
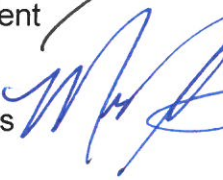


REQUEST FOR PROPOSAL

TO: Contractors

FROM: Dr. Terry E. Arbogast, II 
Division Superintendent

Dr. Michael J. Brown 
Director of Operations

DATE: December 11, 2023

RE: Request for Proposal (RFP)
RFP Number— RFP 10-2023-12
Title of RFP— Gym Floor Refinishing

GENERAL INSTRUCTIONS

Enclosed are specifications and forms for subject RFP. This solicitation and resulting contract(s) shall be established using procedures applicable to competitive negotiation. You are hereby requested to submit your proposal to furnish the specified goods and/or services. Please note that proposal(s) must be submitted on the forms provided with this request. Proposals will be received as follows:

PLACE: School Board Office
151 School Road
Pearisburg, VA 24134

RECEIVING DATE: January 17, 2024
RECEIVING TIME: 2:00 p.m.
OPENING TIME: 2:15 p.m.

Any proposal received after the receiving date and time stated above will not be considered. Also, all proposals will be received subject to the conditions cited herein. GCPS reserve the right to reject any or all proposals in whole or in part, to waive any informality and to base all conclusions, decisions, and actions in accordance with the best interests of GCPS. It is also understood that GCPS shall be the sole deciding authority on the acceptance of proposals and any subsequent action thereto including award or non-award of contract(s). Proposals will be regarded as firm for 45 days after the receiving date cited above and, except as mutually agreed upon by subsequent negotiation, may not be withdrawn or altered during that time.

TRANSMITTAL SHEET #1

TO: Dr. Michael J. Brown
Director of Operations

FROM: Company or Individual Indicated Below

RE: Transmittal of Proposal
Number— RFP 10-2023-12
Title—Gym Floor Refinishing
Receiving Date— January 17, 2024
Receiving Time—2:00 p.m.
Opening Time—2:15 p.m.

In compliance with this RFP and subject to all the instructions, specifications, and conditions imposed herein, the Undersigned offers and agrees to furnish and deliver any one or all the goods and/or services described at the price(s) indicated. We hereby submit this proposal and agree to enter into a written contract, if requested, and to furnish such security as the attached proposal conditions may require. Also, we herewith assure the buyer that we are conforming to the provisions of the Civil Rights Act of 1964.

My signature below certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same goods and/or services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. I further certify that the goods and/or services to be provided pursuant to this proposal fully satisfy each of the identified terms, requirements, conditions and coverages described within the RFP or if such goods and/or services differ in any manner from that described in the RFP, all differences are specifically identified and fully described. I certify that I am authorized to sign this proposal for the company or individual making this offer.

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

DATE _____

SUBMITTED BY _____

NAME _____

TITLE _____

SIGNATURE _____

SPECIFICATIONS:

The Giles County Public School System (GCPS) is soliciting proposals for refinishing and repair of gymnasium and stage floor(s) at their schools. All work is expected to be completed during the availability time frames as listed in Transmittal Sheet # 2. GCPS is asking for separate pricing according to the solicited jobs as listed in Transmittal Sheet #2.

All responders must have met the minimum of all identified requirements. If you are interested in touring the gymnasiums and or stage, please contact Dr. Michael Brown or Rachel Carnes (540-921-1421 extension 16 or mbrown@gilesk12.net) and he will schedule a walk-through for you.

The selection process will be in compliance with the regulations under the provisions of the Virginia Procurement Act and Giles County School Board Policy. It is understood that GCPS reserves the right to cancel any contract resulting from this solicitation immediately upon providing notification to the contractor in writing from GCPS. This cancellation will be without liability or penalty to GCPS for breach of contract. GCPS does not discriminate against faith-based organizations.

If this RFP pertains to any school building that is being financed under Virginia Public School Authority, the administrator delegated to review this RFP for the Giles County School Board will take appropriate steps to ensure that IRS regulations regarding tax exempt bonds are not violated in the proposed contract for services.

TERMINATION FOR NONAPPROPRIATION:

Notwithstanding any contrary provisions in this Agreement, the School Board may, at its option, terminate this Agreement as of the end of its fiscal year if funds are not appropriated which, in the opinion of the School Board, are sufficient to meet its obligations hereunder. If sufficient funds are not appropriated, the School Board shall give the Contractor written notice of termination within ten (10) days after the adoption of the final budget for such fiscal year.

SUBMISSION REQUIREMENTS:

A complete response consists of the following:

1. Mailed or otherwise delivered in a sealed envelope which indicates the return address of the sender, RFP number, title, receiving date, and time on the outside of the envelope.
2. The transmittal sheet(s) enclosed with this document properly completed.
3. Certificate of insurance, if applicable.
4. Substitute W-9 form (attached).
5. Any additional information as may be required by GCPS.

