

**SCHOOL OF EXCELLENCE
IN EDUCATION**

**REQUEST FOR PROPOSALS
ADA compliance ramp and restrooms**

I. NOTICE OF REQUEST FOR PROPOSALS

Pursuant to the provisions of Texas Education Code Section 44.031(a)(3), as amended, it is the intention of the School of Excellence in Education (“District”) to select via the Request for Proposals process a person or firm to provide ADA compliance ramp and remodel two bathrooms to ADA specs. Responses to this Request for Proposals are referred to herein as “proposals”. Entities submitting proposals are referred to as “offerors” or “vendors”.

**PROPOSALS MUST BE RECEIVED NO LATER THAN
3:00 P.M, July 10, 2017**

Proposals may be opened by the District upon receipt. Any proposal received after such time may not be considered. Proposals may be submitted by mail, courier service, or dropped off in person at the district office. Proposals will be received by:

Lois Butler **in the gym**
School of Excellence in Education
1826 Basse Road
San Antonio, Texas 89213
Phone: 210-431-9881 extension 2148

Proposal must be plainly marked as follows:

**PROPOSAL
ADA compliance ramp and 2 remodel bathrooms**

PROPOSALS MUST BE SUBMITTED ON THE PROPOSAL FORM ATTACHED AS EXHIBIT A. THIS RFP CONTAINS REQUIRED TERMS AND DESCRIPTIVE INFORMATION ABOUT THE SERVICES. RESPONSES NOT MADE AS SET FORTH IN THE RFP MAY BE DEEMED NON-RESPONSIVE AND MAY NOT BE CONSIDERED.

*For questions regarding this RFP, please contact **Ms. Lois Butler** the 1826 Basse Rd or phone 210-431-9881 ext. or cell 210-508-1997*

Proposals are to include the information requested in Section IV of this RFP in the sequence and format prescribed. In addition to and separate from the requested information, offerors submitting proposals may provide supplementary materials further describing their capabilities and experience.

The District will select a vendor from the offerors or reject all proposals.

District will rank the proposals based on the following criteria and relative weights:

	WEIGHT	CRITERIA
1.	40%	the price
2.	10%	the reputation of the offeror and of the offeror's goods or services
3.	20%	the type of device proposed
4.	15%	the manage factory warranties and seller warranties
5.	15%	the vendor's past relationship with the District

All responses in the proposal may be used to help the District select a vendor based on these criteria. The District reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the District without regard to whether such information appears in the proposal.

II. INSTRUCTIONS TO OFFERORS

A. PROPOSAL FORM: The Proposal Form attached as Exhibit A must be filed out and signed by the offeror. Submit one signed original and three copies.

B. TIME: Offeror agrees to hold the proposal open for acceptance for one hundred-twenty (120) calendar days from the proposal date.

C. PROCUREMENT SCHEDULE: The District intends to complete procurement of the services on the following schedule:

Issue Date of RFP:	6/08/17
Deadline for Receipt of Proposals:	7/10/2017
Tentative Contract Award:	7/17/2017
Start Date:	7/18/2017

D. WITHDRAWAL OF PROPOSALS: Offerors may request permission to withdraw a proposal prior to the actual time for proposal opening. Such request must be made in person or in writing at the same location designated to receive the proposal. The District will return the proposal documents unopened at that time.

E. WAIVER: By submitting a proposal, each offeror agrees to waive any claim it has or may have against the District, its trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents; acceptance or rejection of any proposal; and award of a contract. The District shall have no contractual obligation to any offeror, nor will any offeror have any property interest or other right in the proposal or contract being proposed unless and until

the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the offeror have been fulfilled by the offeror.

F. INSURANCE: Vendor must carry and provide proof of insurance which meets the requirements established by the District. Proof of insurance coverage must be submitted with the proposal. Insurance coverage should name the District as an additional insured. Failure to provide proof of required insurance could result in disqualification of the proposal. The following minimum coverages are required:

Insurance Requirements	
Workers Compensation	Statutory Limits
Employers Liability	\$500,000 each accident \$500,000 policy limit \$500,000 each employee
General Liability/Bodily	
Injury	\$500,000 combined single/limits
Property damage	\$1,000,000 aggregate
Automotive Liability	\$250,000 each person/\$500,000 each accident
Property damage	\$250,000

G. CRIMINAL HISTORY RECORD CHECKS. Vendor will, at least annually, obtain criminal history record information that relates to an employee, applicant, agent or subcontractor of vendor or a subcontractor of vendor, if the person has or will have continuing duties related to the contract, and the duties are or will be performed on the District's property or at another location where students are regularly present. Vendor shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony or a misdemeanor involving moral turpitude from the District's property or other location where students are regularly present. The District shall determine what constitutes "moral turpitude" or "a location where students are regularly present".

