



**Request for Proposal (RFP)  
Fitness Room Flooring  
Design and Build**

RFP Issue 12/3/21  
RFP Due Date 1/3/22

Executive Education Academy Charter School  
Allentown, PA 18109

Copyright: These documents are instruments and property of the Executive Education Academy Charter School. These documents shall not be reproduced or used in any way, whatsoever, without the written permission of EEACS © 2021

## Section 1 – Bid Notice

Executive Education Academy Charter School (EEACS)

Notice is hereby given that Executive Education Academy Charter School, located at 555 Union Blvd, Allentown, PA 18109 will be accepting bids for New Fitness Room Flooring.

Submissions of proposals in response to the RFP is due by:

**January 10<sup>th</sup> 2022 @ 12pm**

Requests for clarification must be sent, via email, to Steve Flavell at [sflavell@ee-schools.org](mailto:sflavell@ee-schools.org)

**ALL QUESTIONS RELATED TO THIS RFP MUST BE SUBMITTED BEFORE January 3<sup>rd</sup> 2022 @ 4PM**

Executive Education Academy Charter School (EEACS) reserves the right to accept or reject any or all proposals with or without cause. EEACS further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the contract to other than the lowest bidder. EEACS reserves the right to request additional information from any or all bidders.

Copyright: These documents are instruments and property of the Executive Education Academy Charter School. These documents shall not be reproduced or used in any way, whatsoever, without the written permission of EEACS © 2021

## Section 2 -Scope of Services

### **New Fitness Room Flooring:**

1. Bidder will design build a new gym flooring concept for the fitness room.
2. Bidders are to include all design, permitting, fabrication, labor, materials, equipment insurances and other items required to perform the work in a timely manner and as per this RFP.
3. Submittals must be provided and approved by the School prior to ordering of materials.
4. All graphics must be approved by the School prior to ordering of materials.
5. All paint colors must be approved by the School prior to ordering materials.
6. Existing floor will need to be removed and old flooring must be discarded.
7. New flooring must cover 6344 sqft
8. All materials, services and/or work not specifically, which are required in order to perform a complete scope of work, shall be included as part of your response to this RFP.
9. Flooring project must include the following:
  - a. (Six) 6ft x 8ft inlaid platforms with school logo.
  - b. Include school logo on the new fitness room floor.
  - c. Supply and install 4-inch cove base.
  - d. Supply and install transition strips in doorways.
10. The school will perform the following, as it relates to this RFP:
  - a. Take part in meetings scheduled by the successful respondent.
  - b. Approval of Design and shop drawings.
  - c. Perform punch list at the completion of the project.
11. Respondents must verify the availability of materials required to perform this work and provide a preliminary schedule as part of their submission.
12. Respondents must provide all required design and engineering.
13. Respondents must obtain and pay for all required permits.
14. Respondents must obtain any required approvals from local governing bodies and abide by any and all regulations set forth by federal, state and local governing bodies.
15. Respondents should provide renderings of proposed flooring along with their submission.
16. Respondents should provide clarifications to their proposals.
17. Respondents must maintain Workman's Compensation Insurance, General Liability Insurance, Auto, Liability Insurances, Professional Liability Insurance and any other policies required to perform this work. Proof of insurance must be provided prior to the issuance of a contract or other formal agreement set forth to perform the work.
18. No employees with felony or larceny convictions are to perform work on School properties.

19. All City, County and State rules and regulations must be followed while performing work on School Properties.

## Section 3 – Instruction to Bidders

### BID SUBMISSION

1. Bids signed and under seal, executed, and dated will be received at the office of EEACS by **January 10<sup>th</sup> @ 12PM**. Bids may also be emailed to [sflavell@ee-schools.org](mailto:sflavell@ee-schools.org) on or before the due date and time.
2. Bids will be opened publicly following receipt on **January 10th @ 4pm**.
3. The contact for the bidding is  
Steve Flavell, Chief Operations Officer  
Executive Education Academy Charter School  
555 Union Blvd  
Allentown, PA 18109  
Email: [sflavell@ee-schools.org](mailto:sflavell@ee-schools.org)  
Phone: 610.841.7187
4. Respondents are to provide the following information as an attachment to the bid form:
  - a. Proposal on Company Letter Head
  - b. Proof of Insurance
  - c. Terms and Condition / Qualifications
  - d. References
  - e. Sample Contract

### INTENT

1. The intent of this Bid request is to obtain an offer for Design Build of new Fitness Room Flooring at Executive Education Academy Charter School, 555 Union Blvd, Allentown, PA 18109, for a stipulated sum contract in accordance with the Contract Documents.

