WINDHAM SCHOOL DISTRICT Windham Center School Windham, New Hampshire 03087 WCS Gymnasium Floor Re-Finishing Project

Invitation to Bid and Instructions to Bidders

May 1, 2019

INVITATION TO BID

The Windham School District will receive sealed bids to re-finish the Gymnasium floor at the Windham Center School 2 Lowell Road, Windham, New Hampshire 03087.

INSTRUCTIONS TO BIDDERS

- 1. Submit bids on the bid form enclosed herein.
- 2. Specifications are attached.
- Bidders shall carefully examine the building to obtain first-hand knowledge and verify measurements of existing conditions.
- 4. All project work shall be completed during the 2019 summer school break (June 24, 2019 through August 8, 2019).
- 5. It is <u>mandatory</u> that all interested bidders attend the walk-through on <u>Thursday, May 9, 2019 at 3:30 PM</u>. Please meet at the front lobby of Windham Center School to sign in.
- 6. If you have any questions or concerns regarding this project, please contact Mr. Roger Preston, Facilities Manager at (603) 845-1550 ext. 1217 or rpreston@windhamsd.org.
- 7. The School District reserves the right to accept or reject any or all bids in part or whole, whether from responsible bidders or otherwise, even though the bidder may not submit the lowest bid. The School District has sole discretion in determining the best interest of the district and to waive any informality deemed to be in the best interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their bids.
- 8. Faxed or Electronic bids will not be accepted.
- 9. Submit bids in a sealed envelope, *clearly marked*:

"WCS GYMNASIUM FLOOR RE-FINISHING PROJECT- 2019" WINDHAM SCHOOL DISTRICT

Send to:

Mr. William Hickey Business Administrator Windham School District SAU #95, 19 Haverhill Road Windham, New Hampshire 03087

10. BID CLOSING: <u>Thursday, May 16, 2019 at 1:00PM.</u> Sealed bids will be opened in public immediately following the closing of bids in the SAU #95 Conference Room, 19 Haverhill Road, Windham, NH.

WINDHAM SCHOOL DISTRICT WCS GYMNASIUM FLOOR RE-FINISHING PROJECT SPECIFICATIONS

SCOPE OF THE WORK

- 1. Normal ventilation will be provided while this work is in progress by the owner. The Contractor will relate any special requirements.
- 2. The entire gym floor shall be machine and hand sanded as necessary to remove all existing game lines and finishes, and to a smooth surface. The Contractor must use (24, 36, 50, 80, 120 grit) types of sand paper, and the floor must be sanded until it is uniformly dull. Vacuum and tack with a clean cloth immediately before applying finish.
- 3. Re-finish the gym floor as follows:
 - A. Apply one (1) coat of high-solids VOC compliant oil-modified polyurethane seal and allow to dry.
 - B. Machine buff, vacuum, and tack.
 - C. Apply second (2) coat of high-solids VOC compliant oil-modified polyurethane seal and buff the floor.
 - D. Apply the game lines and graphics and allow to dry.
 - E. Abrade paint and buff.
 - F. Apply one (1) coat of high-solids VOC 350 oil-modified polyurethane finish and allow to dry.
 - G. Buff with steel wool and tack rag.
 - H. Apply a second (2) coat of high-solids VOC 350 oil-modified polyurethane finish and allow to dry.
- 4. The game lines and graphics shall be applied to match the owner approved drawings, Page 8.
- 5. The courts shall meet the requirements of the appropriate athletic associations and as directed by the owner.
- 6. Line colors shall be selected from the manufacturer's standard colors as determined by the Owner and the Contractor.
- 7. All work is to be in accordance with the Maple Flooring Manufacturer's Association (MFMA) guidelines and recommendations.

EXAMINATION

1. Contractor must examine existing area to determine all final field measurements.

QUALIFICATION REQUIREMENTS

- 1. A qualified installer with a minimum of 5 years of experience.
- 2. Qualified bidders must have an operational facility within a 100-mile radius of Windham, New Hampshire.
- 3. Contractor shall be a single firm specializing in Gymnasium floor re-finishing. Portions of the work may be subbed out, but ultimate responsibility for workmanship falls on the Contractor.
- 4. All work shall be executed by skilled tradesmen in a workmanlike manner. All employees must be properly trained and familiar with the work, products and procedures. This work shall be carefully done. Any damage to the physical plant or equipment shall be repaired by skilled mechanics of the trade involved at no additional cost.
- 5. Contractor <u>must</u> provide a list of at least 3 references relating to work of a similar project and scope. Reference list must include contact name, address and phone number.

