

**INSTRUCTIONS, SPECIFICATIONS, QUOTE RESPONSE FORM  
FOR  
STROUT PROPERTY PROJECT**

**SECTION 1: GENERAL REQUEST for QUOTE INFORMATION**

- A. RSU #14 Windham Raymond Schools is seeking quotations for demolition of the Strout farm house and barn, demo of the garage foundation, removal of the paved driveway, removal of the granite foundation slabs, relocation of the slabs to the Village green, filling in the old well, septic tank, and foundation(s) and other site work required to make the site safe. As part of the work, the bidder will be asked to relocate some of the existing plantings to create a buffer between Windham Center Road and the property. Included in the work are the required labor and materials to close in the existing two curb cuts and match the existing granite curb and paved sidewalk. Refer to the drawings in Appendix A for details for the site work required. RSU #14 will contract with Pine Tree Waste to remove the solid waste from the site. The Bidders must supply information on Excavator to be used for building demo and it must be appropriately sized to load 100 yard live bottom trailers.
- B. As a bid alternate, RSU #14 is also seeking quotes to create a gravel parking area while mobilized to the site for the demolition per the bid the attached drawings in Appendix A.
- C. Sealed bids will be received by RSU #14 – care of: Assistant Superintendent RSU #14, 228 Windham Center Road, Windham, ME 04062, until 2:00 PM on August 4, 2011, at which time and place they will be opened. Due to the nature of public competitive quotations, RSU #14 will not accept quotes via Fax or E-mail.
- D. Quotes shall be submitted on the attached form with the required documentation in sealed envelopes, plainly marked “RSU # 14 RFP # 12-1 Strout Property Project” and shall be addressed to the Assistant Superintendent at the above-listed address.
- E. Questions regarding the quote offering may be directed to Bill Hansen, RSU # 14 Director of Facilities via e-mail at [bhansen@rsu14.org](mailto:bhansen@rsu14.org).
- F. The successful vendor will be required to sign a District contract. Prices quoted should be honored by vendor for a minimum of four (4) months beyond the quote due date of August 4, 2011.

**SECTION 2: QUOTE INFORMATION, REQUIREMENTS, AND INSTRUCTIONS**

- In determining the “successful vendor(s),” the Assistant Superintendent, Finance Committee, or designee will evaluate price, compliance with all applicable quote specifications where appropriate, and shall also consider:
  - The ability, capacity and skill of the vendor to perform the quote or provide any services that may be required;
  - Whether the vendor can perform the quote and provide any service that may be required promptly, or within the time specified, without delay or interference;
  - The character, integrity, reputation, judgment, experience and efficiency of the vendor;
  - References from non-Windham Raymond School Department placements;
  - The quality of performance of previous quotes;
  - The previous existing compliance by the vendor with laws and ordinances relating to the quote;
  - The sufficiency of the financial resources and ability of the vendor to perform the quote;
  - The quality, availability and adaptability of the equipment to the particular use required;
  - The ability of the vendor to provide future warrantee replacement and service for the use of the subject of the quote;
  - The number and scope of conditions attached to the quote;
  - Such other factors that may be indicated by the Assistant Superintendent demonstrating that the quote is not in RSU #14’s best interest and does not promote the underlying purposes of this policy.

**SECTION 2: QUOTE INFORMATION, REQUIREMENTS, AND INSTRUCTIONS (continued)**

It is the custom of RSU # 14 to pay invoices within 30 days following receipt of the invoice provided the products and services for all items covered by the purchase order are complete. In submitting quotes under the attached specifications, vendors should take into consideration all discounts, both trade and time allowed in accordance with the above-mentioned payment policy. All vendors shall quote net prices, therefore, exclusive of all taxes.

- Any vendor submitting a quote hereby certifies that no member of RSU #14, the School Board/School Board Agent, or employee of the District is pecuniarily interested in the quote; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other vendor for the same work; and that the vendor is competing solely on his/her behalf without connection with, or obligation to, any undisclosed person or firm.
- The RSU #14 reserves the right at its sole discretion to waive any informality or irregularity in any quote, to reject any or all quotes, to split the award to two parties, award a quote wholly or in part, to call for re-quotes, to negotiate with any vendor, or to accept any quote even if that quote is not the lowest, if deems it to be in the best interest of RSU #14.

