



# MELBA SCHOOL DISTRICT

## REQUEST FOR BID (“RFB”) SIDEWALK & CURBING

MELBA SCHOOL DISTRICT NO. 136 (“MSD”)

DUE: TUESDAY; NOVEMBER 28, 2017  
@ 12:00PM (MST)

## INVITATION FOR BID

**NOTICE IS HEREBY GIVEN** that bids will be received by the Board of Trustees of Melba Joint School District No. 136, Melba, Idaho, for Sidewalk and Curbing.

Detailed specifications are available at the Melba School District Administration Office, 511 Broadway, Melba, Idaho, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Thursday.

Bids must be submitted on or before 12:00 p.m. on Tuesday, November 28, 2017, to the Melba School District Administration Office, 511 Broadway, Melba, Idaho.

The Board of Trustees reserves the right to accept, reject or to select any portion of any or all bids and to waive any technicality. No bidder may withdraw the bid(s) after the opening of such bids unless the awarding of the bid is delayed for a period exceeding thirty days.

Questions should be made in writing via email to Ms. Dalelyn Allen, [dallen@melbaschools.org](mailto:dallen@melbaschools.org), Business Manager.

Andy Grover, Superintendent  
Melba School District #136

Publish 11/10/17 & 11/17/17

INVITATION TO BID  
SIDEWALK & CURBING  
MELBA SCHOOL DISTRICT

**INTRODUCTION**

Melba School District No. 136 (“MSD”) is a public K-12 school district in Melba, Idaho, that serves nearly 800 students at one elementary school and one junior/senior high school. Students come from three counties in Southwest Idaho. The school district is a major employer in the Melba area.

**OBJECTIVE**

1.0: This is an invitation to submit a bid based on the specifications described in this document.

- This invitation to bid encompasses one (1) main bid with five (5) alternate bids.
- The main bid will be for a section of sidewalk along Broadway Avenue on the East side of the football field. This project will be awarded and must be completed by March 15, 2018.
- The alternate bids may or may not be awarded. This will depend on price and the ability to get these projects completed. The completion date for ANY alternate bid chosen will be March 15, 2018.

**RESPONSE INSTRUCTIONS**

2.0: The selected Vendor will provide the equipment and assertions as described below:

MAIN BID: Sidewalk Broadway Avenue on the East side of the football field addition. (See attached plans by Leavitt Engineers).

- Sidewalk will include curb and gutter.

ALTERNATE BIDS: Alternate bids are listed below.

1. **ALTERNATE BID #1: Sidewalk Broadway Avenue in front of the parking lot and District Office building.**
  - Sidewalk will include curb and gutter.
  - 366’ Linear Feet



2. **ALTERNATE BID #2: Curbing.** Three separate areas are included in this alternate. They are: District Office, Elementary Parking Lot and Elementary Playground.

- DISTRICT OFFICE: Around grass berms in the District office and parking lot
  - 770' Linear Feet



- ELEMENTARY PARKING LOT: Separation curb between rock and grass in new elementary parking lot
  - 270' Linear Feet



- ELEMENTARY PLAYGROUND: Separation curb between blacktop and grass in the elementary playground.
  - 145' Linear Feet



- 3. **ALTERNATE BID #3: Baseball Field Sidewalk.**
  - 92' x 4'



**4. ALTERNATE BID #4: Softball Field Concession stand footers and pad.**

- Pad – 20' x 28'
- Footers



**5. ALTERNATE BID #5: Pony Wall – Behind High School Weight Room.**

- Height 32" above ground
- Length 49' Long

All Projects must be completed by March 15, 2018.

All bids must be submitted in accordance with the specifications and information contained herein, as well as with any addenda, if required, issued by the purchaser. Any item not specifically called for in the Specification, but normally required for a complete unit, are to be considered a part of the contract. The Manufacturers and Products specified in the document are to be used. No substitutions of components specifically referenced will be allowed without prior written customer consent after submittal review.

**QUANTITY, PURCHASE, DELIVERY TIMEFRAME AND PAYMENTS**

3.0: Each of the following items should be noted and/or addressed in response to this bid solicitation:

- The currency used for said bid will be in U. S. dollars.
- Prices shall be quoted in U.S. dollars.
- Bids shall be valid for 180 days.
- The bid shall include all costs deemed necessary to cover all contingencies essential to the purchase and installation of the items specified.
- Bidders should become familiar with any local conditions which may, in any manner, affect the services required. The bidder(s) is/are required to carefully examine the RPB terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance or fees will be accepted due to lack of knowledge of these conditions.
- Total cost for installation, materials, labor, project management, permit fees, and other miscellaneous items must be listed individually.
- A complete materials list, including description, manufacturer, part number, quantity, unit price and total price must also be included is applicable.