AWARD CRITERIA FOR NON-PROFESSIONAL SERVICES: (if applicable)

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the RFP, including price if so stated in the RFP. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After

negotiations have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

NON-DISCRIMINATION:

Per Virginia Code § 2.2-4311 (if contract exceeds \$10,000):

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or contractor.

DRUG-FREE WORKPLACE:

Per Virginia Code § 2.2-4312 (if contract exceeds \$10,000)

The following provisions shall be in place for contractor:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or contractor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

TRANSMITTAL SHEET # 2

**GILES COUNTY PUBLIC SCHOOLS
151 SCHOOL ROAD
PEARISBURG, VA 24134**

(GCPS reserves the right to make an award to all or some of these schools)

Quote #1

Project Location(s):

Eastern Elementary / Middle School
6899 Virginia Ave,
Pembroke, VA 24136

Giles High School
1825 Wenonah Ave
Pearisburg, VA 24134

Narrows High School
1 Green Wave Ln,
Narrows, VA 24124

Project Scope:

- Screen gym floor. Apply 1 coat of 50 % high-solids VOC-450 oil-modified polyurethane finish. Apply as per manufactures instructions. Contractor will touch up any game line paint, graphics, or markings if necessary. Touched up areas will match paint color.
- Contractor will vacuum, clean, and tack the floor prior to the finish application.
- Contractor will make sure that gym is cleaned, free of sanding dust, contractor work equipment, trash (etc.) and ready for use after job is completed.

School	Price
Eastern Elementary/Middle - Gym (<i>Available June 10 to August 2, 2024</i>)	\$
Giles High School -Gym (<i>Available June 10 to August 2, 2024</i>)	\$
Narrows High School -Gym (<i>Available June 10 to August 2, 2024</i>)	\$
Grand total:	\$

TRANSMITTAL SHEET # 2 (Continued)

**GILES COUNTY PUBLIC SCHOOLS
151 SCHOOL ROAD
PEARISBURG, VA 24134**

(GCPS reserves the right to make an award to all or some of these schools)

Quote #2 – (Add Alternate #1)

Project Location:

Macy Elementary / Middle School
1001 Henson Ave
Pearisburg, VA 24134

Project Scope:

- Repair / replace water damaged gym floor section, and subfloor, match existing floor stain color, repaint lines in damaged area, **and any other work necessary to deliver a complete job**. Approximately 650 +/- s.f. or repair / replacement (contractor will need to verify actual s.f. of area to be repaired). Match existing wood floor type and subfloor with new material. Contractor will coordinate area to be repaired / replaced with owner prior to the start of work. Contractor will make sure that area to be repaired / replaced moisture percentage in slab / surrounding area is at a level of industry standards that will permit work to be done and to prevent warpage or defects. Contractor will remove damaged materials and dispose of offsite.
- Apply stain, match existing floor stain color to repaired areas of floor. Apply 2 coats of 50 % high-solids VOC-450 oil-modified polyurethane finish to repaired area of the gym floor. Screen, vacuum, and tack between coats. Apply graphics / lines to match existing. Contractor shall mark game lines and graphics layout to match existing with the use of a precision taping machine for circles and arches. Masking tape should be pulled as soon as the paint starts to set and not allow to stand overnight. Paint should be allowed to dry at least 12 hours.
- After lines and graphics have dried to industry standards in repaired area apply 1 additional coat of 50 % high-solids VOC-450 oil-modified polyurethane finish on the repaired area. Once the repaired area has dried sufficiently apply 1 coat of 50 % high-solids VOC-450 oil-modified polyurethane finish with the grain on the entire gym floor with the grain on the entire gym floor. Abrade and tack floor between each coat.
- Replace interior door thresholds to match existing removed thresholds.
- Contractor will vacuum, clean, and tack the floor prior to moving on to the next step(s) as per industry standards.
- Contractor will make sure that gym is cleaned, free of sanding dust, contractor work equipment, trash (etc.) and ready for use after job is completed.

School	Price
Macy Elementary/Middle - Gym (Available June 10 to August 2, 2024)	\$
Grand total:	\$

Quote #3 – (Add Alternate #2)

Project Location:

Narrows Elementary / Middle School
401 Wolf St.
Narrows, VA 24124

Project Scope:

