

Request for Proposal

For: Replacement of Gymnasium Flooring (Multi-Use Facility)
St. Andrew's Parish Parks and Playground Commission
1095 Playground Road

St. Andrew's Parish Parks & Playground Commission

Bid Deadline: September 8, 2021



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1. Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration,

St. Andrew's Parks & Playground Commission

Please respond to RFP@standrewsparks.com **Attn: Gymnasium Floor RFP** with any questions or concerns.

2. Submission Details

Pre-submission Q&A

All prospective VENDORS may attend a pre-bid Q&A prior to submission in order to become acquainted with the Agency specifics and the scope of work. We will offer a pre-bid site visit at the gymnasium at the following date:

Tuesday, August 31, 2021 at 10:00 AM EDT

For questions regarding the pre-bid meeting please contact:

Joddi Collins-Gray | Recreation Superintendent | 843-763-4360 ext. 1300

Submission Deadlines

All submissions in response to this request must be submitted on paper and delivered to our office, as stated below, no later than:

Wednesday, September 8, 2021
No later than 12 Noon EDT

Proposals must be submitted in a plainly marked and sealed envelope with the bidder's name and addressed **Attn: Gymnasium Floor RFP**.

Any submission received at the designated location after the required time and date shall be considered late and non-responsive. Late proposals will be rejected and will not be evaluated for award.

Submission Delivery Address

The delivery address to be used for all submissions is:

St. Andrew's Parks & Playground Commission
Attn: Gymnasium Flooring RFP
1095 Playground Rd
Charleston, SC 29407

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics or the scope of work covered in this Request for Proposal:

Joddi Collins-Gray
Recreation Superintendent
Tel: 843-763-4360 ext 1300
Email: RFP@standrewsparks.com

Electronic Submissions

Electronic submissions in response to this Request for Proposal will be accepted. Electronic submissions should be sent to RFP@standrewsparks.com and should include "**Gymnasium Floor RFP**" in the subject line. Electronic submissions received after the bid deadline of September 8, 2021 at 12 Noon EDT will not be evaluated for award. Vendors who choose to submit proposals electronically must also submit physical samples of materials by hand delivering them to the delivery address above by the submission deadline stated in this RFP.

3. Introduction and Executive Summary

St. Andrew's Parks & Playground Commission (STAPPC) is currently soliciting proposals for the replacement of the 8,350 square foot floor of the gymnasium facility located at 1095 Playground Road, Charleston, SC 29407.

The funding sources for this project is a combination of donation, grant, and budgeted capital expenditures for a total project budget of \$10,000. St. Andrew's Parks and Playground Commission may be able to procure additional funding sources.

4. Business Overview & Background

St. Andrew's Parish Parks & Playground Commission was created by the General Assembly of the State of South Carolina in 1945. In addition to three public parks, the Commission owns a multipurpose gymnasium facility which is used for youth sports, youth camps, and various community programs.

5. Detailed Specifications / Scope of Work

The VENDOR shall provide an all-inclusive proposal for the replacement of the existing flooring in a large open multi-use gymnasium.

The proposal shall include details of all aspects of replacement for each area of the gymnasium including but not limited to the following:

General

- ❖ Accurate measurements and/or permit drawing of the gymnasium and other affected areas to include specifications and design.
- ❖ Sample flooring material and underlayment including accurate rendering of color(s) and thickness.
- ❖ Price of delivery of products to job sites.
- ❖ Detailed plans and price of proposed demolition including labor and equipment needed to complete demolition.
- ❖ Detailed list (in LF or SQ as appropriate) and price of materials needed for the project including but not limited to vapor barriers, flooring material, attachments, fasteners, lines for basketball and volleyball courts, and any and all additional materials and equipment deemed necessary according to the manufacture specifications. This should be broken down by area of gymnasium.
- ❖ Detailed specifications of material to be used for flooring. Specifications should include type of floor and price of labor to install. The vendor should be prepared to explain why the flooring material proposed is recommended given the high traffic environment of the gymnasium.
- ❖ Price of labor, materials and equipment needed to remove current flooring.
- ❖ Labor price must be included as a separate item on each of the requirements above and should include commercial supervision and project management as well as knowledge of commercial gymnasium flooring systems.

- ❖ Detailed list and price of finish work including final cleaning of gymnasium and other affected areas (both public and non-public and visible and not visible) including floors and the facility grounds. Should also include removal of VENDOR owned equipment and waste which will leave the facility in a "turn-key" condition.

6. Assumptions & Constraints

- ❖ The VENDOR shall assume responsibility for meeting project deadlines regardless of weather and shipping delays.
- ❖ The VENDOR will be required to comply with all applicable laws for the State of South Carolina including but not limited to Labor Laws, Wages and Workers Compensation.
- ❖ The VENDOR should be aware that the gymnasium will be in use during demolition and construction. Care should be taken by the VENDOR to provide safe ingress/egress to the facility for automobiles, pedestrians, and participants.
- ❖ The VENDOR shall be required to perform an on-site walk through of the facility prior to submitting a proposal for requested work.
- ❖ The VENDOR must be acquainted with: the nature and location of the project; the local conditions especially those associated with the handling and storage of materials, availability of labor, water, electric power and roads, the condition of the facility; the quality and character of the substrate to be encountered; and the character of equipment and facilities needed before and during the performance of the work.
- ❖ The VENDOR is responsible for procuring all Federal, State and local permits and licenses, becoming familiar with, following and meeting all regulations and standards including those of South Carolina Department of Health and Environmental Control (DHEC) and Federal Occupational Health and Safety Administration (OSHA) and the American with Disabilities Act (ADA); paying all charges, fees and taxes; and giving and posting all notices necessary in performing the work. VENDOR shall supply a list of sub-contractors involved in the project. VENDOR shall show proof that all sub-contractors are licensed and bonded. Non-performance penalties shall be assessed at the rate of \$750.00 (seven hundred fifty dollars) per day if work is not completed according to the terms outlined in the RFP.
- ❖ **We have a large community event which will be hosted at that facility on October 29, 2021. All construction needs to be completed by October, 22, 2021 or not started until November, 1, 2021.**

7. Warranties

The VENDOR shall provide all warranty information for the type of floor recommended. The VENDOR shall also provide all cleaning recommendations for the type of floor recommended. All warranty information whether it be expressed or implied must be supplied to STAPPC by the VENDOR.

