

**NARRAGANSETT SCHOOL SYSTEM
REQUEST FOR PROPOSALS**

Roof Replacement

Due

July 17, 2018 @ 11:00 AM



**NARRAGANSETT SCHOOL SYSTEM
25 FIFTH AVENUE
NARRAGANSETT, RHODE ISLAND 02882**

I. INSTRUCTIONS/CONDITIONS TO BIDDERS

- A. Sealed proposals for the furnishing, delivery, and installing, where called for, of the services, materials, equipment, and/or supplies, as required by the School System and as set forth in the following specifications prepared under the direction of the Narragansett School Committee will be opened at the Business Office on the day and hour stated on bid specification page.**
- B. The person, firm or corporation making such proposal shall submit the bid in a sealed envelope to the Director of Finance or his/her duly designated representative at the place herein mentioned on or before the hour and day stated on page one hereof, and the envelope shall be endorsed on its face with the name of the person, firm or corporation making such proposal, the date of its presentation and the title of the service, materials, equipment or supplies for which such proposal is made.**
- C. The bidder shall insert the price per stated unit and extension against each item in the schedule hereto annexed which he/she proposes to furnish and deliver. In the event of a discrepancy between the unit price and the extension, the unit price will govern. The price inserted must be net and must include delivery charges. Computation must be made of the total amount of the bid for all items bid upon and the total shall be stated in the space provided at the end of the schedule.**
- D. When a bidder proposes to furnish the equivalent or equal of any article described in the specifications, he/she shall attach to his/her bid a letter or memorandum giving full details and the name of the manufacturer of the article that is to be furnished. The contractor may later be required to submit samples before the contract award. If no such information or memorandum is attached to the bid, it shall be taken for granted that the bidder will furnish the article specified and will not submit an equivalent or equal after the bid is opened and recorded.**
- E. Time of delivery and/or installation will be considered as a factor in bids.**
- F. No charge will be allowed for cases, boxes, carboys, bottles, etc. or for freight expenses, expressage or cartage. No empty packages, cases, boxes, carboys, bottles, etc. will be returned to the bidder or contractors and none will be paid for by the Narragansett School System. Such empty cases, boxes, etc. may be removed by the bidder or contractor at their expense.**
- G. Each bidder is required to state in its bid the names and places of residence of any and all persons interested in the bid, that the bid is made without any connection with any person making another bid for the same contract, and that it is in all respects fair and without collusion or fraud; also, that no member of the Narragansett School Committee or any other officer of the Narragansett School System, or any person in the employ of said System is directly or indirectly interested in the bid, or in the materials or supplies, of the work to which it relates, or in any other position of the profits thereof.**
- H. The Narragansett School System reserves the right to accept this bid by items or as a whole, or, in its discretion, reject all bids and re-advertise (Chapter 16-2-18, Title 16 of the General Laws).**
- I. ASBESTOS: This is to advise you that ASBESTOS containing building materials do exist in some of our school buildings. Please advise any member of your staff who may enter our buildings to contact the Maintenance Department. Further information can be obtained from the "ASBESTOS BOOK" located in the MAIN OFFICE of each school.**
- J. Each bidder is requested to read carefully the Instructions to Bidders and the Specifications, since in fairness to those who submit bids properly, bidders will be held to strict compliance with such Instruction to Bidders and Specifications. The information contained in the specifications is believed to be reasonably correct, but is not to be considered in any way as a warranty.**
- K. All bids received after the designated time as stated in the Notice to Bidders, will not be considered by the Narragansett School System and will be returned to the bidder unopened. The bidder assumes the risk of any delay in the mail or in the handling of bids by employees of the Narragansett School System whether sent by mail or by means of personal delivery; the bidder assumes the responsibility for having his/her bid deposited at the Business Office of the Narragansett School System.**
- L. No bid will be considered from any person whose performance on any previous contract with the**

Narragansett School System has been unsatisfactory in the opinion of the Narragansett School System.

