**BID # 18-10**

RANKIN COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSALS

**1220 APPLE PARK PLACE**

**BRANDON MISSISSIPPI 39042**

**TELEPHONE**

**(601) 825-5590**

**INVITATION:** Sealed bids, subject to the conditions herein stated and attached hereto, will be received at this office until **3:00 p.m., MONDAY, JUNE 11, 2018**, local time and then publicly opened, read aloud and taken under advisement for furnishing the products/services listed below:

**DESCRIPTION**

**ROUSE ELEMENTARY-PAINTING PROJECT**

The Rankin County Board of Education shall openly meet at the Rankin County School District Administrative Office Building, located at 1220 Apple Park Place, Brandon MS on **WEDNESDAY, JUNE 13, 2018 at 7:30 a.m.,** at which time bids for the purchase of the aforementioned products/services shall be awarded to the lowest and best bidder, provided, however that the Rankin County Board of Education shall have the right to reject any and/or all bids submitted and to waive any informalities.

Bidder must submit bid and attachments to: Lance Fulcher, Director of Purchasing, Rankin County School District, 1220 Apple Park Place, Brandon, MS, 39042.

Electronic bids ***may*** be submitted through the website [www.rcsdplans.com](http://www.rcsdplans.com). Electronic bids are not required by the RCSD, but offered as another means to submit a bid.

Inquires regarding this bid should be directed to: Johnny Jones of the Rankin County School District at Johnny.jones@rcsd.ms.

**VENDOR BID INSTRUCTIONS**

**B-1 - DELIVERY OF BIDS:**

1. The Rankin County Board of Education will receive sealed, competitive bids in the Office of the Director of Purchasing, Administrative Office Building of the Rankin County School District, 1220 Apple Park Place, Brandon, Mississippi, as per the date and time specified on page 1, at which time the bids will be publicly opened, read aloud and taken under advisement.
2. The Bid Proposal form must be received on or before said date and time, neither the dating of the Bid Proposal form nor placing it in the mail by this date will meet the requirements pertaining to this bid. Any bid received after the bid opening date shall be marked **"LATE BID"** and returned to the Bidder unopened.
3. The district will not be responsible for any delays in delivery. It is the sole responsibility of the Bidder that bid proposals reach the above destination by the bid opening date and time.
4. Bids or alterations by fax, telephone or email **WILL NOT** be accepted.
5. If the Rankin County School District Administrative Office Building is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the “Force Majeure Events”), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the district shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the district shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the district offices as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the district prior to the new date and time of the bid opening.

**B-2 - PRICES:**

1. Bid prices, unless otherwise specified, shall be net, including transportation and handling charges fully prepaid by the Bidder.
2. All bids must be firm prices, free of any escalator clauses.
3. Prices should include any and all applicable taxes as Rankin County School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
4. While it is the intention of the Rankin County Board of Education to purchase the specified quantities, the right is reserved to accept bids on the basis of individual line item or by total bid price whichever is deemed to provide the maximum benefit to the district. The right is also reserved to omit any item or reduce quantities as necessary to bring the total cost within budgetary provisions.
5. Any bid on any item should include a unit price and an extended price if requested on the Bid Proposal form. If there is any discrepancy between the unit price written in the bid and the total price extension, the unit price will be considered as binding and the extended price will be adjusted accordingly.

**B-3 - BID ADDENDUM:**

1. Any interpretation of the documents will be made by written addendum only issued by the office of the Director of Purchasing and a copy of such addendum will be mailed to each person receiving a set of bid documents. The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within two (2) working days unless such addendum also amends the bid opening date to a date not less than five (5) working days after the date of the addendum.

**B-4 - PROPER EXECUTION**

1. All bids must be submitted in accordance with Section 31-7-13 of Mississippi Code of 1972 as amended, and must be properly executed and signed by a responsible officer or employee of the Bidder.
2. All bids must be typed or written (legibly) in ink. Any alterations or changes that are made must be done in ink and initialized by the person who signs the Bid Proposal form.
3. Bids should be checked before submission for accuracy and correctness since the Rankin County Board of Education **WILL NOT** be responsible for any errors for which the Bidder is responsible.
4. The district reserves the right to reject bids from Bidders who submit incomplete bids which do not specifically adhere to the bid instructions herein or fail to attend the pre-bid conference referenced in section C-1.5 of the Bid Specifications.
5. To prevent opening by unauthorized individuals, it is required that the Bid Proposal form be delivered in an envelope clearly marked in the lower left-hand corner with the following information:

**DATE:** (date the bid is submitted)

**DUE:** (date the bid is due)

**BID NUMBER:** (on bid documents)

**BIDDERS NAME:** (company/full name)

**B-5 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

1. By signing the BID PROPOSAL FORM the Bidder certifies, in connection with procurement, that they, to the best of their knowledge and belief:
   1. That the prices in the BID PROPOSAL FORM have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Vendor or Bidder.
   2. That unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Bid Opening Date and Time specified on page 1 of the BID INSTRUCTIONS, directly or indirectly with any other Vendor or Bidder.
   3. That no attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

**B-6 - BID WITHDRAWAL and MODIFICATION:**

1. Bids may be modified or withdrawn by written notice from or in person by the Bidder, if received in the Office of the Director of Purchasing, two (2) working days prior to the stated bid opening date and time on page 1 of the BID INSTRUCTIONS.
2. No withdrawals will be accepted by telephone, fax or email.
3. If a Bidder withdraws his bid, all documents shall remain in the possession of the Rankin County Board of Education, marked as withdrawn, and included in the permanent file of that bid item.
4. No bids shall be withdrawn for a period of thirty (30) days following the bid opening date, unless otherwise provided for by law.

