

Supply and Installation of a plywood flooring system
Middleton High School, 2100 Bristol Street
Middleton WI

INSTRUCTIONS TO Bidders
9-11-2014

RFP Package No BE2014-2015-22

1. DESCRIPTION OF WORK

Description of work includes the supply and installation of a wood floor system for the MHS Wrestling Room.

2. Request for Proposal (RFP) INFORMATION

a. All RFP's must be submitted on the attached Middleton-Cross Plains Proposal Form and include the following information:

- i. Company name and all necessary contact information.
- ii. Proposal price, one base bid for all sites
- iii. Any clarifications or exclusions to the work described in the bidding documents being proposed.
If none are listed, it will be assumed that the Prospective Service Provider takes no exception to the RFP package they are proposing.
- iv. Voluntary alternates.

b. RFP Timeline

- | | |
|------------------------------|--------------------|
| • RFP issued | Sept 11, 2014 |
| • Proposals due from bidders | Sept 19, 2014@9 AM |
| • Review RFP responses | Sept 19, 2014 |
| • Select Provider | Sept 23, 2014 |

3. GENERAL INFORMATION

In general,
Guaranteed complete the supply and installation of:

- Base bid to complete the supply and installation of a wood flooring system to be installed on the Middleton High School Wrestling room floor
- Disposal of all debris associated with the project.
- Installation may be started on October 28th, 2014 and must be completed by November 1, 2014
- This job is **NOT** a prevailing wage job
- Include all other work as needed to complete the installation as specified

4. SUBMISSION OF PROPOSALS

- a. Proposals shall be submitted on the Middleton-Cross Plains Proposal Form (attached) and may be sent via mail to DOC, 2130 Pinehurst Drive, Middleton WI 53562, attention Bill Eberhardt or Dale Rhodes. Proposals will be publically opened. **The Middleton-Cross Plains Area School District reserves the right to reject or accept any or all proposals and/or quotations in the best interest of the school district and to waive any informalities in the proposal process. Final proposal tabulations will be available for inspection by the service providers if requested.** A bid bond is not required.

5. PROPOSAL DUE DATE

Proposals are due on **See RFP Timeline section 2**, at the District Operations Center, 2130 Pinehurst Drive, Middleton WI 53562

6. SITE VISITATION AND EXAMINATION OF CONTRACT DOCUMENTS

Schedule site visits if needed through Rich Bruns, 608-516-6513, rbruns@mcpasd.k12.wi.us . Questions may be directed through Bill Eberhardt at 608-829-2341 or beberhardt@mcpasd.k12.wi.us

7. DISCREPANCIES, OMISSIONS OR INTERPRETATIONS

- a. **Prospective Bidders shall promptly notify the Middleton-Cross Plains Area School District, through the Facilities Services Manager, of any ambiguity, inconsistency or error, which they discover upon examination of the RFP Documents or of the site and local conditions.** Any person contemplating submitting a proposal in doubt as to the true meaning of any part of the specifications or other proposed contract documents, he/she may submit an e-mail request for an interpretation thereof. Requests for an interpretation and questions regarding this RFP shall be directed to Bill Eberhardt. All such requests must be made via e-mail to beberhardt@mcpasd.k12.wi.us. Please do NOT contact the District by phone regarding this RFP. The final date/time to submit questions via e-mail will be 48 hours prior to the bid due date and time. District responses to requests for interpretation or questions will be provided to all firms who receive a copy of the RFP.
- b. Any interpretations, corrections or changes of the RFP Documents will be made by Addendum by the Facilities Services Manager. The Facilities Services Manager will notify all RFP holders of Addendum via e-mail or fax. Interpretations, corrections or changes of the Documents made in any other manner will not be binding, and Prospective Service Providers shall not rely upon such interpretations, corrections and changes.

8. SPECIAL TERMS AND CONDITIONS

- a. The District may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The District also reserves certain rights, including, but not limited to, the following:

- Reject any or all of the proposals
- Issue subsequent Requests for Proposals
- Cancel the entire Request for Proposal
- Remedy technical errors in the Request for Proposal process
- Negotiate and solicit best and final offers from all, some, or one of the firm
- Waive informalities and irregularities in RFP or proposals
- Award without discussion

This RFP shall not, in any manner, be construed to be an obligation on the District to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

9. ALTERNATES

- a. Requested or Voluntary Alternates options may be proposed by the Owner or Prospective Bidders. The alternates must be priced individually and identified on the proposal form as voluntary alternates. Requested alternates may be submitted using the bid form.
- b. Prospective Bidders must first submit proposals per the original specifications and then provide alternate-pricing information on the attached proposal form.

10. CONTACT PERSONS

- a. Facilities Services Manager: Bill Eberhardt, 2130Pinehurst Drive, Middleton
beberhardt@mcpasd.k12.wi.us

11. ATTACHMENTS TO THIS DOCUMENT

- **Proposal Form**
- **General room layout**

12. CONTRACTOR SELECTION

- a. The award shall be made to the proposal, which the Middleton-Cross Plains Area School District determines is in the District's best interest.

13. SPECIFICATIONS

- Materials include 4,928 SF of 1/2" (alternate 5/8") CDX plywood (base), 4,928 SF of 3/8" CDX plywood (top) all 4'x8' sheets, 1 1/4" course thread drywall screws, adhesive (liquid nails or similar).
- Off load and carry all materials to second floor weight room
- Arrange the base plywood in a staggered arrangement to eliminate alignment of seams and edges
- Contractor to precut owner supplied 2" foam matting in 4"x4" (center) and 4"x6" (perimeter) 12 per sheet
- Glue foam to underside of base decking as shown in photo. Unlike in the photo, over-lap cubes by 2" (of the 6" length of the foam) so that the sheets will overlap on the adjoining decking's foam. Slightly stagger rows of foam to help even out support of the plywood decking.
- Once foam cubes are attached, flip decking and arrange loose laid to accept top deck plywood.
- Arrange top deck plywood in a staggered arrangement to eliminate alignment of seams and edges.
- Use the construction screws to attach the finish deck board to the base deck board. Drive screws 12" on center and at 6" from edge around the perimeter of each piece of plywood. Each corner of the finish deck board will also have a screw placed 2"x 2" off each corner.
- Finish clean area, broom all surfaces, shop vacuum floor and edges and remove all debris from the work site. Leave all pieces of plywood that is larger than 4'x 4' in size. Leave any remaining deck screw and adhesive that is from a broken box or case. Return any unused full pieces of lumber or materials unless owner has supplied all materials.
- Owner may choose to purchase materials tax exempt.