



Asheboro City Schools

147-AHSPHASE3

Request for Proposals

Purchasing Department

1126 S. Park Street

Asheboro, NC 27203

(336)625-5104

<p>Direct All Inquiries To:</p>	<p>Request For Proposals: Modular Classroom Units, RFP # 147-AHSPHASE3</p>
<p>Tammy Davidson</p>	<p>Proposal Due Date (Day of Opening): 18 August 2020</p>
<p>tdavidson@asheboro.k12.nc.us</p>	<p>Commodity: Modular Classroom Units (setup and lease)</p>

NOTICE TO BIDDERS

Proposals, subject to the conditions made a part hereof will be received at this office 1126 S. Park Street, Asheboro NC 27203, until **2:00 PM EDT** on the day of opening for furnishing and delivering the commodity as described herein. Proposals submitted via facsimile (FAX) machine in response to this Request for Proposals **will not** be accepted.

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are proposed, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded because of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina

to verify the work authorization of its employees through the federal EVerify system. **Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED. Late proposals will not be accepted.**

VENDOR INFORMATION

Bidder:		FEIN or SS Number:	
General Contractor License #:		Number of Addenda Received:	
Street Address:		PO Box:	Zip:
City & State:		Telephone:	Fax:
Type or Print Name of Person Signing:		Title:	
Authorized Signature:	Date:	E-Mail:	

Offer valid for 60 days from date of opening, unless otherwise stated. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

1.0 PURPOSE AND BACKGROUND

Asheboro City Schools is seeking proposals from qualified vendors to supply modular classroom and multi-purpose space units for Asheboro High School, located at 1226 S. Park Street, Asheboro, NC 27203. Please see section 5.0 REQUEST FOR PROPOSAL DOCUMENT for further information.

2.0 GENERAL INFORMATION

This RFP is comprised of the base bid document, any attachments, and any addenda released before contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference. Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

Minority And Women Owned Business Enterprise (MWBE)

The Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, 168A-3. ACS Board of Education promotes full and equal access to business opportunities with Asheboro City Schools. Minority businesses are encouraged to submit bids for this project. All vendors shall have a fair and reasonable opportunity to participate in ACS business opportunities.

Insurance

Certificate of Insurance

Each vendor shall furnish ACS a certificate of insurance showing that the required workmen's compensation and general & professional liability insurance are carried by the Contractor. The certificate of insurance should show that it is issued to or at the request of the Asheboro City Board of Education, Asheboro, North Carolina. All insurance carriers shall be licensed to do business in North Carolina or approved to issue insurance coverage by the Commission of Insurance of North Carolina. The certificate of insurance shall include substantially the following provision: The insurance policies to which this certificate refers shall not be altered or canceled until after thirty (30) days' written notice of such cancellation or alteration has been sent by certified mail to the Asheboro City Board of Education, Asheboro, North Carolina.

General & Professional Liability Insurance

The vendor shall maintain public liability insurance covering his liability for bodily injury and property damage which may arise from his operations, contractual obligations, products and completed operations, as well as operations performed by independent contractors, in not less than the following amounts:

1. A combined single limit (CSL) of \$1,000,000 each occurrence, or
2. A \$1,000,000 limit for Bodily Injury Liability, and \$1,000,000 limit for Property Damage Liability.

An occurrence form of policy will be required, and the certificate of insurance submitted by the Contractor must be personally signed by a resident licensed agent of each of the companies listed on that form.

Worker's Compensation Insurance

The Contractor shall maintain during the life of his contract all such workmen's compensation insurance as is or may be required by the laws of North Carolina.

Terms and Conditions

It shall be the vendor's responsibility to read the instructions, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued relating to this RFP.

3.0 SPECIFIC INFORMATION

Proposal Questions

Upon review of the RFP documents, vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the proposal questions process, vendors shall submit any such questions by **5:00 PM, 11 August 2020**.

Instructions:

Written questions shall be emailed to Tammy Davidson by the date and time specified above. Vendors will enter "**RFP # 147-AHSPHASE3 – Questions**" as the subject for the email. Vendors shall copy written questions to all parties identified in Section 5.0, paragraph 7 below. Question submittals will include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
<i>RFP Section, Page Number</i>	<i>Vendor Question?</i>

Questions received prior to the submission deadline date, ACS's response, and any additional terms deemed necessary by ACS will be posted in the form of an addendum. No information, instruction or

advice provided orally or informally by any ACS personnel, whether made in response to a question or otherwise regarding this RFP, shall be considered authoritative or binding. Vendors shall be entitled to rely only on written material contained in an addendum to this RFP.

