

Richmond Community Schools
REQUEST FOR PROPOSALS (RFP)

**EARLY CHILDHOOD PLAYGROUND EQUIPMENT
AND
GRADE 4-8 PLAYGROUND EQUIPMENT**

The Board of Education of Richmond Community Schools (the "School District") is accepting firm, sealed Proposals for **EARLY CHILDHOOD PLAYGROUND EQUIPMENT AND GRADE 4-8 PLAYGROUND EQUIPMENT**. A complete package of the Project RFP may be found on the District's website, www.richmond.k12.mi.us under the Bids tab.

The District has allocated \$25,500 for Early Childhood Playground Equipment and \$60,000 for the Grade 4-8 Playground Equipment.

Proposal **MUST** be submitted in a sealed envelope (box) and clearly marked, "**2019 PLAYGROUND EQUIPMENT RFP**". The School District requests two (2) original, signed proposals.

ALL PROPOSALS MUST BE DELIVERED NO LATER THAN 3:00 P.M., FRIDAY, MARCH 1, 2019 (the "Due Date") to:

Richmond Community Schools
Board of Education and Administrative Offices
C/O Jamie Thiel, Administrative Assistant
35276 Division
Richmond, MI 48062.

All Proposals will be publicly opened immediately thereafter. Proposals received after the Due Date will not be considered or accepted. Facsimile, oral, and other electronic proposals are not acceptable.

A **MANDATORY, PRE-PROPOSAL MEETING AND FACILITY WALK-THROUGH** has been scheduled for **FRIDAY, FEBRUARY 15, 2019, AT 9:00AM** at the Board of Education & Administrative Offices, 35276 Division, Richmond, MI 48062 (Enter Door #18). The purpose of this meeting is to answer any questions regarding the RFP specifications and tour the two (2) project locations.

The *Early Childhood Playground Equipment*, for age 3-5, will be added to the existing early childhood playgroup equipment, located at Will L. Lee Elementary Schools (68399 Forrest, Richmond, Michigan 48062). The *Grade 4-8 Playground Equipment* will be added to the current playground equipment at Richmond Middle Schools (35250 Division, Richmond, Michigan 48062).

Proposals must include total cost (e.g. equipment, perimeter wall, installation, etc.), without playground safety mulch. The District shall provide the playground mulch.

All Proposers submitting Proposals must provide a sworn and notarized statement disclosing any familial relationship that exists between the owner or key employee of the Proposer submitting a Proposal and any member of the Richmond Community School District Board of Education and the Richmond Community School District Superintendent. Any Proposal that does not include this sworn and notarized disclosure statement will not be accepted.

All Proposers submitting Proposals must provide a sworn and notarized statement disclosing compliance with the Iran Economic Sanctions Act. Any Proposal that does not include this sworn and notarized disclosure statement will not be accepted.

The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the Proposer submitting the best financial Proposal (low bidder). The School District reserves the right to request additional information from any or all Proposers. The School District reserves the right to negotiate with the Proposers concerning their Proposals.

The date and time for receipt of Proposals is:

FRIDAY, MARCH 1, 2019 AT 3:00 P.M. EST (the "Due Date")

Proposal Envelope: An opaque envelope containing your Proposal must be marked in the lower left hand corner as follows:

**SEALED PROPOSAL ENCLOSED
PLAYGROUND EQUIPMENT
[Proposer's Name]
[Proposer's Address]
[Proposer's Telephone Number]**

The envelope must also be addressed and delivered as follows:

**RICHMOND COMMUNITY SCHOOLS
BOARD OF EDUCATION AND ADMINISTRATIVE OFFICES
C/O JAMIE THIEL, ADMINISTRATIVE ASSISTANT
35276 DIVISION
RICHMOND, MI 48062**

Late Proposals: Each Proposer is responsible for submission of its Proposal. Proposals or Proposal revisions received after the due date will not be accepted or considered. The School Districts shall not be liable to Proposer for any delivery or postal delays.

Returned Proposals: All Proposals received after the Due Date will be returned to the Proposer unopened.

Signed Original Proposal: Each Proposal must be an original and hard copy, and signed by an authorized member of the Proposer's Firm. This member should be the highest-ranking officer at the local level. NO ORAL, FAX or E-MAILED Proposals will be accepted. Each Proposal must be submitted on the Proposal Forms attached to this RFP. Original Proposals must be clearly indicated.

