NEW CANAAN PUBLIC SCHOOLS  
39 LOCUST AVENUE  
NEW CANAAN, CT 06840  
203-594-4000  

SPECIFICATION COVER SHEET  
REQUEST FOR PROPOSAL #2019-17  
STAGE FLOOR REPLACEMENT – WEST ELEMENTARY SCHOOL  

CONTRACTOR MUST ENCLOSE THREE COPIES OF THIS SPECIFICATION COVER SHEET and THREE COPIES OF THE SPECIFICATIONS PRICING SHEETS WHEN RESPONDING TO THIS REQUEST FOR PROPOSAL (RFP)  

The NEW CANAAN PUBLIC SCHOOLS reserves the right to reject any and all proposals, or separate parts thereof, requested herein before. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the proposed substitution is clearly stated. Any and all decisions regarding substitutions are at the sole discretion of the NEW CANAAN PUBLIC SCHOOLS. When a contractor fails to so identify a proposed substitution, it will be assumed that he is proposing the exact item requested. The NEW CANAAN PUBLIC SCHOOLS is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in bid prices nor added to any items specified.  

INSTRUCTIONS ON RFP DEADLINES AND REQUIREMENTS:  

NAME OF RFP: Stage Floor Replacement – West Elementary School  
TYPE OF RFP: Sealed Proposal QUOTATION #: 2019-17  
RFP CLOSURE DATE: Received Until: DATE: September 4, 2019 TIME: 3:00 PM  
LOCATION TO FORWARD RFPs: Jo-Ann Keating, Director of Finance and Operations  
NEW CANAAN PUBLIC SCHOOLS  
39 LOCUST AVENUE  
NEW CANAAN, CT 06840  
RFP SECURITY: RFP Security Required _____% RFP Security Not Required X  
PREVAILING WAGE: Required _____ Not Required X  
FORMS TO COMPLETE RFP: Submit three copies of all required documentation in a sealed envelope.  
Identify Name of RFP on Envelope: RFP # 2019-17 Stage Floor Replacement – West Elementary School. Only fully completed RFP packages will be accepted. The following details describe fully completed RFP packages:  

Base Proposal  
- Proposal Sheet  
- Schedule of Project: Schedule of installation, completion and inspection  
- Appendix A – Insurance Procedure Form
NEW CANAAN PUBLIC SCHOOLS

INVITATION TO SUBMIT PROPOSAL

New Canaan Public Schools (NCPS) invites proposals from qualified companies for **Stage Floor Replacement – West Elementary School.**

Sealed proposals will be received at the New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840 until **September 4, 2019 at 3:00 pm**, EST, at which time they will be opened publicly and read aloud.

The contractor selected for the above project(s) shall be required to enter into a contract with the NCPS in the form of a Purchase Order. Such contract shall require the submittal of insurance certificates and the compliance with Federal, State and Local Laws and ordinances.

The Request for Proposal (RFP) is available online at [www.ncps-k12.org](http://www.ncps-k12.org).

Three (3) copies of the submitted qualifications and proposals are to be placed in a sealed envelope and addressed to Jo-Ann Keating, Director of Finance & Operations, New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840. No proposals will be accepted after the date and time specified. No fax or email submissions will be accepted.

The New Canaan Public Schools reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of New Canaan Public Schools.

A mandatory Pre-Bid Walk Through is scheduled for **Wednesday, August 28, 2019 at 10:00 AM at West Elementary School, 769 Ponus Ridge, New Canaan, CT** and will begin in the lobby at the front entrance of the school. Time will be allotted for measuring, please come prepared.

**Jo-Ann Keating, Director of Finance and Operations**
New Canaan Public Schools
ANTICIPATED PROJECT START DATE IS SEPTEMBER 28, 2019 WITH A COMPLETION DATE OF SEPTEMBER 30, 2019.

I have read and understand the RFP requirement of this RFP specification included for my review herein:

________________________________________________________________________________________

Signature of Company Representative      Date

TYPED NAME AND

TITLE:________________________________________

COMPANY:____________________________________

ADDRESS:_____________________________________

TOWN:________________________________________ STATE:__________ ZIP:__________

TELEPHONE NUMBER:___________________________ FAX:_____________________

CELL NUMBER:_______________________________

EMAIL ADDRESS: (Please print clearly or attach business card):

______________________________________________________________________________
REQUEST FOR PROPOSAL
RFP #2019-17
Stage Floor Replacement – West Elementary School

Notice is hereby given that sealed RFPs on the following will be received at the Office of the Director of Finance and Operations until:

3:00 pm, September 4, 2019

at which time they will be publicly opened and read aloud:

RFP #2019-17
Stage Floor Replacement – West Elementary School

Specifications and drawings are attached.

