

**Augusta School Department
Building and Grounds
40 Pierce Drive, Suite 3 Augusta, ME 04330**

NOTICE TO PROSPECTIVE BIDDERS

**PREQUALIFICATION AND
REQUEST FOR PROPOSALS**
Bid # 19-02

Are requested for the following:

The installation of a Limited Finishing Prep Station for CATC
Per attached Specifications and Stipulations

SUBMITTAL DEADLINE: 2:00 P.M., Thursday, February 28, 2019

Pre-qualifications will be opened on Thursday, February 28, 2019 at 2:00 p.m. and reviewed by March 6, 2019. If necessary, Request for Proposal presentations by qualified companies will be made during the week of March 11, 2019 in Augusta at the Superintendent's Office Conference Room. A mandatory site visit will be held on February 5, 2019 at 8 a.m. at the Capital Area Technical Center located at 40 Pierce Drive, Augusta, ME 04330

Questions concerning Prequalification and Requests for Proposals should be directed to: Jonathan Stonier, Director of Buildings and Grounds, 40 Pierce Drive, Suite 3 Augusta, ME 04330.

The City encourages women and minority-owned businesses to submit proposals.

MAIL OR DELIVER YOUR PREQUALIFICATION TO:

Augusta School Department
Attention Jonathan Stonier, 40 Pierce Drive, Suite 3, Augusta, ME 04330

**YOUR PREQUALIFICATION MUST BE SEALED AND MARKED ON THE
OUTSIDE REQUEST BID # 19-02 FOR PREQUALIFICATION FOR LIMITED
FINISHING PREP STATION CATC**

AUGUSTA SCHOOL DEPARTMENT, AUGUSTA, MAINE
REQUEST FOR PROPOSAL STIPULATIONS

1. **GENERAL:** The Augusta School Department (ASD) reserves the right to waive any informality in, to accept portions of, or to reject any and all Prequalification and Requests for Proposals not deemed in the best interest of the ASD.
2. **QUANTITIES:** Quantities, if estimated, are given only as a basis for comparison of Requests for Proposals. The ASD reserves the right to increase or decrease quantities as may be deemed necessary. Actual quantities to be delivered will be requested by the Department head or the authorized representative.
3. **PRICES:** All prices quoted should be the delivered price to Augusta, Maine. All prices quoted to remain in effect throughout the Requests for Proposals period, except as provided in the "Escalation Clause".
4. **REQUEST FOR PROPOSAL PERIOD:** The bid period will be the fiscal year for which the Proposal is awarded, unless stated otherwise in the Proposal documents or unless the Proposal is awarded for a definite number of items. The ASD operates on a fiscal year July 1 through June 30.
5. **ESCALATION CLAUSE:** All successful proposals will be entitled to an increase or the ASD a decrease in the approved Proposal unit price of materials based upon the fluctuation of the market price of the affected materials. No allowance will be made for overhead, profit, handling, or storage. Increase in Proposal prices will be allowed only to the extent that the increase in the market price cost to the proposer is documented to the ASD Business Manager. Documentation may include actual invoices or evidence of posted prices by the proposer's supplier.
6. **SERVICE CHARGES:** The ASD, in all good faith, attempts to pay bills bi-weekly. However, due to course of events, this schedule cannot always be followed, causing some payments to be delayed beyond the normal thirty day period. For this reason, notice is hereby given to all, that in the event payment is delayed over thirty (30) days, the Augusta School Department will not accept Service Charges for Past Due Balances over thirty (30) days.
7. **PURCHASE ORDERS:** No materials will be accepted by the ASD unless specifically requested by approved Purchase Order.
8. **PAYMENT OF INVOICES:** The ASD pays by invoice. All invoices should reference the Augusta School Department, the School Name and the Purchase Order Number.
9. **ADDITIONAL STIPULATIONS:** Specifications for proposed items may contain additional stipulations pertinent to the material being proposed.
10. **CANCELLATION OF REQUEST FOR PROPOSAL AWARD:** Failure to meet proposal specifications or delivery dates may result in cancellation or a proposal award by the Superintendent of Schools or School Board.
11. **PURCHASING AGENT:** Awarding of the proposal is subject to review and approval by the Augusta School Department Purchasing Agent.

PRE-QUALIFICATION AND REQUEST FOR PROPOSAL PROCESS

The process is as follows.

