

Request for Proposal

Chester County Board of Education

Sealing, Painting, & Repair of Chester Co. School Parking Lots

Bid Submission Deadline: February 22, 2019

Time : 10:00 A.M.

Location: Chester County Board of Education
970 East Main Street
Henderson, Tennessee 38340

Telephone: (731) 989-5134

Contact: Britt Eads 731-435-3046

Contact: Troy Kilzer 731-989-5134

Seal, Repair, and Paint Parking Lots

I. The purpose of this bid specification is to obtain offers from qualified vendors to seal, repair, and paint lines on all Chester Co. School Parking Lots.

II. Each interested vendor shall be responsible for the review of information contained herein, other information as requested and site visitation as required and other information which will represent the vendor's best effort for the moving of houses at this location.

III. Requirements for Submission of Proposal

A. Submittal Guidelines

1. Submit one (1) original copy with proposal sheet on top.
2. It is the Vendor's responsibility to clearly identify and to describe the products and services being offered in response to the Solicitation.
3. All required information must be furnished and presented in an organized, comprehensive and easy to follow manner.
4. Provide proof of liability and workers compensation insurance.
5. Vendor will submit a current background check, and letterhead confirming that all employees working on the job have a current background check.
6. If vendor has more than 5 employees, the vendor shall furnish in a separate envelope a **Drug Free Affidavit** approved and signed by the State of TN Commerce Department in accordance with State Law (T.C.A. 50-9-113).
7. **Site visitation is required to submit a proposal. Site visit will be February 1, 2019 at 10:00am starting at the Chester Co. Board of Education located at 970 E. Main St.**

B. How to Submit Proposal Responses

All proposal responses shall be submitted with attached Proposal Sheet as the cover sheet in a sealed opaque envelope with the following information written on the outside of that envelope:

1. The Company Name
2. Contractor's license #, classification and expiration date
3. **Mailed or delivered to the address shown below for receipt by the Chester County Board of Education on or before 10:00 a.m. on February 22, 2019.**

- (a). Mailing/Delivery Address:
Chester County Board of Education
970 East Main St.
Henderson, Tennessee 38340

C. Bid Opening

Submitted proposals will be publically opened on February 22, 2019 at 10:00 a.m.

IV. Scope of Work

A. Site Preparation

See Appendix on Page 5

B. Safety

All Vendors and installers or subcontractors performing services for Chester County Board of Education are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. The Vendor and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

V. Proposal Amount

Proposal amounts should include all applicable service charge, fees and permits associated with this project. The Chester County Board of Education will assume no expense.

VI. Site visitation

SITE VISITATION IS REQUIRED TO SUBMIT A PROPOSAL. On Wednesday, February 1, 2019 at 10:00 am., the Director of Maintenance will provide a tour of the site. Interested parties should meet him at the Board of Education at 970 East Main Street, Henderson, Tennessee. Contact Britt Eads at 731-989-5134 or 731-435-3046.

VII. Other Requirements

A. Non-Discrimination Provision

Chester County Board of Education is committed to promoting equal opportunities for all and to eliminating prohibited discrimination in all forms. For purposes of this section, *prohibited discrimination* means discrimination in the solicitation, selection, and / or treatment of any subcontractor, vendor, or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Accordingly, all vendors entering into contracts with the Chester County Board of Education shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

B. Insurance Requirements

To the extent permitted by law the successful Vendor shall indemnify and save harmless the Chester County Board of Education, its officers, agents, employees and assigns from and against all loss, damages, expenses and liability caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person; or damage or destruction to property, real or personal; arising directly or indirectly from operations, products or services rendered or purchased under this Bid request. **Certificate of General Liability Insurance shall be required of the successful vendor with the Chester County Board of Education.**

C. Compliance with Laws

The Vendor shall obtain and maintain all licenses, permits, liability insurance, workers compensation insurance and comply with any and all other standards or regulations required by federal, state or local statute, ordinances and rules during the performance of this contract between the Vendor and Chester County Board of Education. The vendor will assume any cost for non-compliance with laws related to the installation of the units.

VIII. Acceptance/Rejection of Proposal

A. Standards for Acceptance of Proposal for Award Contract

1. The award shall be made to the lowest and best proposal taking into consideration, quality, performance and the time specified in the proposals for the performance of the contract. Chester County Board of Education alone shall make such determination.
2. The Chester County Board of Education reserves the right to reject any or all proposals and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Chester County Board of Education.
3. This Request for Proposal does not commit Chester County Board of Education to contract for any requirements of this solicitation.
4. Nothing in this Section shall prohibit the Chester County Board of Education from conducting discussions with Vendors after the Proposal opening.
5. A Purchase Order made to the selected vendor shall be deemed to result in a binding contract.

B. Late Proposals

Proposals not received by 10:00 a.m. on February 22, 2019, will not be opened or considered, unless the delay is a result of the negligence of the Chester County Board of Education, its agents or assigns.

C. Notice to Proceed

The successful proposal shall not commence work under this Request for Proposals until duly notified by receipt of an executed contract from the Chester County Board of Education. If the successful Vendor does commence work prior to receiving official notification, that action is taken at the successful Vendor's risk.

IX. Evaluation of Proposals

Proposals will be evaluated by the Chester County Board of Education in compliance with applicable competitive bidding requirements. The companies with the best proposal and most competitive proposal may be invited for interviews.

A. Errors in Proposals

Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting offers. Failure to do so will be at the Vendor's own risk.

B. Criteria for Assessment of Proposals

To assess the equipment, designs and services submitted in response to this proposal, the criteria to be used will include, but not be limited to, the following:

1. The proposal price and quality of equipment and services.
2. Experience and qualifications, including applicable certifications and licensure.
3. Anticipated beginning date and ability to work during breaks and weekends.

Appendix Scope of Work

-Prepare and Seal Coat all areas identified. (Assume all fixes will be crack sealed unless it is beyond crack sealing and will require removal and re-paving.)

-Re-paint lines on all areas identified. (Price replacing current lines as is. Some drive and parking places will be re-designed.)

-Pave designated areas.

****See location pictures for Areas to Consider.****

****Site availability will be limited while school is in session. A bulk of the work will be scheduled during breaks, weekends, and summer.****

Company Name: _____

License #: _____

PROPOSAL SHEET

DATE AVAILABLE TO START: _____

1. Chester Co. High School/Middle School Area \$ _____
Notes

2. East Chester Elementary School \$ _____
Notes

3. Chester Co. Jr. High School/Board of Education \$ _____
Notes

4. North Chester School \$ _____
Notes

5. Jacks Creek Elementary School \$ _____
Notes

6. West Chester Elementary School
Notes

\$ _____

7. Softball Parking
Notes

\$ _____