WORK SITE

- 1. All material will be reviewed and approved by Owner prior to installation.
- 2. Furnish only the materials as specified herein, in strict accordance with and approval by the manufacturer.
- 3. Before starting any work, the Contractors shall protect all furnishings, floors and areas.
- 4. The Windham School District and grounds are a non-smoking area.
- 5. Non-prescription drugs or alcoholic beverages are not permitted on the grounds.

REMOVAL AND DISPOSAL OF MATERIALS

- 1. It is the responsibility of the contractor to remove and dispose of all material according to federal, state and local policies.
- 2. Discarded materials must be removed from school site on a daily basis.
- 3. At the completion of the job, all discarded materials, trash and debris shall be removed from the site and all work areas shall be clean.

DELIVERY, STORAGE, AND PROTECTION

- 1. Products on site must be sealed and properly labeled, in manufacturer's original containers, dry and undamaged. Do not use materials which have been opened prior to this project or damaged in any manner.
- Products and other materials shall be delivered to site at such a time as required for proper coordination of the work. Windham School has minimal storage space and therefore, cannot make accommodations to store materials for an extended period of time.
- 3. The Contractor shall arrange material storage so as not to interfere with the Owner's operations.
- 4. Deliver materials in manufacturer's unopened container or bundles, fully identified with brand, type, grade, class, and all other qualifying information.
- 5. Take all necessary precautions against fire and other hazards, during delivery, storage, and installation of inflammable adhesives, solvents, and other materials specified herein. Comply with local ordinances and fire regulations in the installation of hazardous materials specified or required under this section.
- 6. The Contractor is responsible for coordinating and receiving all deliveries and shipments.
- 7. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged materials stored at the job site.

WARRANTY

1. The Contractor shall guarantee all workmanship for one (1) year from the date of final payment. Any defects which may arise during this period shall be promptly repaired by the Contractor including any damage done to the Owner's property due to such defects.

SPECIAL CONDITIONS

- 1. Qualified bidders must have an operational facility within a 100-mile radius of Windham, New Hampshire.
- 2. The acquisition of all applicable permits and associated costs to obtain said permits will be the responsibility of the Contractor
- 3. This bid cannot be assigned or transferred to any other Contractor.
- 4. The Contractor must examine the conditions under which the project is to be performed, and notify the Owner of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Owner.
- 5. The Owner shall have general rights of inspection of the work and has the authority to stop work whenever such stoppage may be necessary to insure the proper execution of the contract and shall have the authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.
- 6. If at any time, the Owner determines that the Contractor's rate of performance is jeopardizing completion of the work within the Contract Time, the Contractor may be considered in default of the contract and the Owner may terminate the contract.
- 7. Equipment may be stored on site during the project period as required for proper coordination of the work. All equipment shall be removed at the conclusion of the project. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged equipment stored at the job site.
- 8. The Contractor shall and insure that all employees shall perform criminal background checks for all persons that will be present on the jobsite at any time. If background checks reveal convictions of any crimes involving offense against children, notify the Owner in writing and do not allow the offender access to the jobsite.

SAFETY

- 1. The health and safety of all workers, school employees, and school children is paramount. The Contractor shall implement all practical means of preventing injury including the placement of signs, ropes, barricades or other warning devices to exclude people from the work zone.
- 2. If any unauthorized person enters the work area, the Contractor shall cease all operations which could result in injury/accident to the visitor and not restart until the area is cleared.
- 3. Any ladders used on this project must be in good condition and must be OSHA approved.
- 4. Contractor must comply with all OSHA guidelines for safety and protection of workers and the public.

5. Contractor will adhere to the laws in the State of New Hampshire regarding current safety practices, and in accordance with code enforcement.

BOND REQUIREMENTS

1. Contractors must provide payment bond in accordance with New Hampshire RSA 447:16 Bond Required. "...shall if said contract <u>involves an expenditure of \$35,000</u>, and may if it involves an expenditure of less amount, obtain as a condition precedent to the execution of the contract, sufficient security, by bond or otherwise, in an amount equal to at least 100 percent of the contract price, or of the estimated cost of the work... ". Failure to secure bonding will result in disqualification of bid.

LAWS AND REGULATIONS

 Contractor shall be solely responsible for complying with all Laws and Regulations governing the work, including, without limitation, applicable OSHA, EPA and State regulations and Town of Windham, NH ordinances.

