Invitation to Bid

GYM FLOOR REFINISH

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for GYM FLOOR REFINISH until 9:00 A.M. CDT Tuesday, March 18, 2014. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Chris Harrison, Purchasing Department at (615) 451-5255. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

GYM FLOOR REFINISH

The Sumner County Board of Education, herein known as "School System", is soliciting bids to secure pricing to have gymnasium floors refinished. The School System is comprised of eleven middle schools and eight high schools with hardwood gym flooring (see Attachment "A")

CONTRACTORS OBLIGATIONS

1. Contractor shall provide all necessary labor, materials and equipment.

2. Contractor shall dispose of all generated waste materials in compliance with all Local, State, and Federal guidelines, regulations, and requirements.

3. Contractor shall take all reasonable precautions to prevent dust and fumes from entering other parts of the building including but not limited to sealing off intakes and doors. In the event dust mitigates to other areas of the building, the contractor is responsible for cleaning the affected areas.

4. Contractor shall have properly trained and experienced staff to facilitate the specified services.

5. Contractor must adhere to manufacturer's specifications for preparation and application of the floor finish. All finishes are to be applied at manufacturer's recommended rates. It is not permitted to thin finish unless recommended by the manufacturer.

6. Contractor must use new product, recently purchased, and with sufficient shelf life to perform this work. The School System reserves the right to request invoicing, age verification of product, and contact with suppliers to ensure the products utilized were not expired or not recommended for use.

7. Contractor must provide a list of references of work completed with the past five (5) years. The reference is to include the facility's name, a contact name, and phone number/email for the contact.

8. The School System reserves the right to withhold partial or all payment until the work is completed to the specifications and satisfaction of the School System. Any work not completed properly will be the Contractor's sole responsibility and expense to redo.

9. Contractor shall provide Workers Compensation Insurance as required by Tennessee State law. The Contractor shall prove compliance with Public Chapter No. 587, T.C.A. 49-5-413 (d), criminal background check, and provide a Drug Free Workplace Affidavit (see attachment "B").

10. Contractor is responsible to verify all measurements, equipment and quantities for this project.

GENERAL TERMS & CONDITIONS

INTENT

It is the intent and purpose of the specifications to describe the general conditions and requirements for contracting athletic flooring services. The services include screen and recoat the floor; and sanding, seal/finish, and artwork.

The bid shall secure pricing for individual schools. Each location shall be responsible for securing funds. The School System operates under the non-appropriation of funds clause. The bid is not a guarantee for business.

CONTRACTOR QUALIFICATIONS

Contractors must be a firm experienced in athletic flooring. All contractors must submit a list of ten different references including contact information. References must be for "like" projects.

PROPERTY DAMAGE

The contractor shall be responsible to reimburse the School System for any damage to the property due to negligence or as a result of work completed by the contractor. The contractor must, along with a representative of the School System, inspect each location for existing damage to include but not limited to the gymnasium floor, bleachers, thresholds, doors, wall pads, etc. prior to proceeding with the project.

SCHEDULING

It is the responsibility of the contractor to schedule work with each location to eliminate conflicts of use of the facilities.

TERMS

The bid shall be valid from the date of bid opening thru October 31, 2014. The issuance of a purchase order on or before October 31, 2014 shall be honored at the bid price.

WARRANTY

All labor and workmanship shall be guaranteed by the contractor for a period of one year from date of completion. All materials shall be guaranteed by the contractor for a period of one year from date of completion and the manufacturer for the manufacturer's standard published period.

Any defective materials that are discovered during the guarantee period must be replaced at the contractor's expense. Any defects due to poor workmanship that occur during the guarantee period following completion shall be corrected at the contractor's expense.

SCREEN and RECOAT

Scope:

The floor is to be properly cleaned and abraded to prepare for new finish coat. The School System must be notified immediately if there is a need for repainting of game lines, logos, etc. The bidder must indicate if game lines, logo, etc. are in need of repainting prior to abrading of the surface, if applicable. Following this, all dust/debris is to be properly removed and disposed. The floor must then be prepared for proper adhesion of finish coat. A minimum of two coats of finish must be applied. All work must be completed following manufacturer's specified guidelines.

Finish:

The floor is to be coated with a high quality sport floors finish. The finish must be from a recognized manufacturer. The bidder must include literature on the type of finish that is bid. The School System requires that contractors include literature water-based, solvent-based, and epoxy-based finish that is bid. All finish must be equal to or better than Hillyard brand.

SAND – SEAL – ARTWORK - FINISH

Scope:

The floor is to be properly sanded to bare wood using coarse, medium and fine sandpaper. The floor is to be prepped to remove any evidence of sander marks. Following this, all dust/debris is to be properly removed and disposed. The floor will then be sealed with a minimum of two coats of gym seal. Game Lines and artwork are to be applied to gym seal. Following this, the floor is to be prepared for proper adhesion of a minimum of two coats of finish. All work must be completed following manufacturer's specified guidelines.

The bid is to include cost for Game Lines: Main Basketball, Auxiliary/Cross-Court Basketball and Main Volleyball. An allowance must be given for artwork. Artwork is to include: Center Logo (up to three colors covering complete center circle); and three foot border around playing surface with lettering on both sidelines inside border. Additional artwork, as requested per location, shall be at an additional cost to the requester and quoted separately. The bidder shall adjust the cost for artwork if the requesting location requires less artwork, for example no logo or no three foot border. The bidder shall provide, to each location, an electronic file of the logo that has been applied to the floor for their use on promotional and related items.