Copies of Proposal: The Proposer shall also submit with the signed originals of its Proposal one (1) complete copy of the signed original Proposal.

Opening of Proposals: In the Conference Room of the Board of Education & Administrative Offices, on **FRIDAY, MARCH 1, 2019 AT 3:00PM**, all submitted Proposals shall be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.

E-Mail Clarifications: The School District intends to communicate with Proposers via e-mail (e.g., RFP clarifications and Addenda). Except for the delivery of the Proposal itself, references in this RFP to "written" form of communications, include e-mail.

Intent to Respond: Each Proposer who intends to submit a Proposal in response to this RFP shall submit an “*Intent to Respond*” via e-mail to Tammie Schadd at tschadd@richmond.k12.mi.us on or before noon on **MONDAY, FEBRUARY 18, 2019**. The *Intent to Respond* shall include the name of the Proposer, the name of a contact person and that person’s e-mail address. Enter “*2019 Playground Equipment RFP*” in the Subject line of the email.

Additional Requests for Clarification: Prospective Proposers may request the School District clarify information contained in this RFP. All such requests or questions regarding this RFP must be received no later than noon on **FRIDAY, FEBRUARY 22, 2019**.

Questions must be submitted via email to Tammie Schadd at tschadd@richmond.k12.mi.us, or to the attention of Tammie Schadd at Richmond Community Schools, 35276 Division, Richmond, MI 48062, in writing, or via the business office facsimile at 586-727-2098. Enter “*Playground Equipment Project*” in the Subject line of the email. No response will be made to oral questions. All questions and answers will be sent to all prospective proposers via e-mail. It is the Proposer’s responsibility to check their e-mail prior to the RFP Due Date to ensure that it has received all information, including, but not limited to all addenda to this RFP.

Restrictions On Communication: From the issue date of the RFP until a Contractor is selected and selection announced, a Proposer shall not communicate about the subject of the RFP or a Proposer’s Proposal with the School District, the Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Pre-Proposal Meeting/Facility Walk-Through, or additional Requests For Clarification in accordance with language found within this RFP.

Addenda to the RFP: If it becomes necessary to revise any part of the RFP, notice of the revision will be e-mailed in the form of an Addendum to all parties that submitted an “*Intent to Respond*” and/or attended the Pre-Proposal Meeting. All Addenda shall become a part of the RFP. Each Proposer must in its Proposal, to avoid any miscommunication, acknowledge all Addenda which it has received, but the failure of a Proposer to receive, or acknowledge receipt of, any Addendum shall not relieve the Proposer of the responsibility for complying with the terms thereof.

RFP/Proposal Information Controlling: The School District intends that all Proposers shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a Proposer shall be effective unless confirmed by written communication contained in this RFP, an Addendum to this RFP, a Request For Clarification or other written response thereto, or in the Proposal. It is the policy of the School District to not release Request for Proposals in a changeable format (i.e. Word or Excel files). Accordingly, neither this RFP nor subsequent addenda, if any, nor any *Responses to Clarifications* will be released in other than hard copy or .pdf format.

Finality of Decision: Any decision made by the School District, including selection of Contractor(s), shall be final.

Reservation of Rights: The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the Proposer submitting the best financial Proposal (low bidder). The School District reserves the right to request additional information from any or all Proposers. The School District reserves the right to negotiate with the Proposers concerning their Proposals. The School District may select one or more Firms to perform the Project on behalf of the School District.

Release of Claims: Each Proposer by submitting its Proposal releases the School District from any and all claims arising out of, and related to, the RFP process and selection of Contractor(s).

Proposer Bears Proposal Costs: A recipient of this RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

Irrevocability of Proposals: Proposers may withdraw their Proposal, if so desired, any time before the Due Date. All Proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of one hundred eighty (180) calendar days following the Due Date.

Collusive Bidding: The Proposer certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

Objective of RFP: The objective of this RFP is to offer experienced professional firms the opportunity to present a thoroughly detailed Proposal of their expertise and qualifications to the School District. The Proposal will detail the Proposer's experience and expertise in assisting school districts of similar size and scope as the School District with their Project.

This RFP specifically requests that all Proposers present their **qualifications** and **experiences** in similar Projects (please see Proposal Requirements and Proposal Format).

The School District will select the Proposal, if any, that it deems most qualified to serve the best interests of the School District, in its sole and absolute discretion.