1. To be considered for submitting a Limited Finishing Prep Station at the Capital Area Technical Center proposal you must first be prequalified by filling out the prequalification application.
2. Due date for prequalification application is 2:00 p.m., Thursday, February 28, 2019.
3. A mandatory site visit will be conducted on February 5, 2019 at 8 a.m. at the Capital Area Technical Center located at 40 Pierce Drive, Augusta, ME 04330.
4. A committee will review and determine what companies are qualified to submit proposals.
5. Qualified companies will be notified on or before March 6, 2019.
6. If necessary qualified companies will make oral, written and graphic presentations to the committee on the week of March 11, 2019.
 - a. A turn-key package is spelled out in this document.
 - b. Presenters are encouraged to be creative when submitting their proposal.
 - c. In the event the date for presentation isn't possible for a qualified company, every attempt will be made to schedule a mutually acceptable time for proposal presentation.
7. The committee after careful review of the proposals will submit a recommendation of award to the Director of Building and Grounds.
8. Upon review of recommendation of award by the committee an award for the installation of a Finishing Prep Station will be made to the successful company.

GENERAL CONDITIONS

Based on the information provided, you are encouraged to provide your conceptual plan and layout using your product line.

The Capital Area Technical Center located at 60 Pierce Drive in Augusta, ME. The Collision Repair Shop is looking for a turn-key installation of a 3 wall Limited Finishing Prep Station with full ventilation, LED lighting and a heated air make up system that will run on propane. The heating system will be mounted on the outside wall of the Collision Repair Classroom. The desired size of the station is 14 feet wide by 10 feet high and 24 feet long. All electrical work will be completed by contracted electricians with the ASD. The roof penetration for the exhaust will be completed by the ASD's contracted roofing company. The propane set up and suppression system will be completed by the lowest qualified bidder. Additionally the successful company will provide an on-site person during the installation to ensure proper installation. Vendors are encouraged to also present an alternative plan to the installation of the structures with

regard to what degree you as vendor get involved with the installation process beyond what is requested in this document.

GENERAL REQUIREMENTS

Point of Contact: Jonathan Stonier, Director of Building and Grounds, 40 Pierce Drive, Suite 3, Augusta, ME 04330. Ph. #: (207) 626-2468. E-Mail: jon.stonier@augustaschools.org.

Pre-Qualification and Request for Proposal:

- Fill out the enclosed form and return no later than the posted time on February 28, 2019.
- Attend the mandatory site visit on February 5, 2019 at 8 a.m. at the Capital Area Technical Center located at 40 Pierce Drive, Augusta, ME 04330. Companies that do not attend will not be qualified to bid.
- Companies will be qualified and notified no later than March 6, 2019.
- Companies not qualified will be notified to that effect.
- If necessary, pre-qualified companies will submit conceptual plans to the selection committee the week of March 11, 2019.
- The members of the committee will review all proposals.
- The decision to award project will be made by March 18, 2019.

Additional Equipment

Any additional equipment will need the approval of the ASD.

General Information

- The Augusta School Department is looking for a turn-key package to install a 3 sided Limited Finishing Prep Station. The Capital Area Technical Center has acquired a grant to cover the cost of this project.
- The selection committee is looking at what you will provide based on the stipulations in the document and how .
- The packages purchased must include LED lighting, Full Ventilation with a hot air make up system that can be installed on the exterior wall of the classroom and can run on propane.
- The proposal to be submitted by the presenter will identify what will be required for site development and preparation.
- Proposals will include a description of what services will be provided by the proposer and what if any costs are beyond the bid price.
- Other Proposal Considerations
 - Presenters are strongly encouraged to be creative in developing their proposal.
 - For Proposal Consideration
 - Provide a modular concept that can have additional phases added at a later date when funds are available.
 - Warranty information to be provided in proposal

- Bottom-Line Cost
 - To be included in your proposal is the cost (FOB) of your submissions.
 - Cost for proposals will be submitted in writing
- Product Liability Insurance
 - Insurance information to be provided in proposal.
- CONCEPTUAL PLANS/DRAWINGS

You will provide preliminary plans of your proposal at the time of your presentation.
- DELIVERY TIME-LINE

How much lead-time is needed from the time of order to the delivery date?
Our goal is to install the heat pumps by the end of October 2018.

TO BE CONSIDERED FOR INSTALLATION OF LIMITED FINISHING PREP STATION

1. Fill out and return the enclosed forms by 2:00 p.m. on February 28, 2019
2. Attend the mandatory site visit on February 5, 2019 at 8 a.m.
3. Qualified companies will be notified no later than March 6, 2018.
4. If necessary qualified companies will be interviewed during the week of March 11, 2019.
5. If the date isn't possible to make a presentation, every reasonable attempt will be made to schedule another mutually agreed date and time.

SELECTION OF PROPOSAL

1. The Director of Building and Grounds working with a committee will look at the proposals and be part of the presentation.
2. The final decision and recommendation for proposal award will be based on:
 - i. Conceptual plans submitted
 - ii. Warranty and Service Agreement
 - iii. Cost of the proposed plan and the other criteria listed in this Request for Proposals.
3. A recommendation of award will be made to the Superintendent of the Augusta School Department.
4. Upon approval by the Superintendent a contract for services will be executed.

