

Little Miami Local School District

Request for Proposal

Title: Little Miami Elementary School Roof Layover

Due Date: March 15, 2024



1.0 Introduction and Background

Little Miami School District encompassed 98 square miles of Warren County that includes several villages and townships. The district has 6 school buildings of varies ages and several thousand square feet of roofing that it maintains. The District is looking to do a layover of 35,568 square feet of flat roof at the Elementary School in Morrow.

1.1 Schedule

The following schedule is tentative and represents our intentions on the day this document was published. The higher priority of the district issues or activities could possibly affect the schedule. All vendors must follow this schedule. Unless otherwise noted, the deadline for each item is 3pm Eastern Standard Time.

Date	Time	Description of Activity
3/1/24		RFP posted to school web-site and new paper
3/12/24*	10:00am EST.	Pre-Proposal Meeting 605 Welch road Morrow, Oh 45152
3/15/24**	3:00pm EST.	RFP Submission deadline (RFP will be read at public opening)
3/26/24	7:00pm EST.	RFP Award and Board approval
6/3/24		Work can begin
7/26/24		Work Completion Date

* In case of inclement weather, the reschedule date for the Pre-Bid meeting is 3/13 at same time and location.

** Public Reading of bids will take place at Little Miami Central Office 95 East US 22 & 3 Maineville, Oh 45039

1.2 RFP Attachments

- A. Attachment A – RFP Question and Response Form
- B. Attachment B – Non- Delinquency Form
- C. Attachment C – Non-Collusion Form
- D. Attachment D – Arial view(s) of project location

1.3 RFP Addenda

In the event that LMSD makes modifications, clarification, or additions to the Request for Proposal (“RFP”), information will be made available and posted to the LMSD website.

1.4 Proposal Acceptance

LMSD reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any formalities.

- A. LMSD reserves the right not to accept the lowest priced proposal. Proposal that do not comply with the requirements stated with the RFP or which are submitted after the deadline are subject to disqualification.
- B. LMSD reserves the right to request additional information from vendors after the RFP deadline, should such action be in the best interest of LMSD.
- C. Following the deadline for RFP submittals: LMSD, its Board, its employees, its agents, its representatives and its attorneys reserve the right to have further discussion related to price and services provided with any prospective vendor during the review process. LMSD, its Board, employees, agents, representatives, and attorneys reserve the right to conduct these discussions with one or more respondent in order to arrive at a final selection.
- D. All proposals and all supporting documentation submitted with the proposal shall become the property of LMSD and will not be returned.
- E. All proposals and all supporting proposal documents become public information after award or rejection of all proposals and are available for inspection by the public.
- F. Responses to this RFP may be incorporated into the resulting contract at the discretion of LMSD.
- G. The respondent expressly understands that any data stored on any computer system owned by LMSD shall remain the sole and exclusive property of LMSD.
- H. Expenses incurred by the vendor in developing a response to this RFP are entirely the responsibility of the vendor and may not be charged to LMSD. Respondent shall make no public statement, explicitly or implicitly, indicating a vendor or potential vendor relationship with LMSD unless agreed upon by LMSD.
- I. This RFP may be awarded to a single vendor or multiple vendors in order to meet the service requirements of this RFP.

1.5 Proposal Evaluation

LMSD will consider the following criteria in evaluating proposals for awarding of the project:

Weight Factor	Evaluation Criteria
55%	Price (Project Cost)
20%	Project Schedule
10%	Ability to capture design and quality of design work
10%	Successful experience with similar projects
5%	Previous experience with LMSD

1.6 RFP Responses

- A. Electronic submittals should be combined into one PDF file named with the project number listed on the RFP and your company's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.
- B. If submitting a CD or DVD please label the CD/DVD and sleeve with project name and firm name.
- C. Paper copies of the RFP are to be stapled only. Do not use special bindings or coverings of any type. Cover letters are not necessary and facsimiles are not accepted.
- D. All response to the RFP is to be hand delivered, mailed or emailed to the following address prior to the submittal deadline:

David Florea/Maintenance Director

5819 Morrow – Rossburg Road

Morrow, Oh 45152

dflorea@lmsdoh.org

E. Unnecessarily elaborate responses that do not adequately address the RFP and not desired. Elaborate brochures and not desired. Reproduced copies of standard manuals may not be substituted for the specific response requested. Emphasis should be on completeness and clarity of the proposal. Failure to comply with the format guidelines may be considered indicative of the respondent's unwillingness to support customer needs and result in them being omitted from the evaluation process.