Purpose: The purpose of this RFP is to establish a contractual relationship with an experienced and qualified Firm to provide playground equipment to the School District in the most efficient and cost-effective manner possible while, at the same time, maintaining quality of service, safety and reliability.

Term of Contract: Each Contract is expected to begin on **March 26, 2019** and conclude by **June 30, 2019**.

Selection Timeline

The School Districts' anticipated timeline for its selection process is:

Issuance of this RFP	Monday, January 28, 2019
Pre-Proposal Meeting and Facility Walk-Through	9:00am, Friday, February 15, 2019
Deadline for written Intent to Respond	Noon, Monday, February 18, 2019
Deadline for written Requests for Clarifications	Noon, Friday, February 22, 2019
Due Date for Submission of Proposals	3:00 p.m., Friday, March 1, 2019
Proposer interviews and presentations to the School Districts	Week of March 4, 2019
Board of Education Action	Monday, March 25, 2019

PLEASE NOTE: The School District reserves the right, in their sole and absolute discretion, to change any or all portions of the above-identified selection timeline as determined to be in their best interest.

Proposal Requirements: This outlines the information that must be provided by the Proposer and the required format for the Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified. Please refer also to the Proposal Format section of the RFP for additional Proposal requirements.

Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth herein and must include information that will enable the School District to determine the Proposer's overall qualifications. Each Proposal shall also include any other information that the Proposer feels is significant with respect to the School District making informed decisions relative to the Proposal.

Any exceptions to the terms and conditions contained in this RFP or any other special considerations or conditions requested or required by the Proposer **MUST** be specifically enumerated by the Proposer and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met. Each Proposer shall be required and expected to meet the RFP requirements in their entirety, except to the extent exceptions are expressly noted in its Proposal and those exceptions are expressly accepted by the School District. All Pricing factors must be clearly indicated in the Proposer's Proposal Form provided as part of its Proposal.

Proposal Format

Proposers must provide information, which will serve as an introduction of your company/Firm, on business letterhead.

Proposer must provide three detailed renderings and specifications of different playground options based on, but not limited to, the following student-requested recommendations:

- Swings
- Zip Line
- Obstacle Course
- Spider Web
- Fitness Structure
- Climbing Structure
- Ladder Loop (e.g. Monkey Bars), different levels
- Merry-Go-Round
- Slide (e.g. straight, tube and/or swirly slide)
- Tire Swing
- Gymnastic Bars
- Rock Wall (similar to current elementary structure)
- Benches
- Basketball Hoops and Nets
- Pole you can slide down
- Chair you sit in and it spins around
- Rope course
- Teeter Totter
- Swinging bridge
- Gaga Pit
- Tether ball
- Jungle Gym Dome
- Double Arch Swing
- Roller Slide

Describe any other public K-12 school districts in which your Firm has contracted to complete similar projects.

Proposers must provide a Bid Bond in the amount equal to 5% of the total Contract.

Proposers shall meet all regulatory laws, codes, licensing and permitting requirements of Local, State, and Federal law that apply to Michigan public school districts and Project Services, including, but not limited to, the Michigan Revised School Code (MCL 380.1 et seq.).

References – Proposers must provide K-12 public school references, including contact name, address, phone number and scope of services.

Proof of Qualifications: The School District will ensure compliance with the above by checking references listed in the Proposals.

Oral Interview: The School District may require qualified Proposers to participate in oral presentation to answer any questions the School District may have regarding the RFP and Proposer's Proposal. In that case, the School District will notify the Proposer's contact name as listed in its Proposal. In accordance with the RFP selection timeline, interviews will be scheduled during the week of March 4, 2019.

District-Contractor Communications: The Contractor shall designate a liaison to be available to communicate with the School District at all times.

Definitions of this RFP and Subsequent Contract:

"Contract" "Contract" means the negotiated contract resulting in the School District's acceptance of the Contractor's Proposal, to the satisfaction of the School District, which incorporates this RFP and the Contractor's Proposal.

"Contractor" "Contractor" shall mean the Firm(s) awarded a Contract to complete Project for the School District in accordance with this RFP and the successful Proposer's Proposal.

"Project" "Project" means the project as described in this RFP.

"Proposal" "Proposal" means a response to the RFP submitted by a Proposer.

"Proposer" "Proposer" means any Firm submitting a Proposal to the School District by the specified due date in accordance with this RFP.

