Request for Proposal
Burton Park Shade Project - Single Slope Structure
Bids Due at 3:00 pm/Opened @ 4:00 p.m. – March 19th 2019

The Berkley School District is seeking bids for a Single Slope Structure as specified in this request for proposal. The Structure is to be installed at Burton Park (Burton Elementary), located at 26315 Scotia, Huntington Woods, MI 48070. The project's tentative install dates are June 17th through July 3rd. These are tentative start dates and subject to the timing of adjacent street work.

Bid documents will be **available on Wednesday, February 27th** through Berkley School District's website at www.berkleyschools.org/about/departments/facilities--operations/purchasingrfps/ or by emailing Jon Barth, Operations Facilitator at jon.barth@berkleyschools.org. Any questions pertaining to the details of the bid should be directed to Jon Barth, Operations Facilitator (via email only: jon.barth@berkleyschools.org).

A **pre-bid meeting will be held on Tuesday, March 5th at 10:00 a.m.** at the installation site location: Burton Elementary, 26315 Scotia, Huntington Woods, MI 48070.

Sealed proposals must be submitted to the attention of Lawrence J. Gallagher, Deputy Superintendent, Berkley School District, 14501 Talbot, Oak Park, MI 48237.

Proposals are due, and will be publicly opened, at 4:00 p.m. on Tuesday, March 19th, 2019 at Berkley School District's Administrative Offices at 14501 Talbot, Oak Park, MI 48237. Attendance at the bid opening is not mandatory. Proposals received after this time will not be considered.

Two (2) copies of the proposal must be submitted and "Burton Park Shade Project - Single Slope Structure" must be clearly written on the outside of the envelope. Proposals must be mailed or hand delivered. Electronic or facsimile proposals will not be considered. Proposals received after the above time will not be considered.

The Berkley Board of Education reserves the right to accept or reject any and/or all bids in whole or in part, and waives any irregularities in the bids when deemed in the best interest of the School District. The District reserves the right to assign components of the shade project to more than one vendor.

All vendors must complete, sign and include with their submission, the following three (3) affidavits: Familial Disclosure Statement; Iran Economics Sanctions Act; and Criminal Background Affidavit. These documents are located along with the Burton Park Shade Project - Single Slope Structure RFP online at www.berkleyschools.org/about/departments/facilities--operations/purchasingrfps/. Bids are considered incomplete without these executed affidavits.

The District is not liable for any cost incurred by any vendor prior to the award of a contract. Costs for the development of proposals in response to this request are entirely the obligation of the Vendor and shall not be chargeable to the District in any manner.

Vendor must warrant that all materials utilized in the construction/development of the single slope structure conform to vendor's written proposal submitted in response to the specifications

contained in this document. The bidder shall be actively engaged in procurement of the materials the School District is presently bidding here-in. All bidders shall have adequate resources to deliver the specified products on-time and per specifications. Bids are welcome for alternate products from those that are listed when said products are deemed "equivalent" by the District. It

is agreed that this bid may not be withdrawn during the period of sixty (60) days from the time of the award of bid. Proposers are granted the privilege of withdrawing their proposals, if they desire, between the time they are submitted and opened.

Each bidder shall submit with their proposal, a list of client references from three (3) different companies for whom they have successfully conducted business within the last three (3) years. The client list shall contain: the name of the company, contact name, and telephone number.

SAMPLES - Samples are not required for this bid, however, a construction design and installation set, product information with specifications and warranty information is required.

REQUEST FOR BIDS – SINGLE SLOPE STRUCTURE
BID INSTRUCTIONS AND SPECIFICATIONS

A. Material Specifications can be found in Exhibit A of this document. These specifications are expected to be closely adhered to in order for the exact design, form and function. Any proposed deviation from material or construction specification must be disclosed and fully documented in the proposal submitted by each bidder and may be considered as grounds for rejection of a bid.

1. Product Samples Required. A design drawing and installation plan for the single slope structure is required.
2. No Assignment. The contract shall not be assigned, nor shall any part of the same be subcontracted, without the written consent of the School District, and in no case shall such consent relieve the successful bidder from its obligations, or change the terms of the contract.
3. Inclusive of All Costs. Prices quoted shall be F.O.B. destination, inclusive of all costs – shipping, handling, prep, insurance, etc. Bidder is required to obtain any permits as required by the City of Huntington Woods.
4. Investigation of Bidders. The School District will make such investigations as are necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be required which will assist the School District in making such determination.
5. Contact Representative. Bidder must agree to provide an experienced representative to handle all details of the order. Said representative will be responsible for designing and servicing the order throughout the initial purchase and on a continuing basis. Bidders must list name, address, telephone number and email address of the representative in their response.
6. Bid Affidavit. The bidder hereby declares understanding, agreement and certification of compliance to provide the single slope structure to the School District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the bid specifications, and any issued addenda or amendments. The bidder further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the School District. The bidder shall, as a matter of clarity and assurance, also acknowledge all addenda, if any, issued by the School District. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the School District countersigns this document, a binding contract shall exist between the bidder and the School District. This document combined with amendments, the bidder

proposal, its required submittals, and the purchase order, if any, shall comprise the binding contract.