The Board of Education reserves the right to reject any and all proposals, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education and/or the Town of New Canaan.

Questions regarding this bid should be directed to Daniel Clarke, Facilities Manager, at 203-822-3162.
NEW CANAAN PUBLIC SCHOOLS

REQUEST FOR PROPOSALS
Contractor Services Associated with:

STAGE FLOOR REPLACEMENT – WEST ELEMENTARY SCHOOL
NEW CANAAN, CT

GENERAL

New Canaan Public Schools (NCPS) solicits proposals from LICENSED CONTRACTORS to perform STAGE FLOOR REPLACEMENT - WEST ELEMENTARY SCHOOL, 769 Ponus Ridge Road, New Canaan, CT 06840.

Furnish all materials, equipment, and labor related to project drawings and specifications. Work is to be scheduled as stated on top of page 3.

Specifications and drawings are attached.

SCOPE OF WORK

The scope of work, without limiting the generality thereof, consists of furnishing all labor, material, equipment necessary to complete the project as indicated on the drawings and as specified.

PROPOSAL AND SUBMITTAL PROVISIONS

Proposal price is to be complete turnkey price.

THE PROPOSALS SHALL INCLUDE:

1. Contractors will submit three (3) sets of their sealed proposal on enclosed PROPOSAL SHEET.
2. Contractors will submit three (3) sets of their qualifications to include:
   a. A firm background or profile
   b. A statement of experience
   c. A statement of staff availability with their experiences and backgrounds. (Ensure that the Project Manager assigned to the job has knowledge of this proposal and is qualified by the membrane manufacturers to direct the effort.)
   d. A list of any and all proposed subcontractors to be utilized on the project.
   e. A projected time schedule of the work. It is expected that the work will be completed by September 30, 2019.
3. The successful Contractor shall be required to provide a one (1) year contractor’s labor and materials warranty.
SUBMISSION REQUIREMENTS

Respondents shall submit three (3) sets of their proposal. Proposals will be received at New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840, ATTN: Jo-Ann Keating, Director of Finance & Operations, until September 4, 2019, 3:00 pm, at which time they will be opened and publicly read aloud. No fax or email submissions will be accepted.

Jo-Ann Keating  
Director of Finance & Operations  
New Canaan Public Schools  
39 Locust Avenue, 3rd Floor  
New Canaan, CT 06840

Questions regarding this RFP may be directed to Daniel Clarke, Facilities Manager, at 203-822-3162.

A mandatory Pre-Bid Walk Through is scheduled for Wednesday, August 28, 2019 at 10:00 AM at West Elementary School, 769 Ponus Ridge, New Canaan, CT and will begin in the lobby at the front entrance of the school. Time will be allotted for measuring, please come prepared.

All proposals must be signed by an Officer of the Company.

The following items are attached:  
Terms and Conditions  
Proposal Sheet
SPECIFICATIONS

RFP #2019-17
STAGE FLOOR REPLACEMENT – WEST ELEMENTARY SCHOOL

Due on or before September 4, 2019, 3:00 pm at the office of:

Jo-Ann Keating
Director of Finance and Operations
NEW CANAAN PUBLIC SCHOOLS
39 LOCUST AVENUE, 3rd Floor
NEW CANAAN, CT 06840

Sealed proposals will be received by the Business Department of the New Canaan PUBLIC SCHOOLS of the Town of New Canaan, Connecticut until September 4, 2019, 3:00 pm. Each proposal should be clearly marked (example) “RFP #2019-17 – STAGE FLOOR REPLACEMENT – WEST ELEMENTARY SCHOOL”. Specifications, instructions and proposal forms may be obtained at the above address. Faxed copies of the proposal will not be accepted.

CONDITIONS FOR SUBMITTING PROPOSALS

1. The Board of Education reserves the right to reject any proposal if it is deemed to be in the best interests of the Town of New Canaan, Connecticut, New Canaan Public Schools and its students.

2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being proposed. In addition, the Board of Education reserves the right to award this project as a package in conjunction with other proposals for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local contractors.

3. The submission of a proposal shall be conclusive evidence that the contractor has satisfied himself as to the requirements of the RFP specifications and any controlling conditions which may exist.