INSURANCE

- The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which
 may arise out of or result from the Contractor's operations under the Contract, whether such operations be by
 himself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for
 whose acts any of them may be liable. The Contractor shall submit a Certificate of Insurance showing the
 Contractor has the required coverage.
 - 1. The contractor shall name the Windham School District as an additional insured.
 - 2. Claims under Workers' Compensation, disability benefit and other similar employee benefit acts.
 - 3. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage.
 - 4. Claims for damage because of bodily injury, occupational sickness or disease, or death of any person other than his employees, and claims insured by usual personal injury liability coverage.
 - 5. Claims for damage because of injury to or destruction of tangible property, including loss of use resulting therefrom.

a.	Workers Compensation and Employers' Liability	Statutory Limits	
	Each Accident	\$1,000,000	
	Disease (Policy Limit)	\$1,000,000	
	Disease (Each Employee)	\$1,000,000	
b.	Comprehensive General Liability		
	Bodily Injury (Each person/Each occurrence)	\$1,000,000	
	Property Damage	\$1,000,000	
C.	Comprehensive Automobile Liability		
	Bodily Injury (Each person/Each occurrence)	\$1,000,000	
	Property Damage	\$1,000,000	

FINAL INSPECTION

- 1. At completion of the project and associated work, meet with Owner or their agent to inspect work. Owner or their agent will list all items requiring correction or completion and furnish a copy of items to each party in attendance.
- 2. Repair or replace defective work found at time of inspection, as necessary to produce a project which is free of damage and deterioration and according to warranty requirements.
- 3. Notify the Owner upon completion of corrections.

PAYMENT SCHEDULE

1. Owner will provide payment as follows:

<u>Final Payment</u> – Final payment will not be issued until all components of the Final Inspection have been met to the Owner's satisfaction. (see above)

COMPANY PROFILE and REQUIRED SUBMITTALS

Please provide the following information regarding your business. <u>This form is required as part of your bid submission.</u> You may attach additional sheets or documents as needed.

1.	DUNS Number or Federal Tax ID #				
2.	Size of Company: Total number of employees Total number of service employees				
3.	Number of years in business Number of years under current management				
1.	Office locations (service, retail, other)				
5.	Please provide website address:				
6.	. Insurance – Please provide proof of insurance per specifications.				
7.	Bid Payment Bond – please provide if applicable, see specifications, proof of eligibility Per New Hampshire RSA 447:16 if project is over \$35,000.				
8.	Warranty Information A. Warranty Coverage:				
	Date of Final Inspection: Date of Warranty Expiration:				
9.	Provide operations and maintenance manuals.				
10	dentify maintenance requirements of proposed equipment (if applicable).				
	A. Required service to maintain warranty.				
					

B. Serv	rice schedule for equipment pro	oposed (example: weekly, monthly, yearly).	
11. Provide list		als to be used on this project (per specification	,
□ No equ		art of this projectPlease initial above	
name, conta	ences for which your Company act name and telephone numb	performed similar scope and size work for, in er and email address.	nclude company/agency
13. List all subco □ No sub	ontractors to perform work inclu ocontractor will be performing v	Please initial above	
B C			
(Company Name	*)	(Print Name)	_
(Authorized Sign	ature & Title)	(Date)	

WINDHAM SCHOOL DISTRICT WCS GYMNASIUM FLOOR RE-FINISHING PROJECT BID PROPOSAL FORM

To: Mr. William Hickey, Business Administrator SAU #95 19 Haverhill Road

DATE

Windham, NH 03087 Having carefully examined the description of the work to be accomplished, as contained in the Specifications, and having fully inspected the site for all particulars, the undersigned agrees to perform the work, for the following sum of money: WINDHAM CENTER SCHOOL TOTAL CONTRACT PRICE Submittals Included: ___ Company Profile By signature below, the bidder, if awarded a contract, • Agrees to complete the work by August 8, 2019 • Agrees to use only products as per attached specifications • Must have an operational facility within a 100- mile radius of Windham, NH NAME OF CONTRACTOR: ADDRESS OF CONTRACTOR: PHONE #: EMAIL: SIGN HERE:

NAME OF AUTHORIZED OFFICER

Court Priority & Colors

- 1. Main Basketball Bona Black @ 2" Court Lines, Dark Green Border, Logo Green/Gold 1/4" Reveal and 3 Point fan stain is Bona Puritan Pine
- 2. Main Volleyball 2" Lines Base Dark Green 30 x 60 court