### CONTRACT TIME

1. Contract expected to commence within 60 days following receipt of bids.
2. The bidder, in submitting an offer, accepts the Contract Time period stated for performing the Work and all scope referenced within this RFP.

### BID DOCUMENTS

1. Bid Documents, if applicable, shall be provided as part of this RFP.
2. A floor plan and Artwork are included, for reference purposes, as part of this RFP (**see example 1 and example 2**)

### INQUIRIES/ADDENDA

1. Direct questions to the owner's contact identified above.
2. Addenda may be issued during the bidding period. All addenda become part of the Contract Documents.
3. Include resultant costs in the Bid Amount.

Copyright: These documents are instruments and property of the Executive Education Academy Charter School. These documents shall not be reproduced or used in any way, whatsoever, without the written permission of EEACS © 2021

4. Verbal questions and answers are not binding on any party.

#### PRODUCT/ASSEMBLY/SUBSTITUTIONS

1. Substitute products or services will be considered if submitted as an attachment to the Bid Form. Approval to submit substitutions prior to submission of bids is not required.
2. When a substitution request is made prior to the bid deadline, the owner may approve the substitution and will issue an Addendum to known bidders.
3. In the submission of substitutions to products specified, bidders shall include in their bid all changes required in the Work and Changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by the use of substitutions shall not be considered.
4. The submission shall provide sufficient information to determine the acceptability of such products.
5. Provide complete information on required revisions to other work to accommodate each proposed substitution.
6. Provide products and services as specified unless substitutions are submitted in this manner and accepted.

#### SITE EXAMINATION

1. Examine the project site before submitting a bid.
2. Site inspections by arrangement only with the owner's contact listed above. Contact the owner for dates and times.

#### EVIDENCE OF QUALIFICATIONS

1. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position, license to perform work in the State, and proof of liability insurance.

#### SUBCONTRACTORS/SUPPLIERS/OTHERS

1. The owner reserves the right to reject a proposed subcontractor for reasonable cause.

#### BID INELIGIBILITY

1. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
2. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of the Owner, be declared unacceptable.

#### OFFER ACCEPTANCE/REJECTION

1. The project will be awarded based on the adherence to this RFP, design, aesthetics, functionality, price, schedule and the ability of the respondent to perform the work, as evaluated by and at the discretion of the School.

#### DURATION OF OFFER

1. Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.

#### ACCEPTANCE OF OFFER

1. The owner reserves the right to accept or reject any or all offers.
2. After acceptance, the owner will issue to the successful bidder, a written Bid Acceptance.

## Section 4 – Bid Form (1 of 2)

### THE PROJECT AND THE PARTIES

**TO:** EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL (EEACS)

**FOR:** Design Build of Fitness Center Flooring

**DATE:** \_\_\_\_\_

**SUBMITTED BY:** (BIDDER TO ENTER NAME AND ADDRESS)

<b>Name of Bidder</b>	
<b>Address</b>	
<b>Address</b>	
<b>City, State, Zip</b>	

### **OFFER:**

Having examined the site and all matter referred to in the RFP prepare by EEACS for the above-mentioned project, we, the undersigned, hereby offer to enter into a contract to perform the work for the sum of:

DOLLARS (\$ \_\_\_\_\_) IN LAWFUL MONEY OF THE UNITED STATES OF AMERICA.

