

## 2019 CONTRACT BID SPECIFICATIONS

### REQUEST FOR PROPOSALS GYMNASIUM BLEACHER REFURBISHMENT

MAGGIE L. WALKER GOVERNOR'S SCHOOL  
1000 NORTH LOMBARDY STREET  
Richmond, Virginia 23220

- I. PURPOSE: The intent and purpose of this invitation for proposals is to solicit pricing from qualified contractors who can provide mechanical services as specified herein to the Regional School Board of the Maggie L. Walker Governor's School (MLWGS). The Board is seeking to refurbish the gym bleachers. This RFP – in its entirety - shall be incorporated into the final contract terms.
  
- II. DUE DATE: An informational, pre-bid meeting will be held at 10:00 a.m. Thursday, November 14, 2019 in room 221. Sealed bids shall be due on or before 2:00 p.m. Tuesday, November 21, 2019, and all bids shall be opened at 2:00 p.m. Wednesday, November 22, 2019.
  
- III. CONTRACT COMPLETION: This project shall begin December 20, 2019 and shall be completed January 3, 2020.
  
- IV. SCOPE OF WORK/SPECIFICATIONS:
  - A. MLWGS is intending to have its Interkal gym bleachers refurbished with OEM parts and the installers must be Interkal certified. Bleacher seating capacity is 425. The original Interkal owner's - installation manual with all schematics and parts list is available to make copies and use onsite.
  
  - B. Contractor shall provide a contract including all labor and materials necessary to complete the work described above.
  
  - C. General Specifications:
    1. The Contractor shall provide all labor, materials, parts, tools, devices and equipment necessary to complete the project.
  
    2. Work shall be completed in accordance with accepted practices. Contractor will use Interkal oem parts.
  
    3. Contractor shall be Interkal certified.
  
    4. Adequate personnel and equipment shall be provided to permit the timely completion of the project.

5. The Contractor shall notify the Facilities Manager 24 hours before arriving onsite to perform services.
6. The Contractor shall check in and out of the facility when working at the property.
7. The Contractor shall clean up after EACH DAY'S WORK, including proper, off-site disposal of job-related materials and trash.
8. Contractor shall provide an attachment to the bid package that addresses their firm's qualifications. This attachment may include reference information, resumes, or other information that will assist MLWGS in determining the firm's qualifications with respect to the services specified.
9. During the performance of this contract, the contractor agrees as follows:
  - The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - The contractor will include the provisions of the foregoing paragraphs above in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. Personnel:

1. All personnel assigned to this contract must be professionally uniformed with Contractor's name clearly visible for easy recognition.
2. As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the Regional School Board requires the

contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

E. Special Provisions:

1. Contractor shall maintain a minimum of \$1,000,000.00 in general liability insurance. Maggie L. Walker Governor's School shall be shown as additional insured on Contractor's insurance certificate. Before any work under this contract can begin, MLWGS must be presented with a copy of the afore-referenced insurance certificate.
2. The Contractor shall submit an invoice at the end of the project (100% completion), such statement to include a detailed breakdown of all charges. Invoices shall be submitted to:

Maggie L. Walker Governor's School  
1000 N. Lombardy Street  
Richmond, Virginia 23220  
Attention: Karen Hoover

Upon inspection and acceptance of the work, MLWGS will render payment within thirty (30) days after receiving the invoice.

3. It shall be the responsibility of the Contractor to comply with City Ordinances by securing necessary permits. The costs of any permits or fees shall be incorporated into the costs of the job, and shall be quoted as so.