7. Withdrawal. A bidder may withdraw or change a bid if written notice of the withdrawal or change is received by the School District before the latest time specified for submission of bids. Any change may be made only by substitution of another bid. The successful bidder may not withdraw, cancel, or modify its proposal after the bid has been opened.
8. Bid to Remain Open. No bids shall be withdrawn for a period of sixty (60) calendar days after the date of the bid opening without the consent of the School District.
9. Award of Contract. The School District reserves the right to (1) reject any and all bids or portions of bids; (2) select independently for specific bid items from any vendor bidding; (3) waive informalities or irregularities in any bid, and (4) award the contract in the best interest of the School District. The contract will be awarded, if at all possible, to the lowest responsible bidder meeting specifications as determined by the School District. While the financial responsibility of the bidder is a significant concern, the School District is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the shade sail will be provided in accordance with these bid documents.
10. Installation. Awarded bidder will be required to train district personnel on the operation and care of single slope structure components (up to a maximum of 2 hours). If seasonal removal is required for material warranty, then the proposal must include a service plan cost for removal and reinstallation services for the duration of the warranty. Bid must include installation plan for any steel (or alternate) supports and wind resistance certification in accordance with manufacturer's recommendation **AND in accordance with the American Society of Civil Engineer's "Minimum Design Loads for Buildings and Other Structures" (SEI/ASCE 7-02) as it applies to free-standing structures.**
11. Warranty. Any and all goods supplied hereunder will be of merchantable quality; all goods will be fit for the particular use intended and will be free from defects, whether patent or latent in material or workmanship, and will be in full conformity with the specifications contained herein. The Board of Education reserves the right to reject any goods which contain defects in materials or workmanship or which fail to meet specifications contained herein, or seller's warranties (express or implied). Rejected goods shall be removed at the expense of the seller, including shipping, handling, insurance, etc. See Exhibit A for product warranty requirement.

EXHIBIT A

- General specifications
- Structural specifications
- Warranty
- Site location
- Site layout
- Sample structure photo

GENERAL SPECIFICATIONS

Design, construction, and installation of single slope structure are required with your bid. Bid must include a construction drawing showing a minimum of side elevation and column pier detail (including materials to be used). This must include galvanized, primed and powder coated steel supports (light grey), with roofing material in royal blue). Colors must closely match the existing gazebo in the Northwest section of the playground (area B under "Site Layout"). **Bidder is required to confirm measurements on site.**

STRUCTURAL SPECIFICATIONS

All pipe columns, steel plates and steel columns shall conform to ASTM standards. Anchor bolts set in new concrete shall be A36 threaded rod, ASTM A-325, or A-307. B. All anchor bolts, nuts, & washers shall be hot dipped galvanized. All footing reinforcements shall conform to ASTM A-615 grade 60. All shop welds shall comply with the latest edition of the American Welding Society Specifications. Welding procedures shall comply with the AWS D1.1-AWS Structural Welding Code-Steel. All welds to be performed by AWS-certified welders. All welds shall be continuous where length is not given, unless otherwise noted on drawings. All fillet welds shall be a minimum of 3/16" unless otherwise noted. All steel shall be welded shut at terminations to prevent leakage. Field –welded connections are not acceptable. Metal primer shall be epoxy polyester hybrid. Apply TGIC polyester, UV-inhibited weather resistant powder coat (minimum 2 mm thick). All columns to be factory-welded and watertight. No field-drilling to permeate water barrier. On-site sewing of fabric will not be accepted. Corners shall be reinforced with extra non-tear material & strap Perimeters containing cables shall be double row lock stitched.

If any concrete work is required, it shall conform to the latest edition of American Concrete Building Code ACI 318. Contractor shall not pour concrete when daily ambient temperature is below 55 degrees F.

Erect structures & hardware in compliance with fabricators' instructions. Securely fasten all parts to be attached. Ensure all parts interact freely & smoothly without binding. Install shade structure in a timely manner & coordinate with the work of other trades.

WARRANTY - The structural integrity of the steel shall be warranted for twenty (20) years. Roofing materials shall have a prorated warranty of ten (10) years against breakdown caused by UV light. When used in its designed capacity, the structure shall be guaranteed for five (5) years from original installation against: The contractor reserves the right to repair or replace any item covered by the warranty.

SITE LOCATION (26315 Scotia, Huntington Woods, MI 48070)

SITE LAYOUT

SAMPLE STRUCTURE PHOTO (for Area A) - - Reference RCP Shelters, model AS-SS07 13-02 for preferred design (though alternates will be considered).

DEVIATION FORM

In the event that the undersigned bidder intends to deviate from the specifications

by utilizing any materials or finishes contrary to those listed as standards in the specifications, the bidder is to fully document and list each deviation in complete detail including reasons for the deviation. General statements are not acceptable. Furthermore, these deviations are to be approved in writing.

If no deviations are submitted, the bidder assures the buyer of full compliance with the specifications and conditions, and assures the buyer that samples accompanying bid meet all construction specifications.

Company:_____

Signature:_____

Printed Name:_____

Title:_____

Date:_____

BID FORM

The bidder certifies the company has familiarized themselves with these specifications, has carefully read them and understands the contents. Shade sail and all installation materials furnished will be in accordance with all material specifications of the bid.

BASE BID	TOTAL INSTALLED PRICE - BASE BID	ALTERNATE*	TOTAL INSTALLED PRICE - ALTERNATE BID

TERMS:

If awarded the contract, the undersigned agrees to work with the school district with regard to installation date during a period between June 1 and October 31, 2019. Alternates submitted must include all product detail with regard to fabric, structural and design specifications and drawings.

Signature:_____

Printed Name:_____

Title:_____

Date:_____