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RFP# 10721 - Gym Floor Refinishing
DATE ISSUED: Monday, January 13, 2025
PROPOSAL DUE: Monday, January 27, 2025 10:00 am EST

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SECTION I - INSTRUCTIONS TO BIDDERS

The Portage Public School District is seeking the services of a single contractor to provide wood gym floor refinishing services as noted below. The award will be made on the basis of the overall best proposal as determined by the school district. This will be for a one year contract with an option to renew for two additional one year periods.

1. Vendors must submit two (2) paper copies, and one (1) digital copy of your response on a USB or other digital media. **Faxed/emailed responses will not be accepted.** Proposals must be received by **10:00 am EST on Monday, January 27, 2025. Late proposals will not be accepted.**
2. **Send or deliver the bid to:**

Portage Public Schools
RFP# 10721
Attention: Susannah Sims, Purchasing
8107 Mustang Drive
Portage, MI 49002
3. **Responses must include the following three (3) signed and notarized forms:**
Legal Status of Bidder
Familial Relationship Disclosure Statement
Iran Economics Sanctions Act
4. All inquiries concerning this proposal shall be directed to Susannah Sims via email to: **sksims@portageps.org** so that questions and responses may be shared with all vendors

The Portage Public Schools Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of Portage Public Schools.

SECTION II - SCOPE OF WORK AND GENERAL CONDITIONS

- 1) The gym floor refinishing must be performed from the period between 7/1/25 and 8/11/25. All work is to be coordinated with the school district and shall not begin until authorized by the school district. By offering a proposal, the contractor commits to the school district that the work **MUST** be completed within the time frame listed above.
- 2) Exceptions may be noted on the schedule and pricing document, however the school district reserves the right to reject any proposal which does not meet the district's needs, regardless of price.
- 3) Contractors must certify that they are experienced in wood gym floor repair and refinishing and provide several references to include names and phone numbers of recent work.
- 4) The coatings used at Portage Public School facilities shall be MFMA and UL approved water based products.
- 5) The scope of work shall include:
 - a. Following the directions provided by the manufacturer on the gym finish product label and or procedures guidelines.
 - b. Pre-cleaning the floor with a water-based cleaner such as Hillyard Super Shine All or Tack It recommended by the finish manufacturer.
 - c. Dry screening the floor with 120-grit screens (at a rate of 250 ft²/side of screen) using a dust collecting device attached to the floor machine.
 - i. Please note that there is very little finish on the Stable, Dog House, Igloo and Lake Center Elementary gym floors. Proper precautions should be taken and noted, as to not damage the existing paint.
 - d. Remove all dust through vacuuming the entire floor surface surrounding areas, corners, edges, etc.
 - e. Tack the floor using Hillyard Tack It, Kleen up Solvent or a comparable product until the floor is free of all dust and debris.
 - f. Apply 1 coat of gym floor finish that is an MFMA and UL approved water based product wood floor finish with an applicator recommended by the finish manufacturer. Gym floor finish should be Hillyard Court Guard or a comparable product.

- g. Allow the floor to cure properly to accept a second coat of gym floor finish.
 - h. Prepare the floor for the second coat of finish by abrading the floor with maroon pads or the manufacturer recommended pad system.
 - i. Vacuum and tack the floor with Hillyard Tack-It, Kleen Up Solvent or a comparable product to remove all dust and debris from the floor surface.
 - j. Apply 1 coat of gym floor finish that is an MFMA and UL approved water based product finish with an applicator recommended by the finish manufacturer. Gym floor finish should be Hillyard Diamond 1k or a comparable product (for both playability and durability)
- 6) The contractor agrees that the school district shall have the authority to determine that the work is properly done and meets the school district's satisfaction. The contractor agrees to correct any work that is not to the school district's satisfaction at the expense of the contractor. The school district may withhold partial or all payment until the work is completed to the satisfaction of the school district.
- 7) Contractor must enclose a copy of their current liability insurance certificate with the proposal.
- 8) All work must be conducted in strict accordance with the finish manufacturer's specifications.
- 9) The contractor shall follow all applicable safety regulations.
- 10) The contractor is responsible for working with the school to ensure the areas are secured to prevent anyone from entering the work area during preparation of the floor and application/drying of the finish.
- 11) The contractor shall provide all necessary labor, materials, supplies, equipment, and safety devices required to perform the refinishing of the gym floor.
- 12) The contractor is responsible to take all reasonable precautions to prevent dust from entering other areas of the building.
- 13) The contractor is responsible for removing and properly disposing of all dust and trash off site as required by law.