As shading of lanes has become more prevalent, it shall be considered an additional cost and quoted separately to the requesting location.

Paint

The Game Lines and Artwork are to be painted using a high quality, alkyd-resin gloss enamel. The paint must have a high level of hiding, durability, and fade resistance. The School System requires that contractors include literature on the type of paint that is bid. The paint must be equal to or better than 1-Shot brand of lettering enamels.

Seal

The floor is to be sealed with a high quality, gym floor seal. The seal must be from a recognized manufacturer. The School System requires that contractors include literature on the type of seal that is bid. All gym floor seal must be equal to or better than Hillyard brand.

Finish

The floor is to be coated with a high quality sport floors finish. The finish must be from a recognized manufacturer. In order to guarantee proper adhesion to the gym floor seal, the finish must be from the same manufacturer as the gym floor seal. The bidder must include literature on the type of finish that is bid. The School System requires that contractors include literature for water-based, solvent-based, and epoxy-based finish that is bid. All finish must be equal to or better than Hillyard brand.

BID SHEET

GYM FLOOR REFINISH

Cost per Square Foot

SCREEN and RECOAT

**Bid price includes cost for screening & prep work.*

Water Based Finish (2 coats) _____

Solvent Based Finish (2 coats) _____

Epoxy Based Finish (2 coats) _____

SAND, SEAL and FINISH

**Bid price includes cost for sanding and seal coat (2 coats)*

Water Based Finish (2 coats) _____

Solvent Based Finish (2 coats) _____

Epoxy Based Finish (2 coats) _____

Allowance

ARTWORK

Center Logo _____

Border w/ Lettering _____

NOTE: *On a separate page indicate any restrictions to artwork allowance.*

Price per Each

GAMELINES

Basketball _____

Auxiliary/Cross-Court Basketball _____

Volleyball _____

CONTRACTOR INFORMATION

_____
AUTHORIZED COMPANY REPRESENTATIVE (Signature)

_____
AUTHORIZED COMPANY REPRESENTATIVE (Printed)

_____ _____
PHONE EMAIL

_____
COMPANY NAME

_____

_____
ADDRESS

_____
DATE

ATTACHMENT "A"

MIDDLE SCHOOLS

Ellis Middle
100 Indian Lake Road
Hendersonville, TN 37075

Hawkins Middle
487-A Walton Ferry Road
Hendersonville, TN 37075

Knox Doss Middle @ Drakes Creek
1338 Drakes Creek Road
Hendersonville, TN 37075

Portland East Middle
604 South Broadway
Portland, TN 37148

Portland West Middle
110 Noland Private Drive
Portland, TN 37148

Rucker Stewart Middle
350 Hancock Street
Gallatin, TN 37066

Shafer Middle
240 Albert Gallatin Drive
Gallatin, TN

Station Camp Middle
281 Big Station Camp Blvd.
Gallatin, TN 37066

T.W. Hunter Middle
2101 New Hope Road
Hendersonville, TN 37075

Westmoreland Middle
4128 Hawkins Drive
Westmoreland, TN 37186

White House Middle
2020 Highway 31W
White House, TN 37188

HIGH SCHOOLS

Beech High
3126 Long Hollow Pike
Hendersonville, TN 37075

Gallatin High
700 Dan P. Herron Drive
Gallatin, TN 37066

Hendersonville High
123 Cherokee Road
Hendersonville, TN 37075

Merrol Hyde Magnet
128 Township Drive
Hendersonville, TN 37075

Portland High
600 College Street
Portland, TN 37148

Station Camp High
1040 Bison Trail
Gallatin, TN 37066

Westmoreland High
4300 Hawkins Drive
Westmoreland, TN 37186

White House High
508 Tyree Springs
White House, TN 37188

ATTACHMENT "B"

DRUG-FREE WORKPLACE

The Sumner County Board of Education is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 – Sumner County Board of Education is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Board of Education is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any contractors providing goods or services to Sumner County Board of Education must comply with all State and Federal drug free workplace laws, rules and regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT (attached page 2).

DRUG-FREE WORKPLACE AFFIDAVIT (page 2)

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Sumner County Board of Education to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.

2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.

3. The Company is in compliance with all State and Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer:_____

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20___.

_____
Notary Public

My commission expires: _____

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. Local Time TUESDAY, MARCH 18, 2014** for **GYM FLOOR REFINISH**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.

2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.

3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.

4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.

5. Payment will not be made until the said **GYM FLOOR REFINISH** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.

6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
   RESPONSE: GYM FLOOR REFINISH
   DEADLINE: 9:00 A.M. TUESDAY, MARCH 18, 2014

7. Facsimile responses will not be considered.

8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.

9. Prices quoted on the response (if any) are to be considered firm and binding until the said **GYM FLOOR REFINISH** are in the possession of the Sumner County Board of Education.

10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.

11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.

12. All bids that exceed $25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.

13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds $100,000 as stated by State of Tennessee Code Annotated 12-4-201.

14. If the project cost in excess of $25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.