PRE-QUALIFICATION APPLICATION
LIMITED FINISHING PREP STATION AT CATC # 19-02

INSTRUCTIONS

1. This Application must be filled out completely. The Application is available from the Augusta School Department, Director of Building and Grounds telephone (207) 626-2468 or by email at jon.stonier@augustaschools.org.
2. You must be pre-qualified in order to bid on the project.
3. Regarding the time frame after application, the School Department anticipates presenters will be pre-qualified by March 6, 2019. However, if you are determined to be not qualified, you are not eligible to submit a proposal pending appeal.
4. Please print legibly, type, or word process. Sign in ink. When attaching sheets, please place the question number to which you are responding in the upper right hand corner of each sheet and number the sheets.
5. Note that the person signing this Application must swear that the information provided is true, accurate, and complete.

**Application
Request for Proposal
Pre-qualification
Finishing Prep Station for CATC
Bid # 19-02**

1. Basic Information

Name of Company: _____

Name of Company equipment would be purchased from if different than "Presenter's Company": _____

Contact Person(s): _____

Telephone No: _____ Fax No: _____ E-mail: _____

Address: _____

Federal Tax ID No: _____

2. Organizational Structure & History

A. How long has the company been in the business of installing Limited Finishing Prep Stations? _____

B. The Company has the following organizational structure.

- () individual () corporation () partnership
 () limited liability company () joint venture () other:

C. If organized in any state other than Maine, are you in compliance with all laws and regulations necessary to legally do business in the State of Maine? (Example: filings with the Maine Secretary of State.)

YES _____ NO _____

3. Officers and Owners

Officers. Please list the name, title, and address of current Officers, Directors, Partners, and any other persons with analogous positions, in descending order of degree of control.

Name	Title	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Experience

A. Most Recently Completed Projects. Please provide the following information regarding the last three contracts completed by the Company. Please list in reverse chronological order (most recently completed project first, next most recently completed project, etc.). [Please feel free to provide this information on attached sheets in another format as long as it contains all the information requested.]

Contract Amount	Project Type & Location	Month / Year Completed	Name, Address, Contact Person & Tel. # of Owner

B. Liquidated Damages. Within the last five years, has the Company (or any Predecessor Entities or Related Entities) had liquidated damages assessed against it?

YES _____ NO _____

If YES, please provide full details on attached sheets including the per diem amount of liquidated damages, the original contract time, and the number of days for which liquidated damages were assessed. Please feel free to include a written summary of your position on the matter.

C. Terminations / Suspensions / Defaults

(a) Within the last five years, has a contract of the Company (or any Predecessor Entities or Related Entities) been terminated or suspended for cause?

YES _____ NO _____

(b) Within the last five years, has another party (e.g. surety) completed work which the Company (or any Predecessor Entities or Related Entities) was originally responsible to perform?

YES _____ NO _____

(c) Within the last five years, has the Company (or any Predecessor Entities or Related Entities) been considered in default of a contract that was not resolved within the time frame allowed by the contract?

YES _____ NO _____

If the answer to any of questions (a) -(c) is YES, please provide full details on attached sheets. Please feel free to include a written summary of your position on the matter.

5. Bonding

Is the Presenter capable of obtaining from a Qualifying Bonding Company listed on the Federal Registry to do business in Maine a performance bond and a payment bond each in the amount of the bid prices that the Presenter will be submitting to the Augusta School Department?

YES _____ NO _____

6. Insurance

(a) Does your company provide workers compensation for all employees?

YES _____ NO _____

(b) Can you provide Employer's Liability Insurance and Automotive Liability in the amount of \$1,000,000 for each?

YES _____ NO _____

(c) Can you provide Comprehensive General Liability Insurance for bodily injury, death, or loss of or damage to property of third person in the amount of \$1,000,000 per occurrence, \$2,000,000 in aggregate?

YES _____ NO _____

7. PRESENTATION SCHEDULE

If necessary, presentation will be set up the week of March 11, 2019.

8. Certifications Under Oath

By signing below, the person signing below hereby certifies and swears, **ON OATH**, as follows.

1. I have personal knowledge of all the information contained in this Application OR I am responsible for the accuracy of all such information
2. The information contained in this Application is true and complete.
3. I hereby authorize the ASD to contact any person or entity necessary to verify or supplement any of the information requested by or provided in this Application without liability, and I hereby further authorize any person or entity contacted to provide any and all information requested without liability.
4. The Company has read, understands, and agrees to all terms of the Pre-qualification Procedure and this Application.
5. I am duly authorized by law and by the (_____) to sign this Application on behalf of the (_____).

Date: _____ REPRESENTATIVE _____
[Signature]

Return Pre-Qualification Application Too: Augusta School Department,
Attention Jonathan Stonier, 40 Pierce Drive, Suite 3, Augusta, ME 04330