8. Terms and Conditions

❖ To be considered:

- VENDOR must provide no less than three (3) references for projects of similar scope and size and references should include business name, telephone number, type of product installed and date of installation.
- VENDOR agrees that any and all material with salvage value shall remain the property of St. Andrew's Parish Parks and Playground Commission and shall not be removed from the premises.
- VENDOR must be available the week of October 4, 2021 for Project Kick-Off Meeting with STAPPC staff.
- VENDOR must provide samples of finished materials with bid documents to demonstrate color, texture, adhesion materials, insulation materials, seam attachments and thickness of materials and said samples shall remain property of STAPPC after the Bid Deadline.
- The VENDOR must provide proof of insurance that names St. Andrew's Parish Parks & Playground Commission as Additional Insured. Said insurance policies must include Workers' Compensation, Performance (aka Surety) Bond, Errors and Omissions and Professional and / or Personal Liability and must be in full force and effect for the duration of the Project and shall remain so until all required work is satisfactorily completed and formally accepted. Any and all bonds should equal the total contract price and any and all Insurance Agencies must be licensed in South Carolina with an "A" minimum rating of performance.
- Any and all insurance policies, bonds and licenses must contain the name of the VENDOR and must match the name of the VENDOR provided in response to this RFP.

❖ Payment Schedule:

- The VENDOR may apply to St. Andrew's Parks & Playground Commission for progress payments. Progress payments are subject to retainage amounts as deemed necessary by the Finance Director for incomplete work, unsettled claims and other deficiencies.
- Upon completion of the work and after the Final Inspection, the VENDOR may apply for final payment. Final payment and acceptance of the work will not relieve the VENDOR of its obligation to warrant the work for a period of no less than 10 years.

❖ Project Administration:

- Prior to and as a prerequisite of the Notice to Proceed the VENDOR shall provide to St. Andrew's Parks & Playground:

- Name and contact information of VENDOR's on-site Project Manager;
 - Design plan and applicable data for all project areas;
 - List of materials to be used;
 - Plan to secure and store materials "on-site" for the duration of the project
 - Detailed construction schedule and weekly timeline of work;
 - Notification of areas which must remain closed to the public and a timeline for such closures;
 - Notification of required access to facility outside of normal operating hours;
 - Copies of and/or documentation related applicable South Carolina building code(s) related to project;
 - Listing of after-hours / emergency contacts personnel for the VENDOR
 - Safety Data Sheets (SDSs); and
 - Copies of all permits and licenses necessary in performing the work as required by local, state and federal health, environmental, construction and building codes.
- Change Orders should be completed for the replacement of any parts or structures deemed defective and beyond repair. The Recreation Superintendent of St. Andrew's Parks & Playground Commission must approve and sign all change orders.
 - The Final Inspection Meeting will occur before final payment is given and should include at least one representative from the VENDOR and at least one representative from STAPPC.

9. Selection Criteria

VENDOR selection shall be based on a two-part rubric that includes a Vendor Selection Scorecard and the Average Score given by provided references. The two parts of the selection process shall have equal weight and merit.

This RFP does not commit the Commission to award a contract, pay any price incurred in the preparation of a proposal in response to the RFP or to procure or contract for any services.

This project will not necessarily be awarded to the lowest bidder. All responses to this RFP will be evaluated based on the response that is the most advantageous to STAPPC and will provide the highest

quality of service at a fair and competitive price. Furthermore, St. Andrew's Parks and Playground reserves the right to award in whole or in part and/or reject any and all bids.

10. Process Schedule

- ❖ **First Notice of Invitation to Bid:** August 19, 2021

- ❖ **Pre-Bid Site Visit with Staff:** August 31, 2021 at 10:00 am EDT

- ❖ **Additional Site Visits:** Week of August 30, 2021 by appointment only.

- ❖ **Submissions Due:** September 8, 2021 at 12:00 pm EST

- ❖ **Vendor Evaluations:** September 20, 2021 at 1:00 pm EST

- ❖ **Letter of Award:** September 24, 2021 at 8:30 am EST

- ❖ **Notice to Proceed and Project Meeting with Selected Vendor:** Week of September 27, 2021 (time TBD)

- ❖ **Completion Date:** Project must be completed by October 22 or in such a case that the vendor can not guarantee turnkey completion by this date, the project can not start any earlier than November 1 and must be completed no later than November 19, 2021.

RFP Attachment List

- ❖ **Attachment A:** Approximate measurements of facility

Attachment A

Attachment A: Approximate measurements of facility

These measurements are provided as a courtesy to indicate the scope of the project and should not be construed as official measurements to be used as part of the bid process. VENDORS should be prepared to take their own measurements and should contact St. Andrew's Parks and Playground facility if access is needed to perform such measurements.

Total surface area of the gymnasium floor: Approx 8,350 square feet

Total surface area of the Court and hallway: Approximately 6,200 square feet

Total surface area of the Annex Room: Approximately 1,650 square feet

Total surface area of the Office: Approximately 350 square feet

Total surface area of the Kitchen: Approximately 150 square feet