LOCATIONS:

- 1) Northern High School (Igloo & Doghouse)- *1000 Idaho, Portage 49024*
- 2) Central High School (Main Gym & Stable)- *8135 S. Westnedge, Portage 49024*
- 3) Central Middle School – *8305 S. Westnedge, Portage 49002*
- 4) North Middle School – *5808 Oregon, Portage 49024*
- 5) West Middle School (Red and Blue Gym)– *7145 Moorsbridge, Portage 49024*
- 6) Lake Center Elementary – *10011 Portage Rd., Portage 49002*
- 7) Twelfth St. Elementary – *6501 S. 12th St., Portage 49024*

SECTION III -SUGGESTED WORK DATES

<u>Building</u>	<u>Completion</u>
Stable Central Middle School	July 1st - July 6th July 1st - July 6th
Doghouse North Middle School	July 12 th - July 27th July 12th - July 27th
Northern High (Igloo-main gym) Central High (Main gym)	July 1st - July 11th July 1st - July 11th
West Middle (Red gym) West Middle (Blue gym)	July 12th - July 27th July 12th- July 27th
Lake Center Elementary Twelfth Street Elementary	July 28th - August 10th July 28th - August 10th

SECTION VI -PORTAGE PUBLIC SCHOOLS BID PROPOSAL FORM
(Pages 5 to 10)

0.1 NAME OF BIDDER

Vendor Name: _____
Address: _____
Contact Person: _____
Phone: _____
E-mail: _____

0.2 PROJECT NAME

Project Name: **RFP #10721 - Gym Floor Refinishing**

0.3 PRICING:

Northern High School

Igloo 19,000 square feet \$ _____

Doghouse 24,000 square feet \$ _____

North Middle School

8,532 square feet \$ _____

Central High School

Main Gym 18,868 square feet \$ _____

Stable 24,000 square feet \$ _____

Central Middle School

8,532 square feet \$ _____

West Middle School

Blue Gym 6,750 square feet \$ _____

Red Gym 8,840 square feet \$ _____

12th Street Elementary

4,050 square feet \$ _____

Lake Center Elementary

4,050 square feet \$ _____

Total Cost of refinishing to include product and labor: \$ _____

Would there be any increase in costs for the following years: \$ _____ or _____ %

SECTION V -REFERENCE FORMS

Contractors must certify that they are experienced in wood gym floor repair and refinishing and provide several references to include names and contact information of recent work.

Business Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Business Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Business Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

AGREEMENTS

The undersigned understands that the Owner reserves the right to reject any and all bids and to waive informalities in bidding.

Owner also reserves the right to withhold award of bids for a period of sixty (60) days from bid closing date.

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owners opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reasons of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Portage Public Schools to furnish equipment, installation service, and on-site training in strict accordance with this proposal, bid documents and all pertinent portions of specifications.

Successful vendor will be notified and can begin work/scheduling once they have received a purchase order for this work provided to them by the district.

ATTACHMENTS TO BID PROPOSAL FORM

A. The undersigned acknowledges the following are included with the Bid Proposal Form

(Please Initial all that apply):

1. Pricing: _____
2. Detailed Product Specifications: _____
3. Warranty Specification Information: _____
4. Two (2) paper copies & 1 usb copy: _____
5. References: _____
6. Copy of Liability Insurance Certificate: _____
7. Legal Status of Bidder: _____
8. Familial Relationship Disclosure Statement: _____
9. Iran Economics Sanctions Act: _____

LEGAL STATUS OF BIDDER - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.

The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has been, within a three-year period preceding this date, been listed on the Excluded Parties List System website (EPLS).

- A. A Corporation organized and existing under the laws of the State of _____
- B. Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Address: _____

Title: _____

Signature: _____

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any employee of the Portage Public School District or member of the Portage Public Schools Board of Education. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____(the "Bidder"), pursuant to the familial disclosure requirement provided in the Portage Public Schools advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any employee of the Portage Public School District or member of the Portage Public Schools Board of Education. If such a relationship exists, please explain:

Attach additional pages if necessary

By: _____(Bidder Signature)

Title: _____(type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20__A.D., in and for the

County of _____, Michigan.

My Commission expires _____.

Signature of Notary

IRAN ECONOMIC SANCTIONS ACT

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at the time of submittal.

CERTIFICATION

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business", as that term is defined in the Act.

Signature

Title

Company

Date