

COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI

REQUEST FOR PROPOSAL: VIKING WOODS DOOR REPLACEMENT



RFP #1902002

Proposal Due Date: March 28, 2019

(Not Later than 2:00 P.M.)

Mandatory Pre-Proposal

Meeting: March 12, 2019, 10:00 A.M.

Dale Richardson

Director of Buildings and Grounds

636-481-3501

drichar6@jeffco.edu

Sheree Bell

Director of Purchasing

636-481-3119

sbell6@jeffco.edu

Request for Proposal

Viking Woods Door Replacement

Community College District of
Jefferson County
1000 Viking Drive
Hillsboro, MO 63050

RFP # 1902002

February 21, 2019

Closing Date: March 28, 2019

(NOT LATER THAN 2:00 P.M.)

I. GENERAL CONDITIONS

The Community College District of Jefferson County is requesting proposals to lawfully remove existing exterior doors, frames, and hardware and install new doors, frames, hardware and locks at Viking Woods Student Housing on the Hillsboro campus. Proposals are to be received on or before **2:00 P.M, MARCH 28, 2019**, at the College Business Office, Attention: Sheree Bell, Director of Purchasing. Proposals must be sealed in an envelope and clearly marked on the outside in the lower left-hand corner "**Proposal: Viking Woods Door Replacement RFP #1902002**". Failure to comply with this provision of the specification may result in the rejection of the proposal. It is the responsibility of the vendor to confirm the delivery of the proposal at the proper place and time. There will not be exceptions made for proposals delivered late or to the wrong location. **Faxed, emailed, or oral proposals will not be accepted.**

All proposals are to be F.O.B. Jefferson College/prepaid, delivered and be valid for 60 days after closing date. The Community College District of Jefferson County is a public institution and is exempt for all federal, state and local taxes. Do not include any taxes in the quotation. Jefferson College will award to the lowest and best contractor meeting all specifications. Jefferson College reserves the right to reject any or all proposals in whole or in part and waive any informality.

Proposal award will be made on or about April 11, 2019, subject to the Board of Trustees approval. Successful contractor will be notified of the award and order details will be completed.

There will be a mandatory pre-proposal meeting Tuesday, March 12, 2019, at 10:00 a.m. at the Buildings and Grounds conference room on the Hillsboro campus.

II. GENERAL SPECIFICATIONS

- Contractors must specify any deviation in specifications.
- Contractors are to provide complete and finished systems.
- Contractors are responsible for reviewing existing conditions.
- Contractor to arrange with Buildings and Grounds for placement/staging of materials before and after installation. The delivery, staging, and installation schedule shall be at the convenience of the College.
- All work area locations to be cleaned up daily. Install plastic tents and tack boards on the floor at each of the door installations to control dust and debris.
- Contractors are to ensure that all materials and tools are secured throughout the workday to ensure the highest safety for faculty, staff, and students.
- Proposals must be completed on the form provided.
- Contractors must supply at least three references including name of company, contact person, telephone number and email address.
- The contract shall be AIA Form A105 Standard Form of Agreement between Owner and Contractor for Small Commercial Project.

III. SCOPE OF WORK

Jefferson College is soliciting bids to lawfully furnish and install doors, frames and hardware, as indicated, at the Viking Woods Apartments.

A. GENERAL SPECIFICATIONS

1. REPLACE UNIT:

a) General:

- Total of 56 doors.
- Remove existing doors, frames, hardware, trim, existing siding and install new trim board.
- Provide and install new hollow metal doors, K-D frames, and finish hardware including ball bearing hinges, peeps, thresholds, gaskets, and locks.
- All openings must be field verified for opening size, hardware location, wall condition, and framing condition.

b) Frames:

- Frames to be Steelcraft DW series K-D hollow metal frame or Republic MH series K-D hollow metal frame.

c) Doors:

- Doors to be hollow metal doors and panels – embossed panel type.
- Doors to be Steelcraft Model CE 16, 6-panel door or Republic 16 GA. Embossed doors.

d) Door Hardware:

- Hinges BHMA A156.1 to be ball bearing hinges with 5 knuckles and 4 ½ inch width unless other width is required due to frame and or trim requirements. 4 ½-inch height for door widths up to 3' 6" and 5 inch height for doors with 3' 6" and over. Two hinges per door.
- Lock Cylinders to be tumbler type, constructed from brass or bronze, stainless steel, or nickel silver.
- Door gasketing BHMA 156.22 air leakage not to exceed .50 cfm per foot of crack length for gasketing other than for smoke control, as tested according to ASTM E 283; with resilient or flexible seal strips that are easily replaceable and readily available from stocks maintained by manufacturer.
- Thresholds BHMA A 156.21 fabricated to full width of opening indicated.
- Kick plate 8400 8" X 2" LDW B- CS, 630 finish or equivalent.
- Lockset to be ND series entry locks with Sargent LA removable cores keyed up to separate master system.

e) Paint:

- Prep and paint all exterior door frames completely on all sides with two coats of Sherwin Williams paint, DTM, Semi-gloss, Accessible Beige.