**B-7 - BID OPENING:**

1. All bid openings are open to the public. The Rankin County School District staff will read a summary of each bidder's proposal and answer questions to the extent possible at the time. Any information provided in the bid which contains trade secrets or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
2. All disclosures of bid information to interested parties will be made in compliance with Rankin County School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

**B-8 - RIGHT TO REJECT BIDS:**

1. The Rankin County Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

**B-9 - BID ACCEPTANCE:**

1. If the Rankin County School District accepts a bid in response to this request, it will accept the bid of and award the bid to the lowest and best responsive bidder meeting specifications, price and other factors considered. The low bid is not always the best bid. Other factors to be considered include, but are not limited to: conformity to the specifications; quality; bidder's ability to provide service, maintenance, and training; past performance of bidder; financial standing and status of the bidder.
2. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty (30) days following the acceptance of the bid by the Rankin County Board of Education.
3. If bidder wishes to be notified of bidder who was awarded the bid, he should include a self-addressed stamped envelope with his bid. The envelope should be marked with the **BID NUMBER** located on the BID PROPOSAL form.

**B-10 - BILLING/ORDERING**

1. All items or services shall be billed to the individual school(s) or department(s) to which they are delivered or performed, unless otherwise specified in the BID SPECIFICATIONS.
2. All invoices are due in the Administrative Office Building of the Rankin County School District, Post Office Box 1359, 1220 Apple Park Place, Brandon, Mississippi 30942, on or before the last day of each month. If they are not received by that date payment will not be made until the following month.
3. Payment of above described invoices shall be on the 2nd Wednesday of each month.
4. No negotiations, decisions or actions shall be executed by any bidder as a result of any discussions with any District employee. Only transactions which are on a Rankin County School District purchase order may be considered official.

**B-11 - DAMAGE OR LOSS:**

1. Any damage or loss to the Rankin County School Districts property as a result of any action by the successful Bidder in the execution or performance of any item or service in this bid, shall be repaired to the satisfaction of the Rankin County Board of Education, at the Bidders expense, within a reasonable time set forth by the Rankin County Board of Education.
2. The successful Bidder shall hold the Rankin County Board of Education, Rankin County School District, its Officers, Agents and Employees harmless from liability of any nature or kind whatsoever, because of use of by publisher or author, manufacturer or agent of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid.

**B-12 - DELIVERY:**

1. The specifications will indicate if delivery is to be made to one (1) central location or to multiple locations within the District.
2. It is understood that the Bidder agrees to deliver all items prepaid (F.O.B. Destination) to an inside point or points of receipt. All related cost for delivery are to be borne by the Bidder and should be included in their bid.
3. Any items requiring unpacking and/or assembly and/or installation WILL BE UNPACKED, ASSEMBLED, INSTALLED AND SET IN PLACE AND MADE FULLY OPERATIONAL BY THE SUCCESSFUL BIDDER AT THEIR OWN EXPENSE, at the time and place designated by the Rankin County School District, unless otherwise stated in the bid specifications.
4. Under no circumstances will the Rankin County School District assume any responsibility in connection with deliveries of the bid items.
5. If the successful Bidder fails to deliver by the specified delivery date or a reasonable time thereafter, giving acceptable reasons for delay, the Rankin County Board of Education reserves the right to cancel the portion which he has failed to deliver within the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Bidder.

**B-13- INSURANCE REQUIREMENTS**

Prior to being recommended for award, the Contractor has five (5) business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverage’s may cause the Contractor to be considered non-responsive and not eligible for award of the Contract. The insurance coverage’s and limits shall meet, at a minimum, the following:

**Required Certificates**

1. COMMERCIAL GENERAL LIABILITY INSURANCE

Contractor shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on any “occurrence” basis unless waived by the Rankin County School District. The policy shall include contractual liability coverage. The policy purchased by the Contractor must be issued by a company authorized to conduct business in the State of Mississippi or by a company acceptable to the Rankin County School District. The policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the limits listed below.

General Liability Insurance Minimum Limits:

General Aggregate $1,000,000 Aggregate

Personal & Advertising Injury $500,000 Per Occurrence

Bodily Injury $1,000,000 Per Occurrence

Fire Damage Liability $50,000 Per Occurrence

Medical Expense $5,000 Per Person

1. WORKERS’ COMPENSATION INSURANCE Workers’ Compensation Insurance in accordance with applicable state laws with the following limits:

Workers’ Compensation Insurance Minimum Limits Accident $100,000 Per Occurrence Disease $500,000 Policy Limit Disease $100,000 Per Employee

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Contractor.

