

SOUTHFIELD PUBLIC SCHOOLS

PURCHASING OFFICE - John W. English Administrative Center
Martha Ritchie, Purchasing Manager
Cindy Martin, Secretary (248) 746-8518
24661 Lahser Road
Southfield, MI 48033 Fax (248) 746-8812



SOUTHFIELD PUBLIC SCHOOLS
INVITATION TO BID
Locker Painting and Refurbishing

The Southfield Board of Education invites you to submit a bid to furnish the Southfield Board of Education locker door painting and refurbishing for Southfield High School. Southfield High School is located at 24675 Lahser, Southfield, MI, 48033.

All bids to be delivered to:

Ms. Martha Ritchie
Purchasing Manager
Southfield Public Schools
24661 Lahser Road
Southfield, MI 48033

Bids are to be in a sealed envelope clearly marked "Lockers" and returned no later than 2:00 p.m. E.S.T., Wednesday, April 2, 2008, at which time the bids will be opened and publicly read. Bids must be submitted on the official FORM provided. The form is available on the district web site at www.southfield.k12.mi.us. The Board reserves the right to reject any and all bids. Late bids will not be accepted.

Bids must be accompanied by a satisfactory bid bond or verified check payable to Southfield Public Schools in the amount not less than five percent (5%) of the total bid.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid 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, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. The **District** shall not accept a bid that does not include this sworn and notarized disclosure statement.

INSTRUCTIONS TO BIDDERS AND BID CONDITIONS

1. Bids are due and will be publicly read Wednesday, April 2, 2008, at 2:00 p.m. in the main lobby area of the J.W.E. Administration Building, 24661 Lahser Rd, Southfield, MI 48033
2. Bids are to be submitted on official form in sealed envelopes, clearly marked: "Lockers."
3. The Board reserves the right to reject any and all bids or waive any part thereof.
4. Federal, state or local taxes are NOT to be included in price.
5. Any questions are to be directed to the Purchasing Manager, Martha Ritchie, 248. 746-8519.
6. Faxed bids will not be accepted.
7. Bids to remain firm for sixty days from due date.
8. 5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each proposal.
9. **INSURANCE REQUIREMENTS:** The contractor will secure and maintain during the term of the contract insurance from and insurance company authorized to do business in the State of Michigan that will protect the School district from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The contractor may not start work until evidence of all required insurance has been submitted and approved by the school district. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to approved by the school district prior to the execution of the contract.

The Certificate shall specifically name the school district as an additional insured party.

The certificates must contain the agreement of the insurance company notifying the school district in writing ten (10) days prior to any cancellation or material alteration of the policy. The limits of insurance shall not be less than the following:

A. Workers Compensation Insurance in the amount required by Michigan Law.

General Liability:	
Bodily Injury and Property Damaged Combined	
Each occurrence	\$500,000.00
Aggregate	\$1,000,000.00
Personal Injury	\$500,000.00

10. INSPECTION OF WORKSITE:

Before submitting a bid, each bidder shall inspect the site of the proposed work to arrive at a clear understanding of the conditions under which the work is to be done. He will be held to have compared the premises with the specifications, and to have satisfied himself as to all conditions affecting the execution of the work. Claims for extra payments based on lack of knowledge of existing circumstances will not be allowed. **Contact Martha Ritchie 248.746.8519 to arrange inspection of worksite.**

11. Prices bid must include all delivery and handling and installation charges.

12. The responsibility of delivering bids to the Southfield Public Schools rests entirely with the bidder, notwithstanding delays resulting from postal handling or any other reasons. Late bids will not be accepted.

13. No proposal, bid, order, specification, or acceptance may be changed or varied by verbal agreement, and all orders are accepted only under the provisions set forth in the specification and on the purchase order.

14. Award - The Southfield Board of Education reserves the right to make an award to the lowest responsible net bidder and to reject bids which do not meet specifications.

15. Warranty - All parts and workmanship shall be fully guaranteed against defect in performance, materials and construction a minimum of two (2)years of actual use. Bidder to state length of warranty in proposal.

16. Bidder to supply the names, addresses, and phone numbers of three school districts where they have painted lockers in the past.

17. Vendor to pay prevailing wages.

**Southfield Public Schools
Invitation to Bid: Locker Painting and Refurbishing
Specifications**

Scope of Work:

This bid is for the electrostatic painting of 445 single recessed lockers in the first and second floor hallways at Southfield High School O House wing. A floor plan is attached. Scope of work includes painting of locker door front and back per technical specifications. Contractor to keep locker numbers plates free from paint by taping off or removing then replacing. Replacement of the existing number plates with new is listed as Alternate I.

Technical Specifications

SECTION 09913 — ELECTROSTATIC PAINTING

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes application of electrostatic coating systems including surface preparation, prime coats and topcoats.
- B. Items to be electrostatically painted include the following:
 - 1. Exterior surfaces (doors, door returns and filler panels) of metal lockers.
 - a. Perimeter trim of recessed lockers shall not be painted.
 - b. Confirm the location and number of lockers with the owner.

1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples: Of each color for review of color only.
 - 1. Provide samples of each color and material to be applied, with texture to simulate actual conditions, on draw down display cards. Resubmit samples as requested until the required sheen and color and is achieved. Confirm color with the owner.

1.3 QUALITY ASSURANCE

- A. Applicator Qualifications: A firm or individual experienced in applying electrostatic coatings similar in material, design, and extent to those indicated for this Project, whose work has resulted in applications with a record of successful in-service performance.
- B. Source Limitations: Obtain primers for each coating system from the same manufacturer as the finish coats.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to Project site in manufacturer's original, unopened packages and containers bearing manufacturer's name and label and the following information:
 - 1. Product name or title of material.
 - 2. Product description (generic classification or binder type).
 - 3. Manufacturer's stock number and date of manufacture.
 - 4. Contents by volume, for pigment and vehicle constituents.
 - 5. Thinning instructions.
 - 6. Application instructions.