- M. Payment will be made by the Narragansett School System after presentation of a vendor's invoice in triplicate, which must be submitted subsequent to delivery and/or performance of the work or services.**
- N. The Narragansett School System reserves the right to require any bidder to submit a sample either before or after the awarding of the bid to ascertain whether or not the product will be suitable for the purpose for which it is to be used. All samples shall be delivered to a place designated by a representative of the Narragansett School System. The bidder assumes full responsibility for properly identifying each sample requested by price, and when necessary to do so, the bidder will be responsible for assembling any sample.**
- O. In awarding any bid, the Narragansett School System may select a number of units within a range of 30% above or below the number of units for which a bid was required for such item. The purchase of additional units within 90 days after the bid has been awarded shall be at the same price per unit quoted in the bid.**
- P. Whenever, within one year of the final acceptance of the apparatus, equipment, supplies, materials, work or services by the Narragansett School System, the contractor is notified in writing by the Narragansett School System that any item of apparatus, equipment, supplies, material, and/or workmanship has proven defective or is not meeting the specification requirements, the bidder shall immediately replace, repair or otherwise correct, as the Narragansett School System may determine, the defect or deficiency without cost to the Narragansett School System.**
- Q. OWNER'S RIGHTS: In addition to the Instruction to Bidders, the Owner reserves the right to reject any or all bids or any part thereof, or to accept any bids or any part thereof, or to waive any technical defect or any informalities of the bid and to award the contract to other than the lowest bidder if the evidence submitted by or investigation of such a bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to satisfactorily complete the work contemplated therein. Failure to meet any of the requirements of the Instructions to Bidders may be sufficient cause for the rejection of any or all bids.**

It is not the intent of these specifications to limit the bidding to any one manufacturer but, it is the intent to define the essential minimum requirements as to quality of materials, construction, finish and overall workmanship. Minor variations from the specified methods and details of construction will be considered by the Owner for acceptability; providing quality, workmanship, economy of operation, maintenance, service and suitability for the purpose for which the equipment is intended, is not impaired. No substitutions for materials specified will be accepted.

- R. SCOPE OF WORK: See attached "SCOPE of WORK"**
- S. REMOVAL OF DIRT AND RUBBISH: The successful bidder shall remove all dirt, rubbish, debris and the like caused by his/her installation from the premises as the work progresses.**
- T. The successful bidder must take into consideration that school sessions may be in operation and must be continued as usual during the progress of the work.**

The safety of the pupils and teachers requires that nothing shall be done, in any way, to block the passageways in or about the exits themselves. Neither shall there be any unauthorized interference with the free and unobstructed use of hallways, stairways, toilets and rooms. When necessary for mechanics to work in any portion of the premises normally occupied by the school, application must be made, before entering, to the Owner, who will perfect a working agreement with the principal of the school so that work may be carried forward in a manner to interfere as little as possible with the school session. PERMISSION FOR WORKING OVERTIME: No work shall be done on the job before 8:00 a.m. nor after 4:00 p.m.; nor shall any work be done on Saturdays, Sundays or school holidays unless the successful bidder shall have given the Owner at least 48 hours advance notice in writing.

- U. OPERATING AND MAINTENANCE BROCHURES:** The successful bidder shall furnish the Owner with all applicable operating and maintenance brochures for all equipment and accessories purchased by the Narragansett School System.
- V. REQUIREMENT FOR BIDDERS:** When stated in the specifications:
1. The bidder must submit the bid proposal on Bid Forms accompanying the specification and must itemize the bid according to the list of items and totals as applicable on separate sheets attached to the Bid Form.
 2. Before submitting a proposal, bidders shall carefully examine the drawings and specifications and further inform themselves as to all existing conditions concerning the solicitation. Should a bidder find any discrepancies in or omissions from the specifications or drawings or have any doubt as to their meaning, the bidder shall notify the Owner who will make clarifications. The bidder shall be responsible for all work on plans as well as in "Equipment Schedule".
- W. Bidder must submit the following data with the proposal.**
1. The successful bidder must, upon request, furnish evidence of financial responsibility.
 2. Cuts of each item proposed as alternate equipment to that specified, with a list of any variation from specified methods and details of construction and from specified designs. The bidder shall state in the proposal the number of days required to complete installation of this equipment from the date of authorization to proceed with the work.
- X. The Narragansett School System may, subject to the following provisions, by written notice of default to the contractor, terminate the whole or any part of this contract in any one of the following circumstances:**
1. If the contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extensions thereof; or if the contractor fails to perform any of the other provisions of this contract, or fails to make progress such as to endanger performance of this contract in accordance with its terms and in either of these two circumstances does not remedy such failure within a period of 10 days after receipt of notice from the Director of Business Operations specifying such failure.
 2. In the event the Narragansett School System terminates this contract in whole or in part, the Narragansett School System may procure, upon such terms and in such manner as the School Committee may deem appropriate, supplies or services similar to those so terminated and the contractor shall be liable to the Narragansett School System for any excess costs for such similar supplies or services: Provided, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- Y. Employment, Hours and Wages:** The contractor shall pay the prevailing wage rates. The contractor shall comply with all of the labor laws of the State of Rhode Island, and under no condition shall the contractor, sub-contractor or their employees, obstruct any person employed by the School System. The State Labor Laws, particularly Title 37, Chapter 13, General Laws of Rhode Island as amended, prevailing wage scales, state, and local building codes and ordinances must be complied with at all times. All costs, fees and permits are to be paid by the contractor. The contractor shall make every effort to utilize local labor, if at all possible.
- Z. The Narragansett School System and all of its facilities are smoke-free. As required by law your employees are not allowed to smoke anywhere on our facilities. We reserve the right to deduct the cost of cleanup of smoking residue caused by contractor employees smoking on campus.**