Neither approval nor failure to disapprove the insurance furnished by the Contractor to the Rankin County School Board shall relieve the Vendor or the Vendor’s responsibility to provide insurance as required by this contract.

The Contractor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the Rankin County School Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Contractor shall be responsible for submitting new or renewed certificates of insurance to the Rankin County School District at a minimum of fifteen (15) calendar days in advance of such expiration.

1. Certificates are to be issued to:

**Rankin County School District**

**1220 Apple Park Place**

**Brandon, MS 39042**

1. The Contractor shall mail insurance document listed in this form to:

**Rankin County School District Loss Control and Risk Management**

**PO Box 1359**

**Brandon, MS 39043**

**BID NUMBER: 18-09**

**BID SPECIFICATIONS**

**C-1. GENERAL SPECIFICATIONS**

1. Location of Work: Rouse Elementary 151 Boyce – Thompson Drive Brandon MS, 39042
2. Successful bidder shall be responsible for providing the necessary labor and materials for completing the painting project described below. The work performed shall include but not limited to, all labor, tools and materials to clean and prepare surfaces and painting as described below. Bidder must possess a Certificate of General Liability and Workman’s Compensation Insurance as required by Rankin County School District. See attached
3. All areas and rooms are included in this scope. School will be responsible for providing access to ALL areas for painting. All walls and cubbies will be cleared of all materials by the school.
4. Colors: General public spaces to have the District selected standard colors included.
5. Walls: Sherwin Williams 6148 – Wool Skein
6. Frames: Sherwin Williams 7025 – Backdrop
7. Classroom colors are TBD
8. Existing Painted Surfaces: The paint manufacturer shall provide a letter with a report that includes testing for compatibility and application of all existing painted surfaces and areas scheduled to be painted with specified products. The Contractor’s submittal shall include manufacturer’s materials, products and procedures for preparation and application of paint on existing surfaces.

Apply sheens as defined below:

* 1. Wood, Opaque:   Semi-gloss
  2. Wood, Transparent:   Satin
  3. Concrete, Masonry, Opaque:   Eg-Shel
  4. Concrete, Masonry. Epoxy:   Epoxy Semi-gloss
  5. Ferrous Metals, primed & unprimed:   Semi-gloss
  6. Galvanized Metals:   Semi-gloss
  7. Gypsum Board, Plaster:   Flat
  8. Exposed Ceilings:   Flat
  9. Existing Brick:   Epoxy Semi-gloss

1. Interior Painting:
2. Apply two (2) coats of finish paint to existing CMU walls, plywood, Sheetrock Fur downs, Sheetrock Walls and Shelving and cubbies.
3. CMU walls that have Epoxy paint currently on them are to be painted with Epoxy Paint.
4. Apply two (2) coats of Dryfall to existing exposed ceilings.
5. Patch any and all sheetrock ceilings, , Sheetrock Fur downs, Sheetrock walls as needed.
6. Patch and fill any holes in all walls before applying finish coat
7. Priming and painting of all wainscots in restrooms.
8. Apply one (1) coat of finish paint to existing hollow metal doors
9. Apply one (1) coat of finish paint to existing hollow metal door frames
10. Apply one (1) coat of finish paint to existing hollow metal view frames inside wood and metal doors
11. Apply one (1) coat of finish paint to existing metal window frames
12. Existing pre finished mill work is NOT to be painted
13. Lightly sand and apply one (1) coat of varnish to existing wood doors
14. Do not apply materials when surface and ambient temperature are outside the ranges required by the paint products manufacture.
15. Exterior Painting:
    1. All exterior exposed bare metal shall be sanded, primed and two (2) coats of finish paint applied
    2. All exterior previously painted metal will be cleaned, sanded and two (2) coats of finish paint applied
    3. Prep and paint ALL exterior bollards
    4. Prep and paint ALL Steel Columns underneath the existing canopies
    5. Prep and paint ALL steel beams underneath the existing canopies
    6. Prep and paint ALL existing handrails
    7. Prep and paint downspouts located on the south side of building. They have had paint applied on the bottom 5 foot only and need to be refinished.
    8. Do not apply paint and finishes during rain or when relative humidity is outside the ranges required by the paint products manufacture.

**BID NUMBER: 18-09**

**BID PROPOSAL FORM**

**BID ITEM: ROUSE ELEMENTARY PAINTING PROJECT**

**D-1** I/We propose to provide the services, more or less, as listed in this BID PROPOSAL FORM according to the specifications as listed in this bid, at the indicated prices. I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened.

**D-2** I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.

**D-3** I/We, the undersigned, do hereby understand and accept the conditions outlined in the BID INSTRUCTIONS and BID PROPOSAL FORMS of this official bid process in submitting our sealed competitive quotations for the item(s) outlined under the BID SPECIFICATIONS section of this bid:

**TOTAL PRICE BID FOR COMPLETED PROJECT: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm / Bidders Name :

(Type or Print)

Signed :

Title :

Contact :

Address :

Telephone :

Email Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :