

**TOWN OF OXFORD, CONNECTICUT**  
**Board of Education**

**REQUEST FOR PROPOSAL (RFP)**

**BID NUMBER: OPS2020-02**

**DUE: March 2, 2020 10:00am**

***GENERAL PROVISIONS***

The Board of Education for the Town of Oxford, Connecticut (hereinafter referred to as Board), is seeking proposals from qualified vendors to **Purchase**;

- a) Components for a raised platform that can be conveniently assembled and locked together to form a stage on the Great Oaks Middle School Gymnasium Floor.
  - Components must be capable of being conveniently disassembled.
  - Components must fold and be equipped with wheels such that they can be rolled to adjoining storage areas accessible through standard door openings and hallways.
- b) Components for an ADA compliant access ramp consisting of a stage accessing platform, an ascent resting section and a ramp complete with safety rails that rises one inch (1") per linear foot from the Gymnasium floor level to the stage level.
- c) Components for TWO (2) stage access staircases and access platforms complete with safety rails.
- d) Safety rails on three sides of the stage platform between the ADA ramp and the staircase access platforms
- e) Music Shell - Stage Surround Acoustical Panels – Quantity 8
- f) Stage Dimensions & Materials
  - Stage - L (front) 40' (foot) x W(side) 24' (foot) x Height 32" Inches (fixed)
  - Folding Stage Sections L 6' x W 8' (extended) – Quantity 20
  - Railings – Minimum Height 42" Inches or ADA compliant height
  - Stage Surface – Standard Durable Industrial Surface
  - Ramp & Step Surfaces – ADA Compliant
  - Folding Acoustical Panels (Mounted On Wheels) – W 72" (inches) x H 160" (Maximum Extended), H 6'8" Standard Door Jam (Maximum Folded Height on wheels)

Warranty details are to be included in the proposal.

The General Provisions section describes the entire proposed purchase.

### **1. PREPARATION OF PROPOSALS**

Proposals shall be submitted in a sealed envelope clearly stating that it is a response to bid # **OPS2020-02** one (1) ORIGINAL and one (1) EXACT COPY of their bid.

Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded.

### **2. BID SUBMISSION**

Bids are to be submitted in DUPLICATE and sealed in the bid envelope provided and addressed as follows:

Oxford Board of Education

144 Oxford Rd, Unit 1B

Oxford, CT 06478

Attn: George Renzoni, OPS Facilities Manager

The person signing the formal proposal must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations for the delivery period requested.

### **3. BID TIME**

Bids shall be received at the Oxford Board of Education, Central Office, prior to the advertised hour. All bids will be opened and recorded by the Oxford Public School District Central Office on March 2 at 2:00 PM.

A bidder may withdraw a proposal at any time prior to the above-scheduled date and time. Any bid received after the above-scheduled date and time shall not be considered or opened. No bidder may withdraw a bid within sixty (60) days after the actual bid opening.

### **4. TOWN'S OPTIONS**

The Town reserves the right to award the requirement as one contract or multiple contracts depending on the best interest of the Town and the Board of Education.

The Town reserves the right to extend the award of the requirements if it is in the best interest of the Town. The contract extension shall be awarded in one (1) year periods, not to exceed a total of two (2) years.

The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Board of Education. The award shall be made after careful consideration of all factors including but not limited to price.

The requirements and specifications of this request calls for specific requirements. The Board may waive any items listed in the bid (RFP).

If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

All bids will be awarded by the Board of Selectmen. The Board of Selectmen shall seek a recommendation from the Board of Education, Assistant Superintendent and the OPS Facilities Manager.

#### **5. TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

#### **6. INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on February 26, 2020, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing.

All inquiries are to be directed to the Facilities Department at [bids@oxfordpublicschools.org](mailto:bids@oxfordpublicschools.org). Answers to all received questions will be posted on the Oxford Public School District website

[http://www.oxfordpublicschools.org/district information/bid notifications](http://www.oxfordpublicschools.org/district%20information/bid_notifications) with the Bid # **OPS2020-02**.

After proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

#### **7. AWARD AND AUTHORITY**

The Board of Selectmen shall issue notification of award in writing. The Board of Selectmen shall seek a recommendation from the Board of Education, Assistant Superintendent and the OPS Facilities Manager,

## **8. PRICING**

All prices quoted are to be firm for a period of one (1) year following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

## **9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

The contractor or subcontractor offers and agrees to assign to the public purchasing body all rights, title, and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

## **10. HOLD HARMLESS CLAUSE**

The Contractor further agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

## **11. WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

## **12. PERFORMANCE BOND**

The Town requires a performance bond from the successful bidder(s) in the amount of twenty thousand dollars (\$20,000) as a guarantee of fulfillment of the contract before a purchase order is awarded. The Town may waive the Bond requirement based on prior acceptable services supplied to the Town.

## **13. DELIVERY AND TERMS**

All prices shall be quoted as DELIVERED PRICES. The terms of the sale must be stated. No advance payments will be made to the vendor. Payment will be made as soon as the work is accepted. Partial payments are acceptable

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**Oxford Board of Education**

**14. INVOICES**

Individual original invoices shall be furnished to the Town. Statements are not acceptable for use as invoices.

Oxford Board of Education  
144 Oxford Rd, Unit 1B  
Oxford, CT 06478  
Attn: George Renzoni,  
OPS Facilities Manager

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Total Cost \_\_\_\_\_

Signature Submission Page

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date