

REQUEST FOR PROPOSALS

April 16, 2018

MAHANoy AREA SCHOOL DISTRICT

Mahanoy Area High School Water Tank

Jack Hurst, CPA, PRSBA
Business Administrator
1 Golden Bear Drive
Mahanoy City, PA 17948

MAHANoy AREA SCHOOL DISTRICT

REQUEST FOR PROPOSAL (RFP) FOR REPLACEMENT OF HOT WATER TANK

ISSUE DATE: April 16, 2018

ISSUING DEPARTMENT: Business Office

Bids will be accepted until 10:00 AM., Monday, May 14, 2018. They will be opened on May 31, 2018 at approximately 6:05PM in the High School Large Group Instruction room during the monthly Board workshop session. Bids will be awarded at the monthly Board meeting that will immediately follow the workshop session.

One original and one (1) copy for a total of two (2) proposals must be returned in a SEALED ENVELOPE clearly marked "HOT WATER TANK BID".

Direct all inquiries / questions to:

Jack Hurst, CPA, PRSBA
570-773-3443 x4299
jhurst@mabears.net

Proposal should be mailed or hand delivered to:

Jack Hurst, CPA, PRSBA
Business Office
1 Golden Bear Drive
Mahanoy City, PA 17948

All questions must be in writing and will be addressed in writing.

Any alterations to the document made by the Proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the MAHANoy AREA SCHOOL DISTRICT.

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1.1 Purpose and Objective

The MAHANOY AREA SCHOOL DISTRICT (MASD) is soliciting written proposals from a qualified contractor to remove and install one new domestic water tank. MASD intends to award the proposal to the respondent deemed most qualified and responsive to this request and whose proposal best benefits MASD. MASD Board of Education reserves the right to reject any or all proposals.

1.2 Background

Mahanoy Area Jr./Sr. High School building hosts approximately 600 students and 35 staff members.

1.3 Scope of Services

A. General:

1. All work to be performed in a timely manner with safety being priority and meeting OSHA standards.
2. All work to be performed during normal work hours, Monday to Friday, 7 A.M. to 3:30 P.M.
3. All work to be coordinated with MASD.
4. Warranty of one-year parts and labor on all equipment/materials furnished and installed by company who is awarded this proposal.

B. Equipment:

1. One new PVI water tank to replace existing defective water tank.
 - a. Model # 750L400ATPO
 - b. 400 gallon tank.
 - c. Pressure relief valve.
 - d. Extended 25 year tank warranty
 - e. Long life service policy
2. MASD requires the removal and disposal of existing water tank in a legal manner.
3. MASD notes service piping located near the water tank will need to be reworked to accept the new unit.
4. Unit based on the existing unit-serial number 107167.
5. MASD, or agent, will remove all controls and power wires before removal and replace same after installation.

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5. Electrical service will be locked out/tagged out for removal of the electrical service to the water tank. LO/TO procedures will also include locks and tags from the MASD to ensure a safe operating condition.
6. Please provide a project timeline, especially noting lead-time from Notice to Proceed date.
7. MASD requires an on-site visit in order for any proposal to be accepted.

1.4 Inquiries

- A. Questions concerning this RFP MUST be submitted in writing no later than May 8, 2018 by 3:00 P.M. EST and sent via e-mail or fax to:

Jack Hurst, CPA, PRSBA
Business Administrator
1 Golden Bear Drive, Mahanoy City, PA 17948
Office: (570) 773-3443 extension 4299
Fax: (570) 773-2913
jhurst@mabears.net

- B. To schedule an on-site visit, contact:

Ed Blazis, Facilities Director
570-233-5876
eblazis@mabears.net

- C. MASD Schools reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- D. MASD reserves the right to waive minor irregularities in response proposals, provided action is deemed in MASD best interests.

1.5 Terms and Conditions

- A. The contractor whose proposal is accepted must coordinate an inspection by the Department of Labor and Industry at the contractor's expense before the unit is turned on.
- B. Costs must exclude Sales Tax. MASD will provide Exemption Form.
- C. The Bidder shall not commence work until he has obtained all insurance required hereunder from carriers legally authorized to do business in the Commonwealth of Pennsylvania and assigned the highest rating available from independent rating

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services, nor shall the Bidder allow any Subcontractor to commence work on his subcontract until all similar insurance required of the Subcontractor has been so obtained. In this regard, the Bidder shall be required to maintain the following insurance during the term of this contract:

