



## **Broken Arrow Public Schools**

Independent School District NO. 3

701 S Main Street

Broken Arrow, OK 74012

Phone (918) 259-5700

### Request for Bid **#B24-03 – Flooring**

Sites Included: Country Lane Primary, Leisure Park Elementary, Rhoades Elementary, and Spring Creek Elementary

Time and Date to be Returned: **10:00 AM on April 29, 2024**

Mail Information To: Elizabeth Sapp  
Director of Purchasing  
Broken Arrow Public Schools  
701 S Main Street  
Broken Arrow, OK 74012

### 1.1 General District Information

Broken Arrow Public Schools referred to as BAPS below is a dynamic leader in public education. The sixth largest district in Oklahoma, it serves approximately 20,000 students and covers 115-square miles in the southeast portions of Tulsa County and the western portions of Wagoner County.

### 1.2 Purpose/Scope of Bid

The purpose of this bid is to provide all labor, material, equipment and subcontractors to remove existing flooring, prep floor, and install new flooring in designated sites throughout the Broken Arrow Public School District.

### 1.3 Proposal Due Date

The due date of this Bid is April 29, 2024, at 10:00 a.m., CDT. An original and one copy shall be provided.

### 1.4 Instructions to Vendors

**Advice:** The department responsible for this Bid is the Purchasing Department located at 701 S Main, Broken Arrow Oklahoma, 74012. The BAPS contact will be Elizabeth Sapp, Director of Purchasing, telephone number (918) 259-5732; fax (918) 251-0065.

Questions can be sent electronically to [esapp@baschools.org](mailto:esapp@baschools.org). All questions and answers will be published and provided to all vendors as soon as possible.

**Submission:** the submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Bidder shall visit the site to examine the existing conditions, take measurements, etc. prior to bid submission. Plans and approximate measurements are attached; however, it is the responsibility of the bidder to verify dimensions/locations and examine the existing conditions.

Any alternates should be accompanied by a copy of the manufacturer's specifications. Any differences must be noted on a separate sheet.

**The contractor has the responsibility if required to obtain and pay for all relative permits and licenses and to meet all City of Broken Arrow requirements. The contractor also agrees to comply with all city, county, state and federal laws applicable to the Project.**

**Bid Security in the form of a cashier's check, certified check, or surety bond in the amount of five percent (5%) of the bid shall accompany the sealed proposal of each bidder. Checks or Surety bonds will be returned to unsuccessful bidders.**

**Before beginning the project, the contractor agrees to furnish Owner with the following at Contractor's expense: a performance bond in an amount equal to the Contract Sum; a warranty bond in an amount equal to the Contract Sum for a period of one year from the date of completion of the Work; and the statutory bond required by Oklahoma law in connection with contracts for the making of public improvements (tit. 61, (1991) O.S. § 1).**

**The surety providing the above bonds shall be listed in the most recent edition of U.S. TREASURY CIRCULAR 570 and be fully authorized to do business in Oklahoma.**

Faxed/mailed bids ARE NOT acceptable. All bids must be submitted by the date and time of public opening (see above). Bids must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, the opening date and time. An original and one copy of the Bid shall be provided.

Bids must be addressed to: Broken Arrow Public Schools, Elizabeth Sapp, Director of Purchasing, 701 S Main Broken Arrow, OK 74012. Clearly indicate "Bid 24-03 Flooring" on the outside bid packaging.

Bids not submitted in the format as instructed by this packet may not be accepted. Addendums to this bid, once filed, may be submitted in a sealed envelope only, and properly identified, prior to the opening hour.

Bids will be publicly opened and read aloud at the abovementioned office following closing time stated above. Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays, and holidays, before the time set for opening bids, as well as bids received after the time set for opening bids, will not be considered and will be returned unopened.

The district reserves the right to waive any informality, or to reject any or all bids.

**Receipt of Bid / Late Bid:** Sealed Bids shall be received at the place and the time indicated in this packet. It is the sole responsibility of the vendors to ensure timely delivery of the bid. BAPS will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

Bids received after the date and time specified shall be considered LATE, and shall not be considered for award.

**Accuracy of Proposals / Withdrawal of Proposals prior to Bid Opening:** Bids will represent a true and correct statement and shall contain no cause for claim of omission or error. Bids may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of thirty (30) days subsequent to the opening of the Bid.

**Addenda:** The only method by which any requirement of this solicitation may be modified is by writing.

If an addendum to the proposal document is required, BAPS will mail the addendum within a reasonable time prior to the due date. BAPS is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Proposals may not be considered if they do not include acknowledgement of a formal addendum. Addendums will be mailed to all vendors of record and such addendum shall be acknowledged by signing and including in your proposal submission.

**Bid Due Date:** The proposal must be received on or before 10:00 a.m., Central Daylight Time, on April 29, 2024, at the Purchasing Department, 701 S Main, Broken Arrow OK, 74012.

**Insurance:** The vendor performing services for BAPS shall:

1. Maintain worker's compensation insurance as required by Oklahoma statutes, for all employees engaged in the work.
2. Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this Bid. Minimum coverage will be ONE MILLION DOLLARS (\$1,000,000) liability for bodily injury and property damage including product liability and completed operations.
3. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are

used in carrying out the services described in this bid. Minimum coverage shall be ONE MILLION DOLLARS (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

**Taxes:** BAPS is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, BAPS will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, BAPS's Tax Exemption Certificate will be furnished.

**Indemnification:** The vendor shall protect, indemnify and hold BAPS harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

**Disclosure:** Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

## 1.5 General Terms and Conditions

**Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.

**Purchase:** Purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Purchasing.

**Method of Payment:** Payment will be made after satisfactory performance of the contract in accordance with all of the provisions thereof and upon receipt of a properly itemized invoice. BAPS may, at their sole option, elect to make payment by use of a Purchasing/Bank/Charge card. No additional charges, fees, or price increases may be assessed by the vendor for the use of Procurement/Charge/Bank cards during the life of any award resulting from this Bid, and any applicable extensions. The Board of Education reserves the right to withhold any or all payments or portions thereof for contractor's failure to perform in accordance with the provisions of the contract or any modifications thereto.

**Governing Law and Venue:** This contract shall be construed in and governed under and by the laws of the State of Oklahoma. All information contained in any bid submitted by a bidder/vendor, including but not limited to design, technical information, pricing and other information ("Information"), is a public record once the sealed bid of a bidder/vendor is opened at a proper bid opening. As a result, following a bid opening, all bids submitted by any bidder/vendor will be retained by the District for a period of time as may be required by Board of Education policy and are subject to being publicly disclosed under the Oklahoma Open Records Act. Any language by any bidder/vendor in any bid document which seeks to prevent the release of information of any bid document, following a bid opening, will be of no effect and void in all respects.

**Costs:** All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of the vendor.

**Award:** The bid will be awarded by the Board of Education (BOE) at the BOE regularly scheduled meeting. The awarding of a contract to the lowest responsible bidder or bidders shall be made within thirty (30) days after the opening of bids.

**Retention of Documentation:** All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of BAPS.

## 1.6 Format for Response

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and one copy of the bid will be required. The original copy should be so noted and signed.

### 1. Bid Proposal Page (Enclosed)

Show the Bid subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

## 1.7 Pre-Bid

A Pre-Bid to inspect and view the areas in which the work will be performed will be held Wednesday, April 17, 2024 at 8:00 am. The location of the pre-bid will be at Spring Creek Elementary School, 6801 S Third, Broken Arrow, OK 74011. If you have any questions on the location, please call Elizabeth Sapp at 918-259-5732.

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# BAPS SITE FLOORING

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3/29/2024

## Project Background and Description

- After years of use we are replacing, old, damaged, and out dated flooring. The objective is to have new flooring installed in hallways, entries, and classrooms in the designated areas.

Job locations will be at the following:

1. Country Lane Primary, 301 E Omaha, Broken Arrow, OK 74012
2. Leisure Park Elementary, 4300 S Juniper Pl, Broken Arrow, OK 74011
3. Rhoades Elementary, 320 E Midway, Broken Arrow, OK 74012
4. Spring Creek Elementary, 6801 S Third, Broken Arrow, OK 74011

## Project Scope

- This includes the demo of all old flooring and rubber base. Removal of all construction debris from the sites. Cracks or flooring imperfections in the concrete floor will require filling and minor leveling as needed. If any areas need to have the old glue encapsulated that will be determined at the mandatory pre-bid and included in the original bid. We will be installing LVT in hallways and entries and carpet squares in classrooms. Each site will have its own style of flooring materials. Site maps will be included in the bid package indicating what rooms and hallways get flooring and what type/style of flooring goes in.

## High-Level Requirements

- 1. \*Note: Obtaining accurate measurements is the responsibility of the vendor
  2. Mandatory Pre-bid and site walk through.
  3. All material purchasing is the vendors responsibility.
  4. The project time frame is set and can not move. Materials must be procured as so as the job/bid is awarded.
  5. Patcraft LVT=Yarrow 05013-V2 and Patcraft Carpet=Modulus 00120 Transverse 10520. Types (\*\*all Patcraft products -Minus the rooms at Leisure Park) and exact locations will be included on the individual site maps in the bid package and at mandatory pre-bid walks
  6. Leisure Park classrooms to receive \*Interface, Extra Curricular, Color is Margarita

## Affected Parties

- This is an operating school site. Even though it's summer, our sites are never unused. This project will work around the sites schedule. The project will take place while school is out of session.

## High-Level Timeline/Schedule

- Work must be completed in a timely manner. This will be a summer project with the start date May 30<sup>th</sup>. Finish date not later than July 28<sup>th</sup>.

# BID FORM

## BID 24-03: Flooring

Having carefully examined the drawings and specifications; having visited the site and existing building and examined all conditions affecting the work, the undersigned proposes to furnish all labor, materials, and incidental called for by said documents for the full scope of work.

**DO NOT MODIFY, ADD, OR DELETE FROM SCOPE OF WORK**

Or you risk the Owner setting your bid aside.

Base Bid (including Bonds):

\_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)

**Owner may accept or reject Base Bid of any Bid. Owner may also reject individual items of equipment in any Bid. Determination of best responsive bidder may take owners selection of Individual Items into consideration.**

### **Bid Guarantee (for bids in excess of \$50,000.00)**

Accompanying this Bid is a Certified or Cashier's Check or Bidder's Surety Bond made payable to the Owner for not less than 5% of the amount submitted herein. It is understood that the check or bond will be returned to the Bidder, except that in the event of the Owner's acceptance of this Bid, and the Bidder fails to execute a Contract and file Performance and Materials and Payment Bonds within ten (10) days of the date of the Owner's acceptance; then, in that event, the Bidder's Check or Bond will become property of the Owner because of the failure of the Bidder to comply with the specified requirements. Bid Bond is accompanied by Bonding Agent's Power-of-Attorney.

### **Performance, Statutory, and Warranty Bonds (for bids in excess of \$50,000.00)**

It is understood that Performance and Statutory Bonds each in the amount of 100% of the contract amount covering faithful performance of the contract, and payment of all obligations arising there under, will be required by the Owner. A Warranty Bond in the amount of 100% of the contract amount covering defective workmanship and materials for a period of one (1) year after acceptance of the project will be required. Premiums for the performance, statutory, and warranty bonds are included in this proposal.

### **Addenda**

No. \_\_\_\_\_ Dated: \_\_\_\_\_  
No. \_\_\_\_\_ Dated: \_\_\_\_\_  
No. \_\_\_\_\_ Dated: \_\_\_\_\_  
No. \_\_\_\_\_ Dated: \_\_\_\_\_  
No. \_\_\_\_\_ Dated: \_\_\_\_\_

Company Name: \_\_\_\_\_ (Please Print)

Phone/Fax Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fed I.D. No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Officer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Seal, if bid is by a Corporation)





STATEMENT OF NON-COLLUSION

(Name) \_\_\_\_\_, of lawful age, being first duly sworn, on oath says: (s)he is the duly

authorized agent of (Firm) \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and Broken Arrow Public School officials or employees, as well as facts pertaining to the giving or offering of things of value to school district personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached: (S)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid: and neither the bidder nor anyone subject to the bidder's direction or control has been a party: (a) to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding: (b) to any collusion with any school district official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor; (c) in any discussions between bidders and any school district official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

(SEAL)