- Prep and paint all interior door frames completely on all sides with two coats of Sherwin Williams paint, DTM, Semi-gloss, Navajo White.
- Prep and paint all exterior door panels with two coats of Sherwin Williams paint, DTM, Semi-gloss, Blue Blood.
- Prep and paint all interior door panels with two coats of Sherwin Williams paint, DTM, Semi-gloss, Navajo White.

IV. COMMENCING AND COMPLETION OF WORK

This project is subject to the Jefferson College Board of Trustees approval of funding on April 11, 2019. Work to be performed during the hours of 7:00 a.m. – 4:30 p.m. Monday through Friday.

The work schedule required for this project is:

Building 808, 24 doors – to be completed on or before June 28, 2019

Buildings 802, 20 doors and 804, 12 doors – to be completed on or before July 24, 2019

V. PROJECT ADMINISTRATION

The College Director of Buildings and Grounds shall be the College's representative on the project. The Director shall have the sole authority, after consultation with College Officials, to approve any changes in the scope of the project, specifications or other matters relative to the project.

**Dale Richardson
Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Telephone: 636-481-3501
Email: drichar6@jeffco.edu**

VI. INSURANCE AND BONDS

- A. Each proposal shall be accompanied by a five percent bid bond from a bonding company or company check satisfactory to the Community College District of Jefferson County. Bid security is required as guarantee that contractor will enter into a written contract and furnish performance and payment bonds; and if successful contractor fails to do so within 30 days from the date of closing of the bid, bid security will be called in by the College.
- B. The successful contractor shall furnish a performance and payment bond for 100 percent of the completed contract amount as security for the faithful performance of the contract.
- C. The successful contractor shall submit to the College a “Certificate of Insurance” for all insurance required under this provision. The contractor shall provide and maintain in effect during the life of the project and warranty period the following coverage, **for which Jefferson College shall be named as “an additional insured”**.

Worker’s compensation	Statutory limits
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Comprehensive general liability
 (Including premises-operations;
 Independent contractors’ protective;
 Products and completed operations;
 Broad form property damage):

Bodily injury:	
Each occurrence	\$ 500,000
Aggregate, products And completed operations	\$1,000,000

Property damage:	
Each occurrence	\$ 500,000
Aggregate	\$1,000,000

Products and completed operations
 Insurance shall be maintained for
 The duration of construction and
 Contractor shall continue to
 Provide evidence of such coverage to
 College during the construction period.

Property damage liability insurance
 Shall include coverage for the

Following hazards:

Explosion
Collapse
Underground

Contractual liability:

Bodily injury	\$ 500,000
Property damage	\$ 500,000

Comprehensive automobile liability:
(owned, non-owned, and hired)

Bodily injury:	
Each person	\$ 500,000
Each accident	\$1,000,000
Property damage	\$1,000,000

VII. PREVAILING WAGES

This project shall require that not less than the prevailing hourly rate of wages in the County of Jefferson, as determined by the Missouri Department of Labor Relations for each craft and type of worker required. Compliance of all sections of 290.250 and other applicable sections of the revised statutes of the State of Missouri is mandatory. The contractor shall submit a copy of the affidavit of compliance, as submitted to the state of Missouri, to Jefferson College with the final invoice for payment.

The contractor shall post the prevailing hourly wage rates on the project site.

The contractor shall complete and submit to the owner with each request for payment, a certified copy of the payroll records for all workers involved on this project.

The contractor shall complete and submit to the owner upon completion of the project, the affidavit of compliance and the contractor's report of construction wages with the final invoice. Copies of these forms are provided with this document.

The contractor shall forfeit as a penalty, one hundred dollars for each worker employed, for the calendar day or portion, thereof such worker is paid less than the stipulated wage rate, or the applicable penalty as set forth by the Missouri division of labor relations.

The contractor shall cause a statement to be written into the performance bond that guarantees the faithful performance of the prevailing hourly wage rate, as stipulated by the Missouri Division of Labor Relations.



**DIVISION OF
LABOR
STANDARDS**

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF LABOR STANDARDS

**AFFIDAVIT
COMPLIANCE WITH THE PREVAILING WAGE LAW**

I, _____, upon being duly sworn upon my oath state that: (1) I am the
(Name)
_____ of _____; (2) all requirements of
(Title) *(Name of Company)*
§§ 290.210 to 290.340, RSMo, pertaining to the payment of wages to workers employed on public works projects
have been fully satisfied with regard to this company's work on _____;
(Name of Project)

(3) I have reviewed and am familiar with the prevailing wage rules in 8 CSR 30-3.010 to 8 CSR 30-3.060; (4) based upon my knowledge of these rules, including the occupational titles set out in 8 CSR 30-3.060, I have completed full and accurate records clearly indicating (a) the names, occupations, and crafts of every worker employed by this company in connection with this project together with an accurate record of the number of hours worked by each worker and the actual wages paid for each class or type of work performed, (b) the payroll deductions that have been made for each worker, and (c) the amounts paid to provide fringe benefits, if any, for each worker; (5) the amounts paid to provide fringe benefits, if any, were irrevocably paid to a trustee or to a third party pursuant to a fund, plan, or program on behalf of the workers; (6) these payroll records are kept and have been provided for inspection to the authorized representative of the contracting public body and will be available, as often as may be necessary, to such body and the Missouri Department of Labor and Industrial Relations; (7) such records shall not be destroyed or removed from the state for one year following the completion of this company's work on this project; (8) when in effect, the requirements of §§ 290.550 through 290.580, RSMo, pertaining to excessive unemployment were fully satisfied; and (9) there has been no exception to the full and complete compliance with the provisions and requirements of Annual Wage Order No. _____ Section _____ issued by the Missouri Division of Labor Standards and applicable to this project located in _____ County, Missouri, and completed on the _____ day of _____.

The matters stated herein are true to the best of my information, knowledge, and belief. I acknowledge that the falsification of any information set out above may subject me to criminal prosecution pursuant to §§290.340, 570.090, 575.040, 575.050, or 575.060, RSMo.

Signature

Subscribed and sworn to me this ____ day of _____, _____.

My commission expires _____, _____.

Notary Public

Receipt by Authorized Public Representative

VIII. INDEMNITY

Contractor agrees to indemnify and hold harmless the Community College District of Jefferson County and its directors, officers, employees, and agents from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable legal fees and expenses in connection with any investigative, administrative, or judicial proceeding, whether or not designated a party thereto) which may be suffered by, incurred by or threatened against the College or directors, officers, employees or agents of the College on account of or resulting from injury or claim of injury to person or property arising from Contractor's actions or omissions relating to this Agreement or arising out of Contractor's breach or failure to perform any term, covenant, condition, or agreement herein provided to be performed by the Contractor.

IX. WARRANTIES

Contractor shall guarantee workmanship for a period of one year after the date of substantial completion as determined by the College and contractor. Material warranties will be the maximum offered by the manufacturer.

X. LIQUIDATED DAMAGES

Recognizing the immediate needs of the College for completion of the work for incoming students residing at Viking Woods and the significant cost and inconvenience to the students and the College, time is of the essence on this contract. Should the Contractor fail to finish the work on or before the dates specified under **Section IV Commencing and Completion of Work**, the Contractor shall be charged by the College, as liquidated and ascertained damages, the sum of **Five Hundred Dollars (\$500.00) for each calendar day** that the work remains incomplete beyond the specified date(s), subject only to extensions of time granted in writing by the College for unforeseen conditions. The amount so charged shall be deducted by the College from any monies which otherwise be or become payable to the Contractor.

XI. GUIDELINES

1. All workmanship must be in a professional manner and performed in a timely manner. Scheduling of work shall be coordinated with the Director of Buildings and Grounds.
2. The normal activities of the College will be ongoing and must not be interrupted by these projects.

3. Loud conversations, playing music, foul language, less than professional conduct by the contractor's workers will not be tolerated.
4. Parking to be coordinated with Director of Buildings and Grounds.
5. Contractor to arrange with Buildings and Grounds for placement/staging of materials before, during, and after installation.
6. Disposal of used materials from the project must be in a lawful manner and College dumpsters will not be used by the contractor nor their workers, unless authorized by the Director of Buildings and Grounds.
7. Restrooms are available to the contractor's workers in the buildings.
8. Electric and other utilities in the buildings are available to the contractor.
9. Contractor is to ensure that all materials and tools are secured throughout the workday to ensure the highest safety for faculty, staff, and students.
10. The job site must be cleaned up each evening and before leaving for the weekend. Materials, tools, etc. must be stored in the room(s) impacted by the project.
11. Dumpster locations shall be coordinated with the Director of Buildings & Grounds.
12. The use of all tobacco and smoke-related products is prohibited on all properties owned or leased by Jefferson College, including buildings, facilities, and student housing, as well as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas. The goal of the policy is to promote a healthy environment for all who utilize the College and its facilities.

PROPOSAL FORM
JEFFERSON COLLEGE
RFP #1902002
VIKING WOODS DOOR REPLACEMENT
DUE: MARCH 28, 2019
NOT LATER THAN 2:00 P.M.

PROPOSAL COST: _____

SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____ **PHONE:** _____

COMPANY: _____

ADDRESS: _____

EMAIL ADDRESS: _____

REFERENCES

Company

Contact

Telephone/Email

Address

Company

Contact

Telephone/Email

Address

Company

Contact

Telephone/Email

Address