



REQUEST FOR PROPOSAL (RFP)

Dwight Eisenhower - Bathroom Renovations

InspireNOLA Charter Schools is looking for a contractor to renovate two student multi-user and four staff single user bathrooms at Dwight Eisenhower Elementary School. Renovation will include removal of existing stall partitions, lavatories/faucets, counter tops, and mirrors.

The completed bathrooms are to have new toilet partitions (powder coated steel (base) with solid plastic option (alternate), new counter tops, lavatories, faucets, mirrors. Exposed drywall/cmu will be primed and finished in a paint color identified by InspireNOLA. Existing lighting to remain. Terazzo flooring is to be stripped and recoated with 6 coats of wax.

There will be a mandatory bid walk-through on Thursday, October 29, 2020 at 1:00p.m. Bidders must attend walk-through, to be considered for the job. The work can begin after November 22, 2020, and conclude on or before January 2, 2021 (Thanksgiving and Winter Recess windows).

REQUEST FOR PROPOSALS TIMETABLE

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

RFP Release Date: Friday, October 23, 2020

Bid Walkthrough: Thursday, October 29, 2020 @ 1:00 p.m.

Proposals Due: Friday, November 6, 2020 @ 2:00 p.m.

Bid opening: Monday, November 9, 2020 at InspireNOLA Network Office - 9:00 a.m.

PROJECT BACKGROUND

InspireNOLA Charter Schools has identified a need to renovate bathrooms at Dwight Eisenhower Elementary School. A bid walkthrough is scheduled for Thursday, October 29, 2020 @ 2:00 p.m.

Bidders must attend to be considered. The successful bidder will be responsible for removal and disposal of all demolition and construction materials.

RFP PROCESS/PROPOSAL PROCEDURE

Proposals should include a detailed description of the professional qualifications and experience in doing this type of work. Information and experience of the on-site supervisor and contact information must accompany this proposal. Proposals should include the names and addresses of all corporate officers and include references.

An electronic copy may be sent as well, upon request.

Bidders should submit a hard copy of their proposals to Mr. Sam Bear, Director of Facilities, InspireNOLA Charter Schools 2401 Westbend Parkway Suite 4040 New Orleans LA 70114

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

The proposal must include descriptions of at least 2 similar or relevant projects with contact information for each project. InspireNOLA anticipates contacting one or more of the proposer's projects and will contact a representative to discuss proposer's qualifications. Any additional information that the proposer deems relevant should be included.

Proposals should be printed on 8 ½" x 11" papers. Proposals may include pictures, renderings of, and information to help explain previous or similar work. In addition to the hard copy, a digital submission will be accepted sam.bear@inspirenolaschools.org .

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

Firm Name
Address and Contact Information
InspireNOLA Charter Schools: Eisenhower Bathroom Renovations Bid 2020

All bidders will be notified of selection within one week of bidding opening via email or phone.

EVALUATION AND SELECTION PROCEDURE

Proposals will be evaluated by the Director of Facilities & Planning and Maintenance Manager and others if needed. The successful proposal will be the proposal that best meets the following criteria:

- Experience with renovations in public K-12 districts.
- References and quality of work.
- Satisfactory credit references and evidence of adequate Professional liability insurance.
- Disclosure of ownership and business affiliations allowing a review of any potential of conflict of interest.

InspireNOLA Charter Schools **is not required** to accept the proposal that includes the lowest fee. The network'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

InspireNOLA Charter Schools reserves the right to postpone or cancel this RFP or reject any and all proposals for any reason. Proposers should submit their best proposals initially, since negotiations will not take place.

InspireNOLA 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 InspireNOLA with written notification ahead of bid opening. Following the award of this contract to the successful bidder, InspireNOLA 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 InspireNOLA.

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 InspireNOLA Charter Schools or of any other vendor or anyone else interested in the proposed contract.

Liquidated damages:

Failure to complete the project by Sunday, January 2, 2021 will result in a five hundred dollar (\$500.00) per day fine for everyday that the project goes over.

Signature of Authorized Representative

Date

Appendix B

CONDITIONS

1. The contractor will be solely responsible for the accuracy of measurements. No requests for installation extras will be considered due to measurements or take-off errors by the installation contractor.
2. All adhesives 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). MSDS sheets must be made available for materials used.
3. Removal and disposal of all the old materials is the responsibility of the bidder.
4. Installation of all materials shall be according to manufacturer's specifications.
5. Installer agrees to carry a one year work warranty on installation and workmanship of product.
6. A general clean-up will be performed by the contractor each day to leave work areas neat and safe.
7. All product colors and manufacturer to be determined after the proposal has been awarded.
8. Any damage to Dwight Eisenhower Elementary School during any portion of the installation of the flooring will be the responsibility of the installer. Before work commences, the installer and the Director of Facilities will inspect the logistics of the installation before after the project is completed to make sure no damage has occurred as the result of the restroom refurbishment project.
9. The renovation project must be completely installed and all areas as well as cleaned by the end of the day project period. InspireNOLA plans to complete this work in one of two windows (Nov 22-29 or Dec 19-Jan 2 2021) Failure to do so will result in liquidated damages.
10. Restroom List and Fixture List
 - Girls Student Restroom
 - 10 partitions
 - Lavatory with five sinks (can be reduced to three wall mount)
 - Mirrors - 3 (Bradley Channel 18"x24" or similar)
 - Lighting - existing will stay
 - Paint - color selection by IN
 - Boys Student Restroom
 - Five Partitions
 - Three wall mount sinks (existing can be reused, cmu wall to be repaired)
 - Mirrors - 3 (Bradley Channel 18"x24" or similar)
 - Lighting - to remain
 - Paint - color selection by IN
 - Staff Restrooms (Four - Cafeteria and Lobby)
 - Partition Painting (one per restroom)
 - Sinks to be reused in all restrooms except Womens lobby - to be replaced with similar
 - Mirrors - 1 per restroom (Bradley Channel 18"x30" or similar)
 - Lighting - need based (add one similar fixture - Womens Lobby RR)
 - Paint - color selection by IN