



Lakeview School District

Amy J. Jones
Director of Finance

April 7, 2010

REQUEST FOR PROPOSAL
REPLACEMENT OF WALL TILE AND INSTALLATION OF FLOOR TILE
LAKEVIEW MIDDLE SCHOOL KITCHEN
INSTRUCTIONS AND GENERAL CONDITIONS

Enclosed is a Request for Proposal from the Lakeview School District for the removal, preparation and installation of ceramic wall tile and the preparation and installation of ceramic floor tile and base in the kitchen facility of Lakeview Middle School. Proposals are to be submitted on the prescribed forms sealed in an envelope clearly marked **“MIDDLE SCHOOL KITCHEN TILE”**.

All sealed proposals must be submitted to Amy J. Jones, Director of Finance, Lakeview School District, 15 Arbor Street, Battle Creek, MI 49015, no later than 2:00 p.m. on Wednesday, May 5, 2010. Any proposal received after that time will be returned unopened to the sender. Proposals will be opened in the District’s business office, 15 Arbor Street, Battle Creek, Michigan at 2:00 p.m. on May 5, 2010.

- 1. A mandatory pre-bid meeting will be held at Lakeview Middle School, 300 South 28th Street, Battle Creek, Michigan, on Wednesday, April 21, 2010, at 2:15 p.m.**
- Proposals are to be submitted on the basis of specifications, Appendix “A” and sketches, Appendix “B”, attached. Alternates will be accepted if approved by the Operations Director and manufacturer spec sheets are attached.
- Bid Security in the form of a certified check in the amount of 5% of the bid payable to Lakeview School District is acceptable bid security only for proposals less than \$50,000. (Bid Security in the form of bonds is required to be submitted with all proposals greater than \$50,000.)
- Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, or the superintendent of the school district. The District will not accept a bid that does not include this sworn and notarized disclosure statement.
- All proposals will be opened at the day and time stated above. All proposals will be read aloud. Persons submitting proposals may attend, and a list of companies who have submitted bids will be made available.
- Although cost will be an important factor in awarding bids, the District is not obligated by operation of any statute or regulation to award a contract solely on the basis of low bid.
- The District reserves the right to accept all or any part of a submitted proposal.
- All proposals shall be irrevocable for a period of sixty (60) days from the bid opening.
- The Lakeview School District reserves the right to reject any and/or all bids, and to waive irregularities. No bids may be withdrawn within 30 days of the day of receipt of the bids.
- Payment will be withheld until the owner is satisfied with the installations.
- Work is to start as soon as a date after June 13, 2010 can be mutually agreed upon by the Director of Operations and the contractor.
- The vendor is requested to submit copies of the warranties that are specific to each product.

13. Any additional questions or requests for information should be directed to:
Gordon Dyke, Operations Director
Lakeview School District
15 Arbor Street
Battle Creek, MI 49015
(269) 565-2450

APPENDIX “A”
LAKEVIEW SCHOOL DISTRICT
REPLACEMENT OF WALL TILE AND INSTALLATION OF FLOOR TILE
LAKEVIEW MIDDLE SCHOOL KITCHEN

Intent

This project is to remove, prepare and install ceramic wall tile, and prepare and install ceramic floor tile and base in the kitchen facility of Lakeview Middle School.

Scope of Work

Required permits are to be obtained and included in the bid by the contractor. The work shall consist of removal, preparation and installation of ceramic wall tile and the preparation and installation of ceramic floor tile and base in three separate areas of the kitchen facility.

The Serving Area is to have the wall tile replaced with installation up to the ceiling wall angle.

The Kitchen is also to have the wall tile replaced with installation up to the ceiling wall angle.

The Storage Room is to have tile installed on the floor with 6 inch tile base.

Design

Design is to be done to ensure a sanitary and visually appealing installation. All questions regarding scope, conditions, etc. are to be addressed with the owner prior to the bid due date.