### **SECTION 3: GENERAL CONDITIONS**

The following General Conditions shall apply and govern all equipment suppliers and contractors in matters of furnishing equipment.

#### **ARTICLE 1. CONTRACT DOCUMENTS**

The contract of the parties include: Services Quote Form, Advertisement, Purchase Order, General Conditions and Specifications. These documents are to be considered as one, and whatever is called for by one shall be as binding as if called for by all. Any discrepancies or questions as to quantities of any items listed in the specifications shall be immediately brought to the attention of RSU #14 for correction by addendum during the review period. Any such discrepancies discovered by the contractor not corrected by addendum shall be resolved on the basis of furnishing the greater quantity without change in contract.

#### **ARTICLE 2. INTENT**

It is the intent of these contract documents to include all labor, materials, fees, charges, features, capabilities, shipping and services of every kind necessary to properly execute the work, carry out the terms and conditions of payment and to establish minimum acceptable requirements for equipment design, construction and contract performance.

#### **ARTICLE 3. QUALIFICATIONS OF VENDORS**

No quote will be considered unless the firm submitting the quote can meet the following conditions:

- A. The vendor must have financial and personal resources of sufficient scope to assure prompt and satisfactory performance in the execution of the total conditions of this specification so as to not delay the progress of the work.
- B. The vendor must provide with this quote a certification from the manufacturer/supplier that he is authorized to perform the service proposed.

#### **ARTICLE 4. CHANGES IN WORK**

RSU #14 may, at its discretion, order changes in the work with the contract sum being adjusted accordingly. All changes for additional equipment must be submitted in writing in advance for approval.

**SECTION 3: GENERAL CONDITIONS (Continued)**

**ARTICLE 5. CORRECTIONS AND GUARANTEES**

All work shall be inspected periodically by owner and/or owner's representative and any items found not in conformance with the intent of the contract and the quality specified shall be repaired or replaced promptly without additional charge. All workmanship and products shall be guaranteed against defective parts, materials, and finish under normal usage for a period of twenty four (24) months from date of final acceptance. Any defective materials or faulty workmanship occurring within that time shall be replaced or corrected promptly without charge, upon notification by RSU #14.

**ARTICLE 6. SUBMITTALS**

The Vendor shall not be relieved of responsibility for any deviation from the requirements of the Quote Documents unless the Vendor has specifically informed RSU #14 in writing of such deviation at the time of submission and RSU #14 has given written approval to the specific deviation.

By submitting alternates, the Vendor thereby represents that the accuracy of all information is the responsibility of the Vendor.

**ARTICLE 7. MATERIALS**

**A. Equality of Materials:**

It is the prime intent of specifying the items therein to show and define the essential minimum requirements as in the quality of material, construction, finish and overall workmanship.

**The vendor shall clearly identify each individual item they propose to furnish in which a deviation occurs in any respect, to that which is specified, by overstriking the item as it appears on the specification and writing above the overstrike the deviation which is proposed.**

The vendor shall, upon request and without cost to RSU #14, furnish documents, independent laboratory tests, and similar authenticated proof materials to substantiate the deviation that he proposed in his quote is "equal to" or "exceeding" that which is specified.

Quote proposals offering deviations shall be submitted in strict conformance to the requirements and procedures described herein, and failure to comply shall be just cause for rejection of the quote or the enforcement of supplying the time or items of equipment exactly as specified, without exception or recourse.

**SECTION 3: GENERAL CONDITIONS (Continued)**

**B. Specifications: Please See Section 5**

**ARTICLE 8. FINANCIAL**

- The RSU will pay for the services after complete and found to meet requirements.

**ARTICLE 9. BID EVALUATION**

- RSU #14 will complete a weighted evaluation of the bids on the following criteria:
  - a. Price, Detailed Project Scope, and Material Specifications – 75%
  - b. Schedule – 15%
  - c. Warrantee– 10%

**ARTICLE 10. BID SCHEDULE**

- RSU #14 would like to begin the demolition of the buildings by August 8, 2011 and be completed with the site work by August 19, 2011. This schedule is flexible and RSU #14 would work with the selected vendor to the extent possible. The intent is to minimize the impact of the work on the student use of the site.

**SECTION 4: QUOTE RECOMMENDATIONS**

Vendors are encouraged to provide recommendations to the quote based on equipment knowledge, new materials, availability, or other factors that would benefit RSU #14. Any proposal based on a recommendation shall be **in addition** to responding to the requested bid response forms.