General Conditions: Within fifteen (15) days after receiving formal notification that the successful Contractor was awarded a Contract, the Contractor shall furnish the District with an install date on or before June 30, 2019

Federal, State and Local Law Compliance, and School District Policies: The Contractor shall comply with any and all laws, rules, ordinances, policies and regulations, including any licensing and permitting requirements, applicable to completing the project anticipated in this RFP including, but not limited to, building permits, building codes, safety regulations, licenses, etc. The Contractor, including its employees and agents, shall be responsible for knowing the School District's policies concerning appropriate behavior of persons in its Facilities and, on its properties, including for example, the prohibitions of sexual harassment and smoking, and shall comply with all such policies. The School District shall use its best efforts, as reasonably requested by the Contractor, to assist the Contractor to comply with any and all applicable federal, state or local laws, rules and regulations. The Contractor by providing its Proposal to the School District represents and warrants that it shall at all times be in compliance with any

and all applicable federal and state laws, rules, ordinances, policies and regulations and licensing and permitting requirement applicable to completing the project anticipated in this RFP. The Contractor shall in the performance of such work pursuant to this RFP, its Proposal and the Contract, fully comply with any and all applicable federal, state, or local laws, rules and regulations, and shall indemnify, defend and hold the School District harmless from any liability from its failure to so comply.

Governing Law: The Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties hereby agree to the exclusive jurisdiction and venue of courts sitting in Macomb County, Michigan.

Repairs to Property Damage: Damage to any School District Facilities or properties caused by the Contractor, its agents or employees shall be repaired so that facilities or properties are in as good condition as before entering into the Contract. All repairs shall be accomplished at no cost to the School District.

OSHA Compliance: All services to be furnished by the Contractor, and the Contractor's working conditions and employment practices shall comply with all applicable state and federal requirements, including, but not limited to, the Occupational Safety and Health Act.

Proposal Form

Proposer (Company/Firm/Name):

Contact Name:

Title:

Address:

City/State:

Phone:

Alternate Phone:

Facsimile:

Electronic Mail Address:

The undersigned understands the School District reserves the right to accept or reject in whole or in part any and all Proposals and to waive informalities and irregularities therein.

If award is made to our Firm based upon our Proposal, we agree to enter into the form of Contract with the School District in strict accordance with this *Request for Proposal* and our Proposal.

My signature certifies that the Proposal as submitted complies with all terms and Conditions as set forth in this *Request for Proposal*, unless specifically enumerated as an exception.

I hereby certify that I am authorized to sign as a Representative for the Firm.

Name, title and signature of individual duly authorized to execute contracts:

Signature:

By:

Date:

DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner and any employee of the vendor/contractor and any member of the Richmond Community School District Board of Education or the Richmond Community School District Superintendent must be accompanied with the bid/proposal.

Bids and Proposals without this disclosure statement will not be accepted.

The members of the Richmond Community School District Board of Education are: Sarah Gillies, Jessica Sexton, Angela Pacitto, Kyle Simmons, Kristine Furtaw, Margaret Teltow, and Sherri Zube. The Richmond Community School District Superintendent is Brian Walmsley.

The following are the familial relationship(s):

Owner/Employee Name Related to: Relationship _____

1. _____
2. _____
3. _____
4. _____

Attach additional pages if necessary to disclose all familial relationships.

There are no familial relationships that exist between the owner and any employee of the vendor/contractor and any member of the Richmond Community School District Board of Education or the Richmond Community School District Superintendent.

The undersigned, the owner or authorized representative of bidder (insert name)

_____ does hereby represent and warrant that the disclosure statements herein contained are true.

Print Name

Signature of Bidder Representative

Title

STATE OF MICHIGAN

) ss

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, _____, by _____.

_____, Notary Public

_____ County, Michigan

My commission expires: ____/____/____

Acting in the County of: _____

Intent to Respond Form

Proposer (Company/Firm/Name):

Contact Name:

Title:

Address:

City/State:

Phone:

Alternate Phone:

Facsimile:

Electronic Mail Address:

The signature below indicates the Proposer's intention to submit a Proposal in response to the **EARLY CHILDHOOD PLAYGROUND EQUIPMENT AND GRADE 4-8 PLAYGROUND EQUIPMENT** Project RFP.

I hereby certify that I am authorized to sign as a Representative for the Firm.

Name, title and signature of individual duly authorized to execute contracts:

Signature:

By:

Date: