

EAST CAMPUS

Riverside Intermediate School
Riverside Primary School
203-04 North 12th
PO Box 368
Elwood, KS 66024
Phone: 913-365-6735
Fax
Intermediate School: 913-365-3503
Primary: 913-365-0012

RIVERSIDE

UNIFIED SCHOOL

DISTRICT #114

Home of the Riverside Cyclones

JENNIFER GATZ, SUPERINTENDENT

Website: www.usd114.org
District Office: 1409 Vermont
PO Box 49
Elwood, KS 66024
Phone: 913-365-5632
Fax: 913-365-5967

WEST CAMPUS

Riverside High School
Riverside Middle School
705 Jessie
PO Box 38
Wathena, KS 66090
Phone
Middle School: 785-989-4425
High School: 785-989-4426
Athletic Director: 785-989-4426
Virtual School: 785-989-4426
Fax
Middle School: 785-989-3341
High School: 785-989-3317

REQUEST FOR PROPOSAL (RFP) & INVITATION TO BID (ITB) ROOF REPLACEMENT.

DOCUMENT DATED: February 12, 2024 - REQUEST FOR PROPOSAL (RFP)

FACILITY NAME/ADDRESS: Riverside Public Schools – East Campus Intermediate Building, 203-04 North 12th, Elwood, KS 66024

USD 114 CONTACT INFO: Jennifer Gatz

EMAIL ADDRESS: jgatz@usd114.org

OFFICE PHONE NUMBER: (913) 365-5632

MOBILE NUMBER: (816) 387-7680

REQUIRED PROJECT COMPLETION: Between May 20, 2024 – August 1, 2024, (work may be started earlier if the scope of work does not interfere with preexisting school scheduled activities at school discretion)

REQUEST FOR PROPOSAL (RFP) & BID CLOSING DATE & TIME: **Monday, March 18th, 2024. 1:00 pm** (Central Standard Time)

BID OPENING DATE/TIME: **Monday, March 18th, 2024 1:00 pm**

This document is to serve as Unified School District #114 Riverside Public Schools -Invitation to Bid for the Riverside Public Schools roof replacement located at the existing Intermediate School Building – Riverside Public Schools – East Campus, located at 203-04 North 12th, Elwood, KS 66024

Sealed Bids must be received by the USD 114 - Riverside Central Office, located at 1409 Vermont, PO Box 49, Elwood, KS 66024 before the date and time as stated above. RFP & ITB will be opened and publicly announced promptly following the Bid Closing and Bid Opening expiration. If the Bid Opening occurs at a location other than where the bids are to be received, that location will be announced upon expiration of the bid closing.

The time and date an RFP & ITB is received shall be determined and promptly annotated on the Bid Record Sheet. These annotations will be completed by the USD 114 Board Clerk and/or Board Treasurer.

Delivery to, or receipt by, any office other than the USD 114 Central Office shall not be deemed “receipted by the USD 114” until received by the USD 114 Board Clerk. The Bidder assumes all risk of delivery to the correct office. If the USD 114 Board Clerk is

not present at the time of arrival of the RFP & ITB, the USD 114 Superintendent and or USD 114 Treasurer may act on behalf of the Board Clerk to make the proper annotations to the documents and log. The time shall be determined by the time displayed on the wall clock located in the USD 114 – Riverside District Office. The time on the wall clock will be written on the Bid Record Sheet and corresponding envelope by hand by the personnel mentioned above in the stated order. RFP and ITB received at, or after, **1:00 p.m. (Local Prevailing Time) on Monday, March 18, 2024**, shall not be considered and will be returned. If the USD 114 Central Office is closed for any reason on the Bid Closing date, the scheduled Bid Closing will be extended to the next business day the USD 114 Central Office is open.

Bidding Parties need only to email questions to jgatz@usd114.org. All question(s) and answer(s) will be shared with all bidders.

All questions must be received on or before **Monday, March 18, 2022, at 1:00 p.m.** (Local Prevailing Time). **Note:** All Addenda shall become a part of the Bid Documents and Contract Documents, as applicable, for the preparation of a Bid, shall be covered in the bid, and will be made a part of the Contract.

RECEIPT OF BIDS

Bids must be received in hand by the USD 114 Central Office by mail, emailed, or hand-delivered, and time-stamped or signed in before the scheduled bid closing date and time. USD 114 – Riverside Public Schools Board Office, 1409 Vermont, PO Box 49, Elwood, KS 66024

BID CLOSING AND OPENING

The Bid Closing is **Monday, March 18, 2022, at 1:00 p.m.** (Local Prevailing Time). The Bid Opening will be held promptly following Bid Closing at the USD 114 Central Office at 1409 Vermont, PO Box 49, Elwood, KS 66024

Note: The Bid Closing and Bid Opening are in the same building.

PROJECT DESCRIPTION AND BACKGROUND

USD 114 - Riverside Public Schools (USD 114), Owner, is currently seeking Bids to replace the East Campus – Intermediate Building Roof located at 203-04 North 12th, Elwood, KS 66024. The successful bidder will be responsible for furnishing all tools, equipment, labor, materials, and miscellaneous items needed for a complete turnkey project at the Riverside Public Schools Facility.

1. PROJECT BACKGROUND & BASIC GUIDANCE

a. Currently, the roof on the East Campus Intermediate Building has some leaks that have been repaired. A roof replacement is required to provide a sound roof and help the building retain structural integrity.

b. All information has been shared with the USD 114 Board of Education for full

disclosure and has achieved their respective approval to move forward in this bid process.

c. It is vitally important the Bidder prepare as concise and clear RFP & ITB presentation of materials, installation, and execution plan as possible. The Bidder is encouraged to promote their respective products, installation plan, and any other features as the Bidder deems necessary.

BASIC SCOPE OF WORK

The installing contractor's responsibilities shall include (but not limited to) the following:

1. The work under the RFP & ITB as presented by the Bidder's presented specification shall include but not be limited to furnishing all labor, materials, equipment, and services necessary for and reasonably incidental to the performance of a complete installation as referenced.
2. Where additional measures are required to complete the work, the Bidder is deemed to have made an allowance in the bid to complete such work, consistent with adjoining or similar details and/or the best-accepted practices of the trade.
3. All materials shall be new and shall be of recognized first-class commercial quality. All labor provided on this project shall be performed by workmen who regularly perform this specific type of work and shall be licensed and insured where required.
4. USD 114 – Riverside will provide all necessary mechanical work for the scope of this project.
5. Any defective decking discovered will be priced out at unit cost.

See below for your RFP

- a. All existing guttering will be replaced with new 24 gauge guttering
 - i. All guttering will be 7" guttering with the appropriate number of downspouts to provide adequate drainage
- b. All existing Coving cap to will be replaced with 24 gauge metal.
- c. 24 gauge drip-edge into the gutter
- d. Counter Flashing will be installed with new 24 gauge metal.

Roofing Specifications

- a. Fully adhered fleece-backed TPO overlay system.
- b. Total thickness of 115 mils vs. standard TPO thickness of 60 mils

c. 20-year No Dollar Limit (NDL) warranty

d. Material(s) should be sized, selected, and installed by a qualified professional to ensure proper installation, function, safe operation, adherence to federal, state, and local codes, and a valid warranty; see installation guide and manufacturer's warranty statement for more details.

PROJECT CONCLUSION

The installer must perform a full inspection and operational check on the newly installed roof in the presence of the following unless otherwise specified by the Superintendent of Schools:

i. REQUIRED:

1. USD 114 – Superintendent of Schools
2. USD 114 – Riverside Intermediate School Principal
3. USD 114 – Maintenance Director

EXCLUSIONS / USD 114 RESPONSIBILITIES

Will ensure access to the building is provided during regular operational hours from Mon-Fri.

