines

Goals and time objectives clear and measurable.

4. Feasibility and Completeness

Adequacy and completeness of proposal. Proposal inspires confidence in production of quality project.

5. Costs

Realistic cost, fully explained in narrative. Total cost within budgetary constraints of the project. Estimated proposal prices are not acceptable.