4. Contractors may not withdraw their proposal for a period of 30 days from the date of RFP opening. The Board of Education and the contractor may mutually agree to extend the time limit.

5. In determining the ranking of responsible contractors, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the contractor, the sufficiency of the financial resources of the contractor and the reputation of the contractor for ability, integrity, judgment and performance, as well as the ability of the contractor to provide future service/supplies/equipment.

6. All proposal prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated
in your proposal, if applicable. Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.

7. The Board of Education of the Town of New Canaan supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective bidders submit identical tie bids, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are proposed, a proposal received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the proposal package by the contractor along with other proposal documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of New Canaan regarding proposal procedures.

8. **SUBSTITUTIONS:** No substitutions
   The New Canaan Public Schools reserves the right to request samples on specific items.

9. **FORM AND STYLE OF PROPOSAL:** All blanks on the Proposal Sheet, except where otherwise requested, shall be filled in by typewriter or manually in ink and must be completely legible.

10. **WARRANTIES:** Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official proposal or quotation specification sheets. All such warranties shall inure to the benefit of the Board.

11. **INSURANCE REQUIREMENTS:** The successful contractor will be required to purchase from and maintain, for the life of the contract, in a company or companies with an A.M/Best rating of A- (VII) or better, such insurance as will protect the Board of Education from claims set forth below which may arise out of or result from the contractor’s obligation under the Contract, whether such obligation is the contractor’s or a subcontractor or any person or entity directly or indirectly

12. **WORKER’S COMPENSATION:**
   Contractor shall provide workers compensation insurance required by law with employer’s liability limits for at least the amounts of liability for bodily injury by accident of $500,000 each accident and bodily injury by disease of $500,000.

13. **Commercial General Liability Insurance:**
   Contractor shall provide commercial general liability insurance policy with an edition of 1986 or later including products and complete operations. Limits should be at least: Bodily injury and property with an occurrence limit of $1,000,000; Personal & advertising injury limit of $1,000,000 per occurrence; General aggregate limit of $2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of $2,000,000. Coverage will continue three years after the completion of the work.
• The policy shall name the New Canaan Public Schools as an additional insured and include ISO Form CG2010 (07/04) and CG 2037 (07/04).

• Such coverage will be provided on an occurrence basis, and will be primary, and shall not contribute in any way to any insurance or self-insured retention carried by the Board of Education.

• The policy shall contain a waiver of liability in favor of the Board of Education.

• Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract.

• A per project aggregate limit of liability endorsement shall apply for any construction contract.

• Deductible and self-insured retentions shall be declared and are subject to approval by the Board of Education.

14. **Commercial Automobile Insurance:**
   Contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of $1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Board of Education as an additional insured.

15. **Umbrella Liability Insurance:**
   Contractor shall provide an umbrella or excess liability policy (without restriction or limitation). Such policy shall contain limits of liability in the amount of $2,000,000 each occurrence and $2,000,000 in the aggregate.

   As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board of Education certificates of insurance prior to execution of the agreement by the Board of Education describing said coverage.

16. **QUESTIONS:** For questions regarding the proposal process, contact Jo-Ann Keating, Director of Finance and Operations, at (203) 594-4025.

   **For questions regarding the project, contact Daniel Clarke, Facilities Manager, at 203-822-3162.**

**NOTE:** By submitting a proposal for this contract the contractor agrees that any or all past clients may be contacted by the New Canaan School District. The contractors quoting on this contract also agree to release and discharge by quoting on this contract for the contractor him/herself, his/her heirs executors administrators and assigns, release acquitted and forever discharge the New Canaan School System, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the New Canaan School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.
DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.

2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm’s policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.

3. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.

4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of “guilty” or of “nolo contendere” to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.

5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee’s community, by any employee who is so convicted.

6. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature: ___________________________  Date: ______________________

Print Name: __________________________

Company: ___________________________
PLEASE NOTE:

RETURN THIS COMPLETED FORM WITH YOUR PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING REJECTED.

Please take the insurance requirements of the PROPOSAL to your agent/broker immediately upon receipt of the RFP documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in RFP. Any PROPOSALS’s that contain exceptions to the insurance requirements may be considered non-responsive and may be rejected.

STATEMENT OF CONTRACTOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

If I am awarded this CONTRACT, I or my insurance agent shall submit all of the required insurance documentation to NEW CANAAN PUBLIC SCHOOLS Business Office within ten (10) days after the date of the award.