- a. Workmen's Compensation Insurance for all of his employees employed at the site of the project, and in case any work is sublet, the Bidder shall require the Subcontractor to provide similar Workmen's Compensation for all of the Subcontractor's employees unless such employees are covered by the protection afforded by the Bidder.
- b. Public Liability and Property Insurance in an amount of not less than One Million Dollars (\$1,000,000.00) for injuries, including accidental death, to any one (1) person, and subject to the same limit for each person in an amount not less than One Million Dollars (\$1,000,000.00) on account of one accident, an insurance property damage in an amount not less than One Million Dollars (\$1,000,000.00), provided however, that the District may accept insurance covering a subcontractor in amounts less than the requirements set forth herein where such requirements appear excessive because of the extent of the work to be performed by such subcontractors. All required by this paragraph shall be secured through a policy providing coverage on an "occurrence basis".

Prior to the commencement of any work, Certificates of Insurance evidencing such insurance shall be supplied to the District. Such Certificates shall also provide that at least thirty (30) days prior notice be given to the District of the cancellation of such insurance.

Notwithstanding anything to the contrary set forth herein or the acquisition of the insurance described herein, the Bidder hereby agrees to indemnify and hold the District harmless from and against any and all liability, loss, damage, cost and expense, including court costs and attorney's fees, (whether or not litigation be commenced) of whatever nature or type, that the District may hereafter suffer or incur by reason of:

- a. any injury or harm sustained or reported to have been sustained by any person, including the employees of the Bidder, as a result of the work, duties or obligations being performed by the Bidder under the Bid Specifications;
- b. any other act or omission of the Bidder, its agents, representatives or employees, including but not limited to personnel who are on any structure or real property of the District during the course of the work being performed under the Bid Specifications; or
- c. any breach or default of the Bidder in the performance of the work, duties and obligations set forth in the Bid Specifications.
- d. In performing the work set forth in the Bid Specifications, the Bidder will at all times be acting and performing as an independent contractor and not as an employee of the District. The District shall neither have nor exercise any control or direction over the methods utilized by the Bidder and the sole interest of the

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District is to insure that the work set forth in the Bid Specifications is performed by the Bidder in a competent, efficient and satisfactory manner.

- D. Bidder shall provide all appropriate criminal and background checks for all employees that will be on District property. This shall include PA State Police Criminal Background Check, FBI Criminal Background Check, and PA Department of Public Welfare Child Abuse Clearance. All clearances must be less than one year old.
- E. This project is subject to the Pennsylvania Prevailing Wage Act, Act 1961, P.L. 987, No. 442. Project number is 18-03103.

1.6 Instructions for Proposal

- A. Compliance with the RFP
 - 1. Proposals must be in strict compliance with this Request for Proposals and in the proposal response format contained herein. Failure to comply with all provisions of the RFP may result in disqualifications. All information requested must be submitted, or a statement giving the rationale of the proposer for not submitting requested information.

B. Delivery of Proposals

- 1. All proposals are to be delivered before 10:00 A.M. Eastern Standard Time on May 14, 2018 to:

Jack J. Hurst, CPA, PRSBA
Business Office
1 Golden Bear Drive
Mahanoy City, PA 17948

MASD will not accept any proposals received after 10:00 A.M. EST or delivered to a location other than what is listed above. Late or incorrectly delivered proposals will be returned to the Offeror at their expense or destroyed after 30 days.

Proposers must submit one (1) original and one (1) exact duplicate, numbered copies of the proposal response.

List the Proposal Number on the outside of the box or envelope and note, "Request for Proposal enclosed".

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C. Proposal Response Format

1. All proposals shall follow the attached summary sheet.
2. All proposals shall include a timeline starting from Notice to Proceed Date.

D. Evaluation of Proposals

1. MASD will evaluate the proposals as deemed fit.

E. Acceptance of Proposals

1. The MASD shall accept all proposals that are submitted properly. However, MASD or designee, reserves the right to request clarifications or corrections to proposals. **MASD Board of Education reserves the right to reject any or all proposals.**

F. Validity of Proposals

1. All proposals shall be valid for a period of one hundred twenty (120) days from the opening date of the request for Proposal.

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BIDS MUST BE REMITTED ON THIS PAGE

Company Name: _____

Representative: _____

Signature: _____

Address: _____

Phone No.: _____

Email: _____

Date of site visitation: _____

Type or print legibly

Existing Unit Removal Costs	
Materials & Supplies Costs	
Miscellaneous (Provide Detail)	
Labor Costs	
Total Proposal Costs	

Please provide additional documentation you feel is necessary.

Please submit a timeline for completion from Notice to Proceed Date.