2.0 Statement of Work

2.1 Background

A. The primary objective of this Request for Proposal (RFP) is to describe the specifications, requirements, options and conditions for roof replacement. LMSD is looking for the best combination of quality, scheduling and cost optimization.

2.2 Project Overview

- A. The project shall consist of the following; this list is not all-inclusive
- a. Remove Pea Gravel and dispose of off site and prep roof for layover, per manufacturer specifications
 - b. Replace existing flashing
 - c. Install 1 layer of 1.5" polyiso insulation using adhesive, per manufacturer specifications.
 - d. Install 60 mil fully adhered TPO roofing system, per manufacturer specifications.
 - e. Properly flash all walls, edges and penetrations, per manufacturer specifications.
 - f. Install protective walk pads at all HVAC service doors and for roof access points.
 - g. Install new industrial grade gutters and downspouts (standard color selection)
 - h. Install 24-gauge edge metal, per manufacturers specifications (standard color selection)
 - i. (20) year manufacturers watertight warranty (material and labor)

2.3 Scope

- A. The proposal shall include all labor, material, installation, equipment, and permits to complete the project.
- B. The winning bidder shall advise and coordinate all work with the Maintenance Supervisor. The bidder shall furnish a schedule to the LMSD Maintenance Supervisor at the Pre-Construction meeting. Any schedule changes will be communicated to the Maintenance Supervisor by text, email or verbally.

2.4 Material and Specifications

- A. All material shall be new and all workmanship and materials shall be of premium quality. No substitutions without written approval from the LMSD Maintenance Supervisor.

2.5 Site Considerations

- A. Please be aware and plan for some of the following at the site.
- a. Traffic
 - b. Landscaping and Grounds must be return to same condition as before work
 - c. Public foot traffic

2.6 Place of work

- A. The project will take place at Little Miami Elementary School, 605 Welch Road Morrow Ohio, 45152.

2.7 Project Completion Date

- A. 7/26/24

3.0 General Information and Instruction

3.1 Preparation of Services

- A. The Little Miami School District is a Tax-Exempt organization. As such material items as well as charges for service must be void of Federal and State Taxes. An exemption certificate will be signed where applicable upon request.

3.2 RFP Coordinator

- A. From the date of receipt of this RFP by each vendor until completed selection process, the only communication shall be between the vendor and the District RFP Coordination Office (Maintenance Department).
- B. The RFP Coordinator is the sole source of contact regarding all communications regarding this RFP. Vendors are advised to use the RFP Coordinators email address for all communications. All questions need to be received by 3/12/24 and will be answered to all parties by 3/12/24.
 - a. RFP Coordinator – David Florea
 - b. Email Address – dflorea@lmsdoh.org

3.3 Payment Term and Conditions

- A. If selected to provide services listed herein, all invoices must be sent to Little Miami Schools (Attn: David Florea) at the completion of all work and must reference the LMSD purchase order number issued for this project.
- B. Payment will not be made without proper Purchase Order number and until the entire order is received, reconciled and invoiced.

3.4 Cost to Propose

- A. The Little Miami School District is not liable for any cost incurred by the vendor in preparation of a quote submitted in response to this RFP, in conduct of a presentation or any other activities related to responding to this RFP.

3.5 Collusion

- A. The Vendor, by affixing his/her signature to the service, agrees to the following: Vendor Certifies that his/her service is made without previous understanding, agreement, or connection with any person, firm or corporation making a service for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

3.6 Governing Law

- A. Contract(s) resulting from this RFP are subject to, and the vendor must comply with, all Federal, State of Ohio, and Local Laws and Statutes.

