Norwalk Public Schools
REQUEST FOR PROPOSAL

Band Tower for Norwalk High School

January 29, 2020

Proposal Response Date:
February 13, 2:00p.m.
Overview

Norwalk Public School System is the 6th largest school district in the state of Connecticut with more than 11,500 students in 19 schools (27.7 square miles). There are 12 elementary schools, four middle schools, two high schools, and one pre-school. Norwalk Public School administrative offices are located at: 125 East Avenue, Norwalk, CT 06852.

Proposals will be accepted until the date and time listed, at which time they will be opened. No proposal received after that time will be considered. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the Norwalk Public Schools whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having its proposal received by Norwalk Public Schools on time at the place specified.

All proposals must be sealed and must be submitted in a plain opaque envelope. All proposals must be addressed to:

Karen Bartron  
Purchasing Agent  
Norwalk Public Schools  
125 East Avenue  
Norwalk, CT 06852.

The proposal label must be clearly marked: Band Tower

Telephone quotations or amendments will not be accepted at any time. All materials submitted will become property of the District.

The Norwalk Public Schools may make any investigation necessary to determine the ability of the Proposer to meet the needs of this proposal. The Proposer shall furnish any additional information that the District shall request in order to make a determination of a proposal award.

The Norwalk Public Schools reserves the right to consider cost, experience and service history in the award of this proposal. The Norwalk Public Schools reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards in whole or in part, to re-advertise and invite new proposals; to modify proposals based upon negotiation with the proposer(s); that is in its judgment will be in the best interest of Norwalk Public Schools even if such proposal is not the least cost proposal. The Norwalk Public Schools also reserves the right to discuss the proposal with one or more proposers and to make such modifications as the Norwalk Public Schools, in its sole discretion, deems to be in its best interests.
I. Request for Proposals

Instructions, Proposal Forms, and Specifications are enclosed within this packet. Proposals must be submitted on the proposal response form included in this packet. Supplemental documentation is permissible. Quotation submissions should be in sealed envelopes that are clearly marked.

By submitting a proposal, the Proposer will be presumed to be thoroughly familiar with the Request for Proposal, Specifications, other documents, including all Addenda and to have inspected the sites so as to be fully informed of NORWALK PUBLIC SCHOOLS’s needs as they pertain to performance of this contract. The failure or omission of any Proposer to examine any site, form, instrument, or document shall in no way relieve the Proposer from any obligation with respect to its proposal. No proposal may be withdrawn for a period of sixty (60) calendar days after the scheduled closing for the receipt of proposals.

1.01 Primary Contact
All questions regarding this Request for Proposal shall be submitted via e-mail to:

Karen Bartron
Norwalk Public Schools
125 East Avenue
Norwalk, CT 06852.
bartronk@norwalkps.org

1.02 Response Date
A copy of the proposal must be received at the Business Office prior to 2/13/20, 2:00p.m. Any proposal in route to this location or delivered to other locations in the School District will not be considered timely and will be returned unopened. Proposals received after the deadline will be late and ineligible for consideration.

II. Consideration and Award

The NORWALK PUBLIC SCHOOLS may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. All proposals shall include completed forms as provided by the District. The Norwalk Public School District reserves the right to reject any or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of contract terms at any time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.
The awardee vendor must supply all new equipment; no refurbished equipment will be accepted. Award of the proposal will be based upon the following criteria:

- Flexibility of the vendor to work with the school district
- Pricing
- Availability (ability to provide all services in a timely manner).
- References and experience

III Instructions to Proposers

3.01 Discrimination Prohibited

(a) That in the hiring of employees for performance of work under this contract, or any subcontract hereunder, no such contractor or subcontractor shall, by reason of race, creed or color, discriminate against anyone who is qualified and available to perform the work to which the employment relates.
(b) That no contractor, subcontractor, nor any person on his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color.
(c) That this contract may be canceled or terminated by Norwalk Public Schools and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

3.02 Invoices

Invoices received and approved Norwalk Public Schools, by the first of the month, will be paid with forty-five (45) days. The owner reserves a ten- (10) day period for project inspection and invoice approval.