- All products and materials shall be new, clean, free of defects and free of damage and corrosion.
- Where discrepancies are found during the bid process, the most stringent requirements must be included in the bid.
- Any cost encountered, which is not specifically itemized in the bid, shall not be incurred unless specifically agreed upon, in writing.
- No additional compensation will be allowed for extra work incurred on the part of the Contractor due to the bidders' failure to notice any existing condition, which may cause the additional labor.
- Bid responses shall be concise following the format and numbering of this specification.
- Bidders must notify MSD as soon as detected any omissions or errors in the specification so corrective addenda may be issued. Such notification must be received by the MSD prior to the bid opening.
- The MSD reserves the right to consider bids that exceed these requirements.
- Freight costs must be included in all materials. MSD does not pay freight charges.
- All bid prices shall include any and all applicable taxes, surcharges, and fees except for qualifying exemptions by the MSD as deemed by Idaho Code and Statutes.
- Vendor billing will be submitted after the product(s) have been received. All invoices must be dated and invoiced during the July 1, 2017 to June 30, 2018, fiscal year. Each invoice should reference a MSD purchase order as provided once contract has been awarded.
- Invoice payments are not approved by the Board until the regular monthly Board Meeting held on the 2<sup>nd</sup> Tuesday of each month, or unless otherwise posted. MSD payment terms for this bid are net 60 days but MSD reserves the right to change these payment terms at any time. No late payment charges will be paid by MSD at any time for any reason.

#### **ASSERTIONS BY VENDOR**

4.0: The Vendor must have experience and be licensed in the appropriate field of work to perform the request and installation contained within this RFB. The vendor will possess these minimum qualifications at the time of bid:

- The vendor must have a valid business license and company registration with the Idaho Secretary of State.
- Personnel trained and certified in the design, installation and repair of the items proposed.
- Provide references from other Idaho educational K-12 institutions.
- Personnel knowledgeable in local, state, province and national codes, and regulations. All work shall comply with the latest revision of the codes or regulations. When conflict exists between local or national codes or regulations, the most stringent codes or regulations shall be followed.
- The vendor must possess current Idaho Workers' Compensation, General Liability and other insurance certificates as required.
- Provide history/years of prior experience with Idaho K-12 institutions
- Provide length of time in business in Idaho
- Provide proximity of nearest office to Melba, ID

#### **EVALUATION METHODOLOGY**

5.0: Each bid will be evaluated based on criteria and priorities as defined by MSD, which will choose the submission that, taken as a whole, and in MSD's sole opinion, is in the best interest of the organization. Bids should address the evaluation criteria itemized below. The evaluation criteria include the following:

- Total Cost: The overall best pricing for installation specified.
- Services Match Current and Future Needs: Suitability of proposed product(s) for purpose and best fit of proposed product(s) into existing inventory, environment and support. Product evaluations based on direct experience with product when possible.
- Reliability of Vendor: The vendor's overall performance record, including responsiveness and reputation based on feedback from available references as well as prior satisfactory experience with MSD. Stability/risk of vendor, including assessment of risk that they may not be able to fulfill responsibilities.
- Vendor Response: This includes the Incident/Inquiry Response Time as well as the perceived quality of the vendor's bid response, including completeness, accuracy and appropriateness.

The bids shall be evaluated according to the following rubric:

<b>Vender Selection Rubric</b>	<b>Possible 100 points</b>
Total Cost	40
Services Match Current and Future Needs	20
Reliability of Vendor	20
Vendor Response	20

**TERMS AND CONDITIONS**

6.0: Responses to this bid solicitation must be submitted and delivered to MSD no later than **12:00 P.M. (MST) on Tuesday, November 28, 2017**. Vendors should return all pages of the Request for Bid (“RFB”) with bid response. Bids may include a digital copy on DVD, CD or flash drive, hard copy, or email. Acceptable digital formats include Word or PDF. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. **Bids will be opened at 12:15 P.M. on Tuesday, November 28, 2017.**

6.1: Costs Associated with Preparation of the Vendor’s Response

MSD will not be liable for any cost incurred by the respondents in preparing responses to this bid or negotiations associated with award of a contract or in any other respect.