H. ADDITIONAL PROVISIONS:

1. The District is exempt from state sales tax.
2. All services shall be performed in accordance with the federal Occupational Safety and Health Act.
3. All information, documentation, and other materials submitted in response to this request for proposals is considered non-confidential and/or non-proprietary and is subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, *et seq.*) after the solicitation is completed.
4. The District does not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political beliefs or disability in its educational programs, employment practices and procurement processes. The offeror, by submitting a proposal, commits that it has a similar policy, and will comply with the District's non-discrimination policy.

I. OTHER INFORMATION: The District believes the information included in this RFP is materially accurate, however, the District does not warrant this information to be free from errors or omissions. Offerors are encouraged to inspect the premises prior to submitting a response.

J. THE OFFEROR MUST SUBMIT THE FOLLOWING ITEMS:

“Proposal Form”, Exhibit A, signed by offeror.

“Responses to Information to be Provided by Offerors”, Section IV, signed by offeror.

III.SCOPE OF WORK

A. Term. Two weeks

B. Locations. Kelley Campus

C. The contractor shall provide all necessary labor and materials, and perform all work of every nature on the proposed remodeling in accordance with this contract, the specifications, and any accompanying drawings. The Contractor shall obtain the building permit. All subcontractors will take out their own permits and pay for them. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. All work is to be executed in a workman like manner in accordance with the contract, plans, and specifications. Clean up will be done to broom clean conditions.

Project Specifications

Kelly Elementary Remodel

Kelly Elementary Remodel

Bathroom 1 (ADA): The existing wall separating the toilet and sink will be removed along with both existing door(s)/jamb (s). The door jamb at the existing bathroom entrance will be removed and finished with drywall. A new wall will be erected as in the proposed plans with 2x4x8 wood construction and 5/8" drywall finish. This wall will be framed to allow a 36"x80" hollow constructed door to be hung. The door will be finished with casing. All drywall work will include tape, float and finish (no paint). The current location of the toilet does not allow the ADA required front clearance of 48". This requirement will be met by relocating the existing waste/supply lines approx. 30" and placing the back of the new provided ADA compliant toilet towards the wall that is currently perpendicular with the wall behind the current location of the toilet the front will face the baptismal door entrance, this will allow the 48" required by the ADA to be met. The current block wall and concrete flooring will be partially demoed to allow relocation of the waste line and supply line, both will be patched with like material. Two grab bars will be installed as required by the ADA one 36" and the other 42" in the required locations surrounding the toilet. The current sink will be removed and replaced with an ADA compliant sink with faucet. One ADA compliant mirror will be installed at the required height above the proposed sink. New baseboard will be installed around the entire bathroom and the hallway leading to the baptismal entrance, this will be 4" vinyl base. In addition to the vinyl baseboard vinyl plank flooring will be provided and installed.

Bathroom 2: A new wall will be erected as proposed in the plans creating a new entrance to the bathroom with a 36"x80" hollow core door installed with casing. This wall will be constructed of 2x4x8' wood with drywall finish. All drywall will include tape, float, and finish (no paint). The

current wall dividing the toilet and sink will remain as well as the current toilet. The door and jamb at the bathroom entrance will be removed and finished with 5/8" drywall. All flooring will be removed. 4" vinyl baseboard will be installed along entire bathroom perimeter and along the hallway wall and floor to the baptismal entrance as well as vinyl plank flooring. Part Code Supplier Code Category Quantity Type Description Material Lab. Hours Labor Sub. Contractor Total.

Exterior Steel door(s): The exterior metal doors located nearest the wall dividing the mezzanine area and school will be removed to prevent interference with the proposed ramp. Brick construction will be put in place after these doors are removed. The void will be framed with 2x4 wood and 5/8" drywall will be installed on the interior after the door removal. The drywall installation will include tape, float and finish (no paint). A new metal double door will be installed further down this hallway so it will not interfere with the function of the proposed ramp. This metal door will be a grade 1 hardware door which is for heavy traffic areas. The door includes all hardware threshold and lite kit. The dimensions of this unit will be 74"x84"
Part Code Supplier Code Category Quantity Type Description Material Lab. Hours

Interior metal door(s): Two classroom doors, both currently on either side of the wall dividing the school and mezzanine area will be removed. A metal door will be installed further down the hall not obstructing the function of the proposed ramp. After door removal additional 2x4 framing and drywall finish will be done to enclose the wall. All drywall work will include tape, float, and finish (no paint). If appropriate one of the doors being removed may be re-installed in the new location if it can be removed without damage that would prevent it from being re-installed. If the door is not in the condition to be re-installed after removal an *alternate choice has been included in the proposal * for this door w/ lite kit(A00). Part Code Supplier Code Category Quantity Type Description Material Lab. Hours Labor Sub. Contractor Total