________________________________________  ___________________________
Signature               Date

_________________________________________
Print Contractor Name
TERMS AND CONDITIONS

THIS IS A REQUEST FOR PROPOSALS AND THE NEW CANAAN PUBLIC SCHOOLS RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN.

Unless otherwise modified, the following terms and conditions will apply to services rendered. The respondent may use a standard form of agreement incorporating the following provisions.

Services to be Provided

The winning contractor shall provide services as set forth in the RFP and in accordance with the terms identified herein. The services provided will be performed on behalf of and solely for the New Canaan Public Schools and any information, tests, reports, correspondence, and conclusions shall not be released to other parties unless authorized by NCPS or in accordance with any applicable state or federal law.

Billing and Payment

New Canaan Public Schools will pay the winning contractor for services performed in accordance with the signed Agreement. Invoices will be submitted upon completion of services rendered. The Town reserves the right to request substantiating information on any bill submitted. The Town will, within 30 days after receipt of an invoice requesting payment, and with the approval of the Town, indicate the approval of payment and process the invoice or indicate to the winning contractor in writing, the reason for refusing to approve said invoice. In the latter case, the winning contractor will make the necessary corrections and resubmit the invoice.

Court Litigation and Waiver of Jury Trial

Notwithstanding the existence of any provision for arbitration of disputes in the contract or any legislation providing for arbitration, any dispute arising under this contract shall not be submitted to arbitration and the parties shall be left to the remedies at law. It is further expressly agreed that both parties waive and relinquish their right to a trial by jury of any dispute arising out of this contract. The intent of the parties is not to have a jury decide any aspect of any dispute which may arise under this contract.

Mediation

All claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate its representative and shall meet at the New Canaan Town Hall within ten (10) days after the service of notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting.

Should the parties themselves be unable to agree on a resolution of this dispute, then the parties shall appoint a third party, who shall be a competent and impartial party and who shall be acceptable to each party, to mediate the dispute. Each party shall pay the fees and expenses of the party mediator and such costs shall be borne equally by both parties. Upon agreement of the parties, either party may waive the first step in the mediation process and appoint a mutually acceptable mediator.

Any third party mediator designated to serve in accordance with the provisions of the Agreement shall be disinterested and shall be qualified to evaluate the performance of both parties.
This process shall be considered as a condition precedent to moving to court.

Equitable Relief

Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.
Having carefully examined the Instructions to Contractors, Equipment / Material Specifications, Scope of Work, Standard Bid/RFP and Contract Terms and Conditions, the site(s) where the work is to be performed, all applicable legal requirements and having made such independent investigations as the respondent deemed necessary, the undersigned hereby submits a proposal to perform the Stage Floor Replacement at West Elementary School.

In submitting this proposal, the contractor represents that this proposal will remain effective for thirty (30) days following the proposal due date.

A. Project Cost and Construction Administration:

For providing all work, labor, materials, equipment, transportation, insurance and all else whatsoever required to completely finish all work in connection with the project:

**Stage Floor Replacement – West School**

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<td>Full Scope</td>
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<td>Sub Floor Replacement (Unit Pricing per Square Foot)</td>
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*Prices given are the final price to the Owner and include all permits, fees, overhead and profit of the Vendor.*

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Project Overview

This project is for the replacement of the stage floor in the cafeteria of West Elementary School located at 769 Ponus Ridge in New Canaan, CT. The project includes replacing the hardwood stage floor, repairing the existing subfloor (as needed), and refinishing the stairwell(s).

Please refer to the attached drawing of the existing stage as reference. The contractor is responsible for the final measurements.

A mandatory pre-bid walk through will be held on Wednesday, August 28, 2019 at 10:00am. The walk through will begin in the lobby at the front entrance of the school. Time will be allotted for measuring, please come prepared.

General Scope

- Demo of existing parquet floor. Approximately 800 square feet.
- Inspect subfloor and repair as needed. (Unit price per square foot)
- Prep and lay moisture barrier over sub flooring.
- Install new hardwood stage floor.
- Refinish stairwell(s) leading to stage. Ensure that transition from floor to stairs is level and finished.

Materials

Subfloor:
Type: Finished plywood

New hardwood stage floor:
Size: 2 ½” wide x ½” thick
Material: Oak Plank
Finish Color: Natural Stain
Top Finish: Clear Coat, gloss, 3 layers

(Note: Any stain and/or clear coat used must be low VOC and water based)

For questions on this project, please contact Dan Clarke, Facilities Manager, at (203) 822-3162.