Demolition

Care is to be exercised to minimize the amount of damage that must be repaired by the contractor. Adjacent surfaces are to be protected to prevent damage. Removable obstacles are to be protected and stored on site for reinstallation by the contractor. Refuse and cardboard may be disposed of in the respective dumpsters on site. Contractor and Operations Director will delineate what wall tile is un-accessible. New work is to align with the un-accessible tile and be grouted in a sanitary manner. Wiremold conduits are to be separated from the wall and tiled behind. Contact the owner if electrical disconnection is required.

The Serving Area is to have the wall tile removed and the painted block prepared to ensure adhesion of leveling material. Wood trim is to be removed from the two wall openings to the adjacent snack bar.

The Kitchen is to have the wall tile removed and the painted block prepared to ensure adhesion of leveling material. Edges of un-accessible wall tile are to remain un-broken and suitable for re-grouting.

The Storage Room floor is to be prepared to ensure adhesion of thin-set tile adhesive.

New Work

Work is to be done in a quality workmanship like manner. Owner is to be notified prior to the bid date if there are any other barriers to achieving the Scope of Work stated above. Wall surfaces not previously tiled are to be surfaced plumb and brought flush with the surface below with a material manufactured for that purpose. Wire mesh may be installed where thickness allows.

Serving Area – Base: Interceramic Metallic Brass 6 x 6 or 12 x 12 split to 6”

Walls: Interceramic Matte White 6 x 6 field

Interceramic Bold Tone Plum 6 x 6 accents every other tile one row centered approximately 3 feet above the floor and one row centered approximately 3 feet above the floor, staggered vertically. Bullnose tile are to frame the two wall openings to the adjacent snack bar including the trim inside the snack bar.

New Work (continued)

Kitchen – Base: Interceramic Metallic Brass 6 x 6 or 12 x 12 split to 6”
Walls: Interceramic Matte Canvas 6 x 6 field

Storage Room – Floor: Interceramic Metallic Iron 12 x 12
Base: Interceramic Metallic Iron 12 x 12 split to 6”

Wall grout is to be TEC un-sanded Coffee. Floor grout is to be TEC sanded Coffee. Tile is to be grouted to a sanitary finish to meet Health Department regulations. All penetrations must be sealed with materials designed to maintain the fire code requirements of the building. All joints between dissimilar surface materials must be caulked prior to grouting using one-part polyurethane caulk with color to match the grout.

Clean-up

All surfaces and ledges above floor level in the areas of work shall be dusted and the floor shall be swept free of dirt and debris. District personnel will perform final cleaning. Debris may be disposed of in the dumpsters opposite the exterior door of the kitchen.

**LAKEVIEW SCHOOL DISTRICT
REPLACEMENT OF WALL TILE AND INSTALLATION OF FLOOR TILE
LAKEVIEW MIDDLE SCHOOL KITCHEN
BID RESPONSE FORM**

Company Name _____

Name of Sales Representative _____

Address _____

Telephone Number _____

Fax Number _____

Serving Area bid	_____
Kitchen bid	_____
Storage Room bid	_____
TOTAL BASE BID	_____

Alternate Pricing: Provide detail explanation

Signature of Authorized Sales Representative

Date

Sworn and Notarized Familial Disclosure Statement

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Lakeview School District Board of Education or the Superintendent of Lakeview School District. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

___ **The following familial relationship exists** between the owner or any employee of the bidder and member of the Lakeview School District or the Superintendent of Lakeview School District.

Owner/Employee Name	Related to:	Relationship
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

Attach additional pages if necessary to disclose familial relationship.

___ **There is no familial relationship that exists** between the owner and any employee of the bidder and any member of the Lakeview School District Board of Education or the Superintendent of Lakeview School District.

Bidder's Firm Name _____

By (Signature) _____

Printed Name & Title _____

Subscribe and sworn before me this _____

Seal:

Day of _____, 20__ a Notary Public

In and for Calhoun County, _____

(Signature)

NOTARY PUBLIC

My Commission expires _____