IV. INFORMATION TO BE PROVIDED BY OFFERORS

Please provide the following information concerning your firm:

A. Offeror Information

1. Name of Firm
2. Business Address
3. Telephone Number
4. Fax Number
5. Type of Organization (Individual, Partnership, Corporation, Association)
6. Number of Permanent Employees. (Employees hired for the duration of a specific project or under a fixed-term contract are not considered permanent employees for purposes of this proposal).
 - i. Home Office
 - ii. Field
7. Primary Contact Person for District inquiries
8. Main Office Location (if different than above)
9. Describe and substantial changes in ownership of your firm during the past five years.
10. How many years has your firm operated under its current form of business organization?
11. List all professional or industry organizations in which your firm or its principals are members.
12. In order to assist the District in determining whether there exist any conflicts of interest, please describe any business or family relationships between any member of the Board of Directors of the District and:
 - i. your firm;
 - ii. any principal of your firm;
 - iii. any subcontractor you are considering using to perform any portion of the project work; or,
 - iv. any principal of such subcontractor.

B. Personnel Information. Provide brief resumes (2-page limit) for the persons listed below:

1. Principals/ Corporate Officers:
 - President
 - Vice President(s)
 - Partners
 - Primary manager of HVAC maintenance services for the District

C. School Services. List all schools, school districts or charter schools your firm has provided HVAC maintenance services for within the past five years. For each school, list:

1. Client, Client Contact Person, and Telephone Number
2. Duration of services

D. Non-Educational Services (Optional). List up to five non-school district clients your firm has provided HVAC maintenance services for within the past five years. For each client, list:

1. Client, Client Contact Person, and Telephone Number
2. Duration of services

E. Organization

1. Describe the most common problem or challenge which you have encountered in school

- HVAC maintenance and your method for addressing the issue. (Maximum 2 page).
2. Describe your firm's concepts for working in a team relationship with the Owner (Maximum 2 Page).
 3. List the classifications of work or trades which you anticipate performing with in-house forces.

F. Claims and Litigation

1. Identify any claims or suits, if any, brought against your firm within the last five years.
2. Describe all instances in which your firm was unable to complete the work under a contract.
3. Identify any judgments, claims arbitration proceedings or suits pending or outstanding against your firm or its officers.
4. Identify any lawsuits filed or arbitration requested by your firm with respect to construction contracts of your firm.

G. Current Work Load. Provide the following information for the five largest current HVCA Maintenance contracts:

1. Owner
2. Location of facilities
3. Current Annual Contract Amount

H. Financial Information

1. Total amount of HVAC maintenance work performed for each of the past five years.
2. Bank reference(s).
 - i. Individual, Title
 - ii. Name of Bank
 - iii. Address
 - iv. Telephone
3. Dunn & Bradstreet rating, if available

I. Execution. The foregoing is true and correct. The District, or any authorized representative of the District, is authorized by the undersigned to contact any firm, institution, or person listed above to obtain information about our firm's services, financial condition, and any other information which the District might determine as being desirable.

Offeror: _____

By: _____
 (Signature)
 Printed name: _____
 Title: _____

Walkthroughs of campus will be held on June 15th from 10-11 or can be arranged by scheduling through Ms. Butler via email lbutler@excellence-sa.org.

SCHOOL OF EXCELLENCE IN EDUCATION
RFP SUMMARY PROPOSAL
Cleaning of Campuses
PROPOSAL DATE:

*** SUMMARY PROPOSAL MUST BE COMPLETED FOR PROPOSAL TO BE VALID ***

COST
PROPOSAL

1 COMPANY NAME, ADDRESS, PHONE NUMBER

a) Company Name: _____

b) Address: _____

c) Phone: _____

2 CONTACT NAME:

3 INSURANCE COVERAGE PER RFP:

Yes _____ No _____

4 CRIMINAL BACKGROUND CHECK:

Yes _____ No _____

5 Bath Room #1

Cost _____

\$ _____

6 Bathroom #2

Cost _____

\$ _____

7 Door out side

Cost _____

\$ _____

8 Inside door

Cost _____

\$ _____

9 Five (5) Largest Contracts:

a) _____

b) _____

c) _____

d) _____

e) _____

**SCHOOL OF EXCELLENCE IN EDUCATION
RFP SUMMARY PROPOSAL
Cleaning of Campuses
PROPOSAL DATE:**

10 Financial Information:

A. Total Amount Cleaning Work performed for the Past Five (5) Years:

B. Bank Name, Address

C. Bank Contact:

D. Dun & Bradstreet Rating:

TOTAL PROPOSAL COSTS

\$

**SCHOOL OF EXCELLENCE IN EDUCATION
RFP SUMMARY PROPOSAL
Cleaning of Campuses
PROPOSAL DATE:**