7. Color name and number.
8. VOC content.

B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of **45 deg F**. Maintain storage containers in a clean condition, free of foreign materials and residue.

1. Protect from freezing. Keep storage area neat and orderly. Remove oily rags and waste daily.

1.5 PROJECT CONDITIONS

A. Apply electrostatic coatings only when temperatures of surfaces to be painted and surrounding air are between **50 and 90 deg F**.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Metal Cleaner: Biodegradable cleaner and degreaser.

1. Products: Provide the following:

- a. RCHD Citaprep Cleaner; Accessa Coatings Solutions, (800) 593-0126.

B. Primer: Rust inhibitive, anti-corrosive metal primer and barrier coat, resistant to finish coats containing strong solvents.

1. Products: Provide the following:

- a. Universal Primer; Accessa Coatings Solutions, (800) 593-0126.

C. Electrostatic Epoxy Enamel: Two-component polyamide epoxy enamel formulated for adhesion toughness, wear and chemical resistant properties.

1. Color: Match Republic Metal Locker Color No. 85 "True Navy".
2. Products: Provide the following:

- a. Epoxy Glaze Electrostatic Enamel; Accessa Coatings Solutions, (800) 593-0126.

- b. Owner approved equal.

PART 3 - EXECUTION

3.1 PREPARATION

A. Surface Preparation and Cleaning: Before applying electrostatic paint, clean metal surfaces of substances that could impair bond of the electrostatic paint. Remove all surface contamination such as, oil, grease, loose paint, mill scale, dirt, foreign matter, rust, mold and mildew to assure sound bonding to the tightly adhered existing paint.

1. Scrape all loose, blistered, scratched or otherwise imperfect paint down to bare metal and sand adjacent tightly adhering paint down to feather edge.
2. Degrease and clean surfaces by wet sanding, rinsing with clean water and wiping down with "RCHD Citaprep Cleaner ". Rinse with warm water and wipe down with clean rags until surface is dry.

B. Provide surface-applied protection before application of electrostatic paint.

1. Mask all locks, number plates, and door handles on all lockers to be electrostatic painted.
2. Mask perimeter trim of recessed lockers.
3. Provide masking on existing floors, walls and columns and other adjacent surfaces.

- C. Material Preparation: Mix and prepare electrostatic paint materials according to manufacturer's written instructions.
 - 1. Use only thinners approved by electrostatic paint manufacturer and only within recommended limits.

3.2 APPLICATION

- A. General: Apply electrostatic paint according to manufacturer's written instructions. Use applicators and techniques best suited for substrate and type of material being applied.
 - 1. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
 - 2. Provide finish coats that are compatible with primers used.
- B. Scheduling Painting: Apply primer coat to surfaces that have been cleaned and prepared for electrostatic painting as soon as practicable after preparation and before subsequent surface deterioration.
 - 1. Do not apply succeeding coats until previous coat has cured as recommended by manufacturer.
 - 2. If undercoats, stains, or other conditions show through final coat of electrostatic paint, apply additional coats until paint film is of uniform finish, color, and appearance. Give special attention to ensure that edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.
- C. Application Procedures: Apply electrostatic paints by Ramsburg #2 electrostatic deposition method.
- D. Prime Coats: Before applying finish coats, apply rust inhibitive primer to act as an intermediate coat between existing painted surfaces and new coating.
- E. Finish Coats: Completely cover surfaces to provide a smooth, opaque surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.
 - 1. Over primer apply a dustcoat of finish paint in order to prevent runs and stop lifting.
 - 2. Apply final coat of paint of uniform film thickness and with a smooth and clean appearance.
- F. Completed Work: Match approved samples for color, texture, and coverage. Repaint work not complying with requirements.

3.3 CLEANING

- A. Cleanup: At the end of each workday, remove all masking, empty cans, rags, rubbish, and other discarded paint materials from Project site.
 - 1. After completing painting, clean adjacent paint-spattered surfaces. Remove spattered paint by washing and scraping without scratching or damaging adjacent finished surfaces.

3.4 PROTECTION

- A. Protect adjacent construction against damage from electrostatic painting. Correct damage by cleaning, repairing or replacing, and repainting, as approved by Owner.
- B. Provide "Wet Paint" signs to protect newly painted finishes.

**Southfield Public Schools
Invitation to Bid: Locker Painting and Refurbishing
Official Bid Form**

Electrostatic Painting of 445 lockers as specified: \$ _____

Alternate I: Remove 445 number plates, furnish and install new aluminum number plates with black numerals not less than ½" high. Plates to be attached to locker in same location as the removed plates and secured with steel rivets.

\$ _____

Warranty: _____

I certify that this bid meets or exceeds all specification contained in the Southfield Public Schools Invitation to Bid : Locker Painting and Refurbishing

Company Name: _____
Address: _____
Authorized Signature: _____
Name/Title: _____
Phone Number: _____ Fax: _____
Cellular Number: _____ Date: _____

**Southfield Public Schools
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 Southfield Public Schools Board of Education of the Superintendent of Southfield Public Schools. 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 Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

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 Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Bidder's Firm Name _____

By (Signature) _____

Printed Name & Title _____

Subscribe and sworn before me this _____ Day of _____, 20__ a Notary Public

In and for _____ County

(Signature)

NOTARY PUBLIC

My Commission expires _____

SEAL