II. INSURANCE SUMMARY:

- A. The contractor shall provide insurance as delineated below.
- B. The Town of Narragansett School System shall be named as an additional insured.
- C. The contractor shall submit a certificate of insurance with bid proposal.
 - 1. **Workers' Compensation:**
 - a. State-Statutory
 - b. Employer's Liability - \$500,000
 - 2. **Comprehensive General Liability:**
(Including Premises-Operations; Independent Contractors; Protective; Broad Form Property Damage, All Risk).
 - a. **Bodily Injury:**
 - 1. \$1,000,000 - Each Occurrence
 - 2. \$1,000,000 - Annual Aggregate
 - b. **Property Damage:**
 - 1. \$500,000 - Each Occurrence
 - 2. \$500,000 - Annual Aggregate
 - 3. Property Damage Liability Insurance will be provided X, C, or U coverage as applicable.
 - c. **Products and completed Operations are to be maintained for one year after final payment.**
 - d. **Contractual Liability:**
 - 1. Bodily Injury - \$1,000,000 - Each Occurrence
 - 2. Property Damage: \$500,000 Each Occurrence; \$500,000 Annual Aggregate
 - e. **Personal Injury with Employment Exclusion Deleted:**
 - 1. \$500,000 - Annual Aggregate
 - f. **Comprehensive Automobile Liability:**
 - 1. Bodily Injury: \$500,000 - Each Person; \$1,000,000 Each Occurrence
 - 2. Property Damage: \$500,000 - Each Occurrence
 - g. **All Risk:**
 - 1. As required NO deductible
 - 2.

III. CONDITIONS

- A. All bids must be in writing and in sealed envelopes delivered to the Office of the Director of Finance and Administration, Narragansett School System, 25 Fifth Avenue, Narragansett, RI 02882, at or before: Tuesday July 17 at 11:00 AM
- B. No quotes, changes, or amendments to any quotes submitted after that hour and date will be considered. It shall be the sole responsibility of the bidder to deliver his/her quote to the Director of Finance on or before the closing hour and date.
- C. The bidder is not to separate the instructions, conditions, specifications and bid contract form from the proposal form and must return the same complete.
- D. The bidder will complete the bid contract form.
- E. The bidder agrees to all stipulations noted in the instructions to bidders.
- F. The bidder will supply a complete description of each item bid upon.
- G. All individuals involved in installation of this project must provide proof of having successfully completed the ten-hour safety-training program required by the RI Division of Occupational Safety.

IV. PERMITS

- A. The successful contractor shall be responsible for obtaining all state and local permits as may be required. This shall include but not be limited to building, electrical, mechanical, and plumbing permits. Successful contractor shall provide applicable permit(s) to the Director of Finance prior to the commencement of any work.

V. SCOPE OF WORK

Contact the Director of Operations for Bid Specifications.

" All questions should be directed to:

Stephen Gormley, Director of Operations
Narragansett Pier School
235 South Pier Road
Narragansett, Rhode Island 02882
Tele: 401-792-9416
Fax: 401-792-9417
sgormley@nssk12.org

BID AND CONTRACT FORM:

WHEREAS, the Narragansett Schools has duly asked for bids for the supply of goods and/or services in accordance with the aforementioned specifications;

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications which are hereby incorporated by reference in exchange for the bid price below;

The offer shall remain open and irrevocable until the Narragansett Schools shall transform the bid into a contract.

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S PRINTED NAME: _____

TITLE: _____

DATE: _____

TELEPHONE NUMBER: _____

BID \$ _____