GENERAL CONDITIONS

a. Site Visit and Review of Specifications

i. Bidders are responsible for making arrangements to visit the site before the submission of a bid.

ii. Bidders are responsible for ensuring any power requirements are met before execution.

iii. Bidders are responsible for reviewing the specifications as listed above in the Basic Scope of Work

iv. Before submission of the bid, the Bidder shall notify the Building Contact of any materials or apparatus believed inadequate or unsuitable, in violation of codes, laws, or ordinances, rules or regulations of authorities having jurisdiction, and any necessary equipment, items or work missing in this specification which shall prevent the system from operating properly. In the absence of such written notice, it is mutually agreed that the Bidder has included, in the submitted bid, the cost for all the required items to make the specified system work properly and that no extra compensation will be owed to the Contractor (USD 114).

v. Submittal of a bid is an agreement to all requirements of the contract documents, and no consideration will be granted for any claimed misunderstanding thereof.

Vi. Bidders are responsible for ensuring the condition of the grounds, concrete, and all areas adjacent to the work area are returned to current conditions.

CODE COMPLIANCE

All work shall be strictly according to all applicable City, State, and Federal, Codes, rules, and regulations.

DISPUTES

Any questions or disagreements arising as to the true intent of this specification or the kind and quality of work required thereby shall be decided by the Building Contact, whose interpretations thereof shall be final, conclusive, and binding on all parties.

PERMITS

Before commencement of any work, Bidder is required to file and obtain all permits. At work completion, shall provide all required signoffs from all agencies having jurisdiction over the work specified herein. The contractor shall be responsible for payments of all fees necessary to obtain permits and sign-offs necessary.

INSURANCE

Before beginning any work, the contractor shall provide proof of insurance credentials and proper licensing to complete stated project IAW required codes.

PERIOD BID is in EFFECT

The contractor shall guarantee bid price for 30 days after submission of bid.

MAIL BID SUBMITTAL AND SPECIFICATIONS

a. Postal bids will be accepted in the following manner and timeline. i. Bids Must Be Received at the USD 114 Board Office by **Monday, March 18th, 2024, at 1:00 p.m. (Local Prevailing Time)**

ii. Mail Bid Packages to:

USD 114 Riverside Public Schools

1409 Vermont, PO Box 49, Elwood, KS 66024

PLEASE MARK THE ENVELOPE/PACKAGE ... BOTTOM LEFT OF ENVELOPE / PACKAGE WITH THE FOLLOWING: **Riverside Roof Bid**

c. **HAND- DELIVERED SUBMITTED** – hand-delivered bids will be accepted until the posted bid closing date and time.

BID ACCEPTANCE and NOTIFICATION

a. Properly submitted bid packages will be opened on March 18, 2024, at 1:00 p.m. (Local Prevailing Time) at the USD 114 District Office, Board of Education Conference Room.

b. Upon review of bid packages and proper annotations/logging of bids is completed, the following will occur.

- The Bidder submitting the winning bid and accepted by the USD 114 Board of Education will then be notified upon bid acceptance by the USD 114 Board of Education.
- They will once again be reminded of the installation deadline requirements and restrictions.

BID REJECTIONS

USD 114 Riverside Public Schools reserves the right to reject any or all bids based on past performance, bid submission failures and or to waive technicalities and informalities and re-advertise. All minorities, women, and small businesses are strongly encouraged to submit a bid proposal. Only responsive proposals determined to meet the requirements and criteria set forth by the Request for Proposal (FRP) & Invitation to Bid (ITB) will be considered.

Jennifer Gatz
Superintendent of Schools
USD 114 – Riverside Public Schools
1409 Vermont, PO Box 49, Elwood, KS 66024
Phone: (913)365-5632
Cellular: (816)387-7680
Email: jgatz@usd114.org