6.2: Omissions

Omissions in the bid of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

6.3: Right to Reject

MSD reserves the right to accept or reject all bids or sections thereof and when the rejection is in the best interest of MSD and reserves the right to award without further discussion. MSD reserves the right to waive minor irregularities, technical or legal deficiencies of any bid and to negotiate the terms of any bid.

6.4: Bid Award

The winning bidder will be required to sign MSD’s agreement for services contract. MSD will not sign contracts provided by Vendor.

The successful bidder shall, upon Notice of Award, furnish the following:

- Certificate of Insurance showing general liability, automotive and worker’s compensation
  - List the MSD as an additional insured.

Through the term of the award the bidder shall:

- Indemnify and hold harmless the MSD from and against all suits, claims, judgments, awards, losses, costs or expenses (including without limitation attorneys’ fees) arising in any way out of the Vendor's breach of, or failure to perform any obligation of Vendor under this Award/Agreement. Vendor will defend all such actions with counsel satisfactory to MSD at the Vendor’s own expense, including attorneys’ fees, and will satisfy any judgment rendered against MSD in such action.

The MSD reserves the right to request background information on the bidder such as place of incorporation, principal and local offices and years in operation.



6.5: Non Appropriation of Funds

The School District may, in its sole discretion, terminate this Request for Bid and/or Vendor Agreement if the funds which would be used for this contract are insufficient and/or were not appropriated or approved by the Idaho Legislature or the School Board for the Melba School District.##

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**BID**

7.0: To the Melba School District No. 136, Melba, Idaho.

The undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity;
3. The bidder has carefully read and examined the bid documents and agrees to be bound by the terms and conditions, including the obligation to indemnify, set forth therein;
4. The bidder understands that the bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the bid documents in the manner and within the time therein set forth, and that the bidder will take payment therefore the following item prices as set forth. (See Appendix)

All Bids are to be submitted on this form and in an envelope or email, plainly marked on the outside, as stated in this RPB. The undersigned further agrees to provide Sidewalk & Curbing, as per the bid documents, as follows:

**APPENDIX I**

<b>BID FORM: SIDEWALK &amp; CURBING</b>		
<b>MELBA SCHOOL DISTRICT FISCAL YEAR</b>		
<b>JULY 1, 2017 to JUNE 30, 2018</b>		
<b>MAIN BID: Sidewalk &amp; Curbing – Per specifications</b>		<b>Cost (All-inclusive)</b>
1. Sidewalk Broadway Avenue on the East side of the football field addition. <ul style="list-style-type: none"> <li>○ See attached plans by Leavitt Engineers.</li> <li>○ Sidewalk will include curb and gutter.</li> </ul>	Completion Date: March 15, 2018	
<b>ALTERNATE BID: Sidewalk &amp; Curbing – Per specifications</b>		<b>Cost (All-inclusive)</b>
1. Sidewalk Broadway Avenue in front of the parking lot and District Office building. <ul style="list-style-type: none"> <li>○ Sidewalk will include curb and gutter.</li> <li>○ 770' Linear Feet</li> </ul>	Completion Date: March 15, 2018	
2. Curbing. <ul style="list-style-type: none"> <li>○ <u>District Office</u>: Around grass berms in the District office and parking lot                             <ul style="list-style-type: none"> <li>▪ 770' Linear Feet</li> </ul> </li> <li>○ <u>Elementary Parking Lot</u>: Separation curb between rock and grass in the new elementary parking lot                             <ul style="list-style-type: none"> <li>▪ 270' Linear Feet</li> </ul> </li> <li>○ <u>Elementary Playground</u>: Separation curb between blacktop and grass in the elementary playground.                             <ul style="list-style-type: none"> <li>▪ 145' Linear Feet</li> </ul> </li> </ul>	Completion Date: March 15, 2018	
3. Baseball Field Sidewalk <ul style="list-style-type: none"> <li>○ Sidewalk around concession stand</li> <li>○ 90' x 4'</li> </ul>	Completion Date: March 15, 2018	
4. Softball Field Concession stand footers and pad. <ul style="list-style-type: none"> <li>○ Pad – 20' x 28'</li> <li>○ Footers</li> </ul>	Completion Date: March 15, 2018	
5. Pony Wall – Behind high school weight room. <ul style="list-style-type: none"> <li>○ Height 32" above ground</li> <li>○ Length 49' long</li> </ul>	Completion Date: March 15, 2018	

**AUTHORIZATION**

8.0: The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this bid document, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

Submitted by: \_\_\_\_\_  
(PRINT NAME AND TITLE)

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
\_\_\_\_\_ State: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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