### **BREAKDOWN OF BID:**

The contractor agrees that the breakdown of the bid shall be incorporated into and made a part of the contract documents and this bid. The following prices were used in determining the contract sum (please breakdown provided):

Design/Permitting

Flooring Materials

Labor

**TOTAL**

Copyright: These documents are instruments and property of the Executive Education Academy Charter School. These documents shall not be reproduced or used in any way, whatsoever, without the written permission of EEACS © 2021



Section 4 – Bid Form (2 of 2)

**BID ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for (30) days from the bid closing date. If this bid is accepted by the owner within the time period stated above, we will:

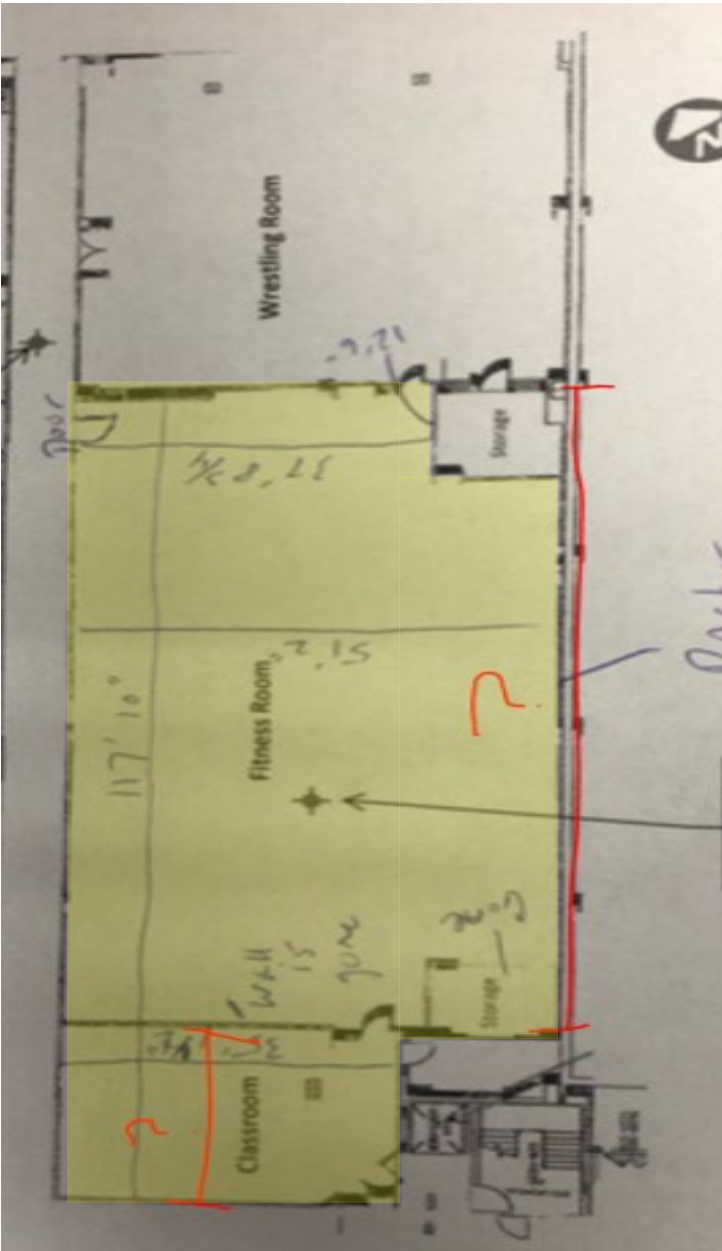
Execute the agreement within 30 days of the receipt of notice of award or an agreed upon timeframe.

Commence work within seven days after written notice to proceed of this bid or an agreed upon time frame

Bid Form Signature

<b>Signature</b>	
<b>Printed Name</b>	
<b>Title</b>	
<b>Date</b>	

EXAMPLE 1



Copyright: These documents are instruments and property of the Executive Education Academy Charter School. These documents shall not be reproduced or used in any way, whatsoever, without the written permission of EEACS © 2021

EXAMPLE 2



Copyright: These documents are instruments and property of the Executive Education Academy Charter School. These documents shall not be reproduced or used in any way, whatsoever, without the written permission of EEACS © 2021