## **SECTION 5: SCOPE DESCRIPTION**

### **General**

- Debris: Contractor is responsible for loading all debris into the RSU #14 provided live bottom trailers. In no cases shall any debris be buried/disposed of on site without consent of RSU #14. The contractor is expected to consolidate/compact debris and to load the containers such that they are effectively filled without large voids.
- Dust Control: Contractor is responsible for dust control if required.
- Safety: Contractor is responsible for following all state, federal, and school safety regulations.
- Permits: RSU #14 will obtain the permits required for the work.

**Base Bid Scope:** The scope of work is broken down by location and project as follows:

### **Strout Property Demolition**

All the work required to remove the building structures, pavement, concrete, foundation, and other items associated with the building and prior use. Work to include but not limited to:

1. Planting removals for relocation along Windham Center Road
2. Demolition of barn and house
3. Placement of debris in Pine Tree Waste 100 yard live bottom containers
4. Removal of granite foundation material and transport to the Village Green Property
5. Removal of the garage concrete slab
6. Demo of old septic tank
7. Gravel Fill of foundation(s) to bring the site to a useable grade
8. Relocations of plantings along Windham Center Road
9. Loaming and seeding of disturbed areas

### **Bid Alternate #1**

#### **Parking Lot Construction**

The alternate is to create a gravel parking area per the drawings in appendix A and the attached specifications:

Work elements of this project include but are not limited to:

1. 120 feet by 153 feet gravel parking area with an 18 foot wide gravel access drive;
2. A 12 inch ADS Sanitite HP culvert beneath the proposed gravel access road;
3. Water quality filter installation (includes filter media, stone bedding, geotextile fabric, 4 inch and 6 inch perforated ADS HDPE pipe, outlet apron, cuts, fills, loam, seed, and mulch);
4. Swale and ditch installations, open area clearing and grubbing, tree removals;
5. Pavement saw cutting associated with pavement and bituminous curb removals;
6. Existing driveway pavement removals and loam, seed and mulching of open and disturbed areas;
7. All work necessary for the sidewalk construction and granite curb installation, and;
8. Other improvements necessary to complete the work shown on the project drawings.

**SECTION 6: RESPONSE INSTRUCTIONS**

In your response detail the following in order:

- 1) Firm pricing as requested for the base bid and bid #1 alternate.
- 2) As part of the lump sum price the contractor shall include their estimated quantities and unit prices for the following work elements:
  - a. MDOT Type A Base Gravel or Reclaim
  - b. MDOT Type D Subbase Gravel
- 3) Attach to the response labor rates and material unit costs that will be used for additional work
- 4) Detail the warrantee provided, conditions, and exclusions.
- 5) Provide an estimated duration for each project.
- 6) Please detail what resources, if any, will be needed from RSU #14.
- 7) In addition to the requested response information, include any recommendations for the project.

**SECTION 7: BID RESPONSE**

The undersigned declares that they have carefully examined the Invitation to quote attached hereto and that they will contract with the District to provide equipment and service as specified for the price duly noted.

Item	Description	Estimated Project Duration (Days)	Materials Cost	Labor Cost	Total Cost
1	Demolition of Strout Property Structures and basic site restoration				

Alt	Description	Estimated Project Duration (Days)	Materials Cost	Labor Cost	Total Cost
1	Construction of gravel parking area per drawings and specifications				

As part of the lump sum price for alternate #1, the contractor shall include their estimated quantities and unit prices for the following work elements:

	<u>Quantity</u>	<u>Unit Price</u>
MDOT Type A Base Gravel or Reclaim	_____CY	\$ _____/CY
MDOT Type D Subbase Gravel	_____CY	\$ _____/CY

Base Bid Estimated Start Date	
Alternate Bid Estimated Start Date	

Company Name:	
Address:	
Telephone:	
FAX:	
Contact:	

\_\_\_\_\_  
 Signature  
 (Authorized Representative)

\_\_\_\_\_  
 Date

**RSU-14 RFP #12-1 July19, 2011**

**Care of: OFFICE OF THE ASSISTANT SUPERINTENDENT – RSU #14**

228 Windham Center Road, Windham, ME 04062  
Telephone (207) 892-1800 FAX (207) 892-1805

**APPENDIX A:  
PROJECT DRAWINGS**