3.7 Termination for Cause

- A. Contract(s) resulting from this RFP may be cancelled for mal-performance, non-performance or failure on the part of the vendor to comply with the terms and conditions detailed herein. In the event such action is necessitated, the contract(s) shall be null and void upon receipt of written notification from the RFP Coordinator.

3.8 District Policies and Rules

- A. The following District Policies and Rules must be followed by all employees, sub-contractors, and guest of the vendor while on district grounds.
 - a. All District Grounds are Tobacco, Alcohol, and Drug Free
 - b. Parking of personal vehicles is only permitted in designated areas
 - c. All person must have a clear criminal history free from the following
 - i. Sex Offenses/Registered Sex Offender
 - ii. Crimes of Violence
 - iii. Drug Related Charges
 - iv. Felony Convictions
 - d. Properly dressed at all times
 - e. No Littering
 - f. Use of common sense when students and staff are in the area or close by.

4.0 Required Information

- A. Company Letter head stating person signing, representing, and/or making proposal has the authority to do so on behalf of the vendor.
- B. Identified single contact with contact information, email, landline and cellphone numbers.
- C. Copies of liability insurance and worker compensation
- D. Signed copy of RFP (see below)
- E. Signed and Notarized Non-Collusive Affidavit (attached)
- F. Signed and Notarized Non – Delinquency (attached)
- G. A Bid Guaranty

5.0 Signature and Vendor Information

Vendor Name	
Representatives Name	
Representative signature	
Date Signed	
Email Address	

Little Miami School District RFP Question Submittal Form

Vendor Name: _____ Date: _____

Representative Name: _____

Question 1:

Answer 1:

Question 2:

Answer 2:

Please send to David Florea at via one of the following methods:
Email: dflorea@lmsdoh.org
Fax: (513) 899-4004
Physical Address: 5819 Morrow Rossburg Road Morrow, Oh 45152

**AFFIDAVIT OF CONTRACTOR OF NON-DELIQUENCY OF PERSONAL
PROPERTY TAXES**

(O.R.C. 5719.042)

Section 5719.042 of the Ohio Revised Code requires that all contracts let by competitive bid cause to be attached, prior to awarding of a contract, a statement affirmed under oath that the person/company with whom the contract is to be made was not charged with any delinquent personal property tax in the county in which the taxing district has territory.

Check one of the following statements:

_____ I/We do not owe any Personal Property Taxes in Warren or Clermont County.

_____ I/We do owe Personal Property Taxes in Warren or Clermont County in the total amount
\$ _____

This statement is freely and voluntarily given with full knowledge of the facts, on this

_____ day of _____, 20____

AFFIANT: _____

SIGNATURE: _____

(name printed) _____

TITLE: _____

Sworn and subscribed to before me this _____ day of _____ 20____

SIGNATURE OF NOTARY PUBLIC: _____

My Commission expires _____

NON-COLLUSION AFFIDAVIT

STATE OF OHIO)
COUNTY OF _____) ss.:

_____ being first duly sworn, deposes and says:
(Type or print name)

that he or she is the _____ of
(Type or print title)

_____, who submits herewith
(Type or print name of company/firm)

the forgoing proposals or bids; that such bids are genuine and not collusive or sham; such bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder or to secure any advantage against the State of Ohio or any person or persons interested in the proposed lease; and that all statements contained in said proposal are true; and further, that such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof,

Signed: _____

Name: _____

Title: _____

Subscribed and sworn to (or affirmed) before me on this ___ day of _____,
20___, by _____, proved to me on the basis of satisfactory evidence
to be the person(s) who appeared before me.

Notary Public

(Notarial Seal)

WARNING: Bids will not be considered unless the affidavit hereon is fully executed including the affidavit of the notary and the notarial seal.



The area inside the red lines is the project area.
Little Miami Elementary School
605 Welch Road Morrow, Oh 45152