IV. Specifications:

The Norwalk Public Schools is looking to purchase and finance a standing and stair tower for use by the award winning Norwalk High School Band (State and National Champions: 2017, 2018 and 2019). The tower overall height is to be 32' tall, with openings and platforms at 8' intervals. Capacity for two people at each level is required. The tower will sit on a concrete slab to be supplied by the proposer. All responders must supply drawings and specifications (for the tower and concrete slab). All structures must meet OSHA and any other federal, state or city requirements. Proposers will be responsible for all applicable code compliances, permits and fees that may be associated with construction as well as all equipment needed to install the structure.
13 3613.13

PREFABRICATED STEEL STRUCTURES

PART 1 GENERAL

1.01 DESCRIPTION OF WORK

This section includes the observation tower to be located on the band practice field.

1.02 REFERENCED STANDARD

AWS D1.1

1.03 SUBMITTALS

Submittal Package: Vendor to supply a .pdf set of elevation, frame, roof and base drawings.

1.04 OPERATION AND MAINTENANCE

Include data on regular maintenance.

1.05 REGULATORY REQUIREMENTS

Conform to OSHA guidelines 1910.25

1.06 QUALITY ASSURANCE

A. Vendor shall be a firm engaged in the supply of observation towers to educational institutions.

B. Manufacturer shall be a firm engaged in the fabrication of steel assemblies in the United States.

C. Vendor and Manufacturer shall each have a minimum of 5 years’ experience in A & B above.

1.07 FIELD CONDITIONS

Vendor is not responsible for field measure, or for excessive ingress/egress.

1.08 WARRANTY

Submit a standard warranty, stating that observation tower is guaranteed for one year against defects in materials and workmanship. Guarantee does not cover normal wear and tear, improper handling, any misuse, or any defects caused by vandalism or subsequent abuse.

PART 2 PRODUCTS

2.01 VENDOR

Tower model FWS32 with a roof (632-35R) – by Educational Steel Products, LLC, 765-534-4092 www.educationalsteelproducts.com or approved equal.

2.02 MATERIALS Prefabricated Marching Band Tower:
A. Provide a complete, integrated set of mutually dependent components that form a completely assembled, prefabricated marching band tower.

B. Provide drawings and instructions, along with all embedded components for slab to be installed by others on Project site:
   1. Anchor bolt/rebar assembly
   2. Installation jig
   3. Precut rebar for the grid
   5. Rebar tie wire with tie tool

C. Tower shall be capable of withstanding structural and other loads without failure. Project includes structural framing, stair landings, treads, stringers, handrails, platform railings and panels, gate fabric and hardware.
   1. Main Frame: Structural steel tubing and angle iron
   2. Stairs and landings: Diamond grip-strut treads
   3. Side railings: In-fill with expanded metal
   4. Roof: Commercial standing seam roof with steel members and a mini-guttering system
   5. Safety items:
      a. Caution signage on all levels.
      b. Safety chain on top level.

D. Model FWS32-35R is to include all the materials and labor to fabricate and install a 32-foot fixed viewing tower, with stairs and roof, which will be bolted onto a concrete pad, which has been poured by others, utilizing a welded embedded assembly provided by the same vendor as the tower.

E. Finish: Finish exposed metal frame surfaces with a minimum of two coats of Rustoleum 9800 series DTM urethane in owner's choice of color. (Color may be specified by Pantone or National Brand color system). Roof may be second color. All other exposed surfaces are to be galvanized.