- Prior to starting any work on existing gym floor contractor shall generate a gym line(s) and graphic(s) layout drawing. Contractor shall submit line and graphic line layout drawing to the owner for approval. Stain and paint colors for the floor and all lines / graphics shall be included in the stain / color graphic drawing submission. Once gym line and graphics drawing has been approved, then contractor shall provide a stain and paint sample of actual approved colors applied on a sample wood board that matches the type and species of existing gym floor. Sample will need to be approved by owner prior to staining and painting of line on gym floor.
- Contractor shall inspect and verify with owner any areas of existing gym subfloor / floor that may need to be repaired or replaced. Any area of the gym subfloor / floor that needs to be repaired or replaced shall match existing gym subfloor / floor materials. Contractor will need to include any repair in the price of the bid.
- Contractor shall remove any and all tape / foreign material on existing gym floor prior to sanding the floor in such a manner that no tape / residue is left on existing floor prior to sanding.
- Contractor shall sand existing gym floor to bare wood. All painted graphics / lines shall be removed. Existing gym floor shall be sanded to industry standards that will ensure a surface ready to be smooth, stain, sealed, and graphics ready.
- Contractor shall apply stain as per manufactures directions.
- Contractor shall seal / apply 2 coats of 50 % high-solids VOC-450 oil-modified polyurethane finish. After first coat is fully dry contractor shall abrade the surface as per industry standards to make it ready to receive a second coat of sealer. Apply as per manufactures instructions to prepare surface for court layout.
- Contractor shall mark approved game lines and graphics layout with the use of a precision taping machine for circles and arches. Masking tape should be pulled as soon as the paint starts to set and not allow to stand overnight. Paint should be allowed to dry at least 12 hours.
- After lines and graphics have dried to industry standards, abrade and tack floor. Apply 2 even coats of 50 % high-solids VOC-450 oil-modified polyurethane finish with the grain. Abrade, vacuum, and tack between coats.
- Note for above work: Contractor will vacuum, clean, and tack the floor prior to moving on to the next step(s) as per industry standards.
- Contractor will make sure that all of the gym is cleaned, free of sanding dust, contractor work equipment, trash (etc.) and ready for use after job is completed.

School	Price
Narrows Elementary/Middle - Gym (<i>Available June 10 to August 2, 2024</i>)	\$
Grand total:	\$

Quote #4 – (Add Alternate #3 – Stage Area)

Project Location(s):

Giles High School
1825 Wenonah Ave
Pearisburg, VA 24134

Project Scope:

- Owner will remove and securely store on site any furniture, movable stage equipment, piano (if possible), instruments, and stage accessories, etc. Contractor will give building principal at least two weeks' notice prior to starting job to ensure that the stage is ready for contractor to start work.
- Prior to starting work contractor will cover and secure any electronic and / or sensitive stage equipment that cannot be moved, and auditorium seating (if applicable) that will prevent dust or damage due to refinishing. Contractor shall make sure that existing curtains are protected in such a manner that they will not be subject to sanding dust.
- Contractor shall provide a paint and sealer / finish sample to owner for approval prior to starting work.
- Contractor shall inspect and verify with owner any areas of existing stage subfloor / floor that may need to be repaired or replaced. Any area of the stage subfloor / floor that needs to be repaired or replaced shall match existing stage subfloor / floor materials. Contractor will need to include any repair in the price of the bid.
- Contractor shall remove any and all tape, paint, and foreign material on existing stage floor prior to screening the floor in such a manner that no tape / residue is left on existing floor prior to sanding.
- Contractor shall fill / repair any gouges in floor to a smooth paint and sealer ready state. Contractor shall screen existing stage floor prior to paint application. Existing stage floor shall be screened to industry standards that will ensure a surface ready to be paint and sealer ready.
- Contractor shall apply 1 coat of Rust-Oleum oil based flat black paint (or equal) as per manufactures directions – Thin only if necessary to ensure a smooth finish.
- Contractor shall seal / apply 1 coat of satin finish 45 % high-solids VOC-450 oil-modified polyurethane finish.
- Note for above work: Contractor will vacuum, clean, and tack the floor prior to moving on to the next step(s) as per industry standards.
- Contractor will make sure that all of the stage is cleaned (including floor receptacles and floor gang boxes), free of sanding dust, contractor work equipment, trash (etc.) and ready for use after job is completed.

School	Price
Giles High School – Stage Area: <i>(Available June 10 to August 2, 2024)</i>	\$
Grand total	\$

SUBSTITUTE W-9 FORM

Name of Company or Individual: _____

Business Name (if different than above): _____

Check appropriate box: ☐ Individual/Sole Proprietor ☐ Corporation
 ☐ Partnership ☐ Other

Address: _____

City, State, Zip: _____

Taxpayer Identification # (or social security #): _____

Certification:

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am writing for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien), and
4. My company does not owe back taxes to Giles County, and
5. Any items my company is providing do not contain asbestos or Canadian mineral fibers, and
6. I certify that my company is covered under worker's compensation and will abide by all federal and state laws, and
7. Per School Board Policy DJF, I certify that our company's employees (those that will be in the presence of students during regular school hours or during school-sponsored activities):
 (a) have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and
 (b) have not been convicted of a crime of moral turpitude.

Authorized Signature

Date