Proposal Submittal

Sealed proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated below, as described herein. One (1) Original, two (2) copies (3 binders) & One (1) electronic copy should be addressed in an envelope with the RFP number as shown below. It is the responsibility of the bidder to have the proposal in the Asheboro City Schools Purchasing office by the specified time and date of opening. Proposals shall be marked on the outside of the sealed envelope with the Vendor's name, RFP number and date and time of opening. Attempts to submit a proposal via facsimile (FAX) machine, or telephone, in response to this Request for Proposals will not be accepted. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed package.

Mailing Instructions (Delivered By US Postal Service or Any Other Means):

RFP No. 147-AHSPHASE3
Tammy Davidson/Purchasing Department
Asheboro City Schools
1126 S. Park Street
Asheboro, NC 27203

An electronic copy of the proposal shall be sent via email to all parties identified in Section 5.0, paragraph 7 below.

4.0 AWARD AND PROPOSAL EVALUATION

Review and Award

Please see 5.0 REQUEST FOR PROPOSAL DOCUMENT, section 13. Proposal Evaluation. Asheboro City Schools reserves the right to reject any or all proposals presented and to waive any informalities and irregularities. All projects are awarded contingent upon funding. No bid may be withdrawn after the scheduled closing time for the receipt of proposals for a period of 60 days.

Evaluation Criteria

All qualified proposals will be evaluated, and award will be made based on consideration of the following criteria: Please see 5.0 REQUEST FOR PROPOSAL DOCUMENT, section 13. Proposal Evaluation.

5.0 REQUEST FOR PROPOSAL DOCUMENT

1. Introduction

On behalf of Asheboro City Schools (ACS), Smith Sinnett Architecture (SSA) invites proposals from modular building manufacturers (vendor) for furnishing goods and services required for “Request for Proposal (RFP) Modular Classroom Units” as described in this document. Temporary modular classroom units will help serve as a flex campus during a renovation project at the existing and adjacent high school. Any costs associated with modifications to proposed units to meet the requirements described in this document shall be included in the proposed costs. Proposed area for placement of temporary modular classroom units included on Attachment 1. Proposed schematic campus layouts included for reference only (Attachments 2 & 3).

The vendor must be able to demonstrate previous experience with the type of work described herein. The submittal should include the firm’s qualifications, project team, resumes, detailed scope of services/tasks, and proposed project schedule for completing the tasks specified below. A schedule of applicable hourly rates should be included in the submittal should they be required.

2. Scope of Work

The checklist below is intended to indicate the general scope of goods and/or services required for this project. All proposed work shall comply with applicable Federal, State, and Local codes for use as a temporary school space in the State of North Carolina.

All personnel who will occupy the school property will be required to provide a criminal background check.

A. General Requirements:

1. Documentation of all engineering, code summaries, and installation requirements incidental to the modular units are by the vendor. Documents to be sealed by a licensed professional in the applicable discipline. By responding to this RFP the vendor acknowledges that these documents, as required for approval by the local Authorities Having Jurisdiction (AHJ), are included as part of the proposal.
2. It is the intent of Asheboro City Schools to let for bid a site package for all grading, utility, roadway, and other civil components that will be required for the support of the modular units. Documents for this scope of work are being prepared by a third party engineer and are not part of the sealing requirements above. The general contractor (GC) responsible for the site package will be making final connection to the units and all final data, fire alarm, smoke detection, and security terminations. By responding to this RFP the vendor acknowledges that portions of the civil scope of work will be underway concurrently with the installation of the units. Site work and utilities (water & sewer) outside of modular unit(s) envelope by others; a schedule of services and responsibilities is attached as Section 3 below.
3. Permitting will be by the GC overseeing the work described in A.2 above. Coordination with the GC for modular unit(s) installation will be required by this vendor and this scope of work is to be included in the overall proposal. The vendor will coordinate closely with the general contractor for unit delivery, installation, and final termination.
4. The vendor is responsible for the manufacture, delivery, offloading, foundation design and installation, and setting and finishing of the modular units.

5. Any damage incurred during the delivery and installation of the modular unit(s) is the responsibility of the vendor and shall be corrected to the ACS's satisfaction at no additional cost to ACS.
6. Vendor to be a licensed general contractor in the State of North Carolina.
7. School operation must not be disrupted during installation of the modular unit(s). The awarded vendor's contract is secondary to the Principal's right to operate the school in a safe and reasonable manner including no distractions during testing periods. The vendor will coordinate with ACS and the general contractor to schedule tasks to accommodate the school's operations, at no additional cost to ACS.
8. The vendor is to include all aluminum ramp and stair assemblies as required for accessible means of egress to/from all proposed units to accessible route.
9. Each unit to include plumbing fixtures meeting