F. Viewing levels: Four (4) two-person levels, to face a single practice field.

G. Capacity: Eight

H. Overall dimensions: Approximately 5'10" X 9'8"1/2" X 41'

I. Complete enclosure: Lower levels surrounded by expanded metal panels to a standard 12'.

J. Gate: 8' expanded metal with padlock hasp.

K. Wind rating: 140 m.p.h. when the specified floating ballast slab is provided. On normal soil, the footprint to obtain this wind rating is 17' X 17' X 24'.
2.03 FABRICATION

Prefabricated: No field welding shall be performed.

PART 3 EXECUTION

3.01 DELIVERY

Campus, Norwalk, CT

3.02 INSTALLATION

Vendor to provide crane rental with experienced operator to stand fully-assembled tower onto slab prepared by others.

3.03 GRADE AND SEED

Vendor is not responsible to grade and seed the area.

3.04 CLEAN AND ADJUST

Tower is to be user-ready.

END OF SECTION

Concrete Slab

Base for the tower must be concrete with rebar reinforcement. Platform is to be 17’ x 17’, with a raised above ground of 8”. Drawing and specs must be submitted.

V. Financing

Norwalk Public Schools in cooperation with the City of Norwalk is looking to finance this project over a period of 5, 7, or 10 years. The goal is to obtain the highest quality banking services at the lowest interest rate. Criteria for financing will include: Interest rate and structure, institution’s financial strength, and costs for borrowing. Proposers may provide submissions for the product and the financing.
V. Response Sheet:

Proposals are scheduled to be accepted or rejected by the Norwalk Public Schools within thirty (30) days of the proposal due date. The Norwalk Public Schools reserves the right to waive any informality and to accept or reject all or any part of any or all Proposals.

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<th>Total</th>
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<tr>
<td>Total</td>
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Fianancing:

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Submitted by: ________________________________  (Printed name)  ________________________________  (Signature)

Title: ____________________________________________ Date:_____________________________________

Telephone #: ________________________________
VI. Non-Collusion Affidavit

The undersigned, as a company proposing on the above indicated project, declares that the only persons or parties interested in this proposal as principals or in the contract proposed to be taken are named herein; that this proposal is fair in all respects and made without collusion or fraud; that the proposer has carefully examined the location of the proposed work, the Specifications including the Request for Proposal and all addenda thereto, prepared by the Owner; and proposed and agrees if these terms and conditions are accepted that the undersigned will contract, to provide all necessary and proper personnel to do all the work and furnish all labor and material necessary or proper to carry out the contract in the completion of the work for the following lump sum pricing.

The undersigned further agrees, if awarded the contract on this proposal, to commence work at the time stated in the notice to proceed, unless otherwise permitted or directed by the Owner and further agrees to complete the work of this contract as specified.

This form must be signed by an officer authorized to represent and commit the organization to all terms and conditions contained in the proposal. The authorized person signing below further certifies that this bid has been prepared without collusion with any other bidder, the Norwalk Public Schools, or any employee of the Norwalk Public Schools.

Name of Company

Address

Phone #: Fax #: Email:

Federal I.D. #:

Authorized Signature: Date:

Phone #: Fax #: Email:

Federal I.D. #:

Authorized Signature: Date:

Printed Name: Title:
REFERENCES:

1. FIRM NAME: ____________________________________________
   ADDRESS: ____________________________________________
   CITY, STATE, ZIP CODE: ________________________________
   TELEPHONE: ________________________________________
   RESPONSIBLE COMPANY AGENT:
   NAME: _______________________________________________
   TYPE OF OPERATION (Bank, School, Industrial, etc.)
   ___________________________________________________

2. FIRM NAME: ____________________________________________
   ADDRESS: ____________________________________________
   CITY, STATE, ZIP CODE: ________________________________
   TELEPHONE: ________________________________________
   RESPONSIBLE COMPANY AGENT:
   NAME: _______________________________________________
   TYPE OF OPERATION (Bank, School, Industrial, etc.)
   ___________________________________________________

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   ADDRESS: ____________________________________________
   CITY, STATE, ZIP CODE: ________________________________
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   NAME: _______________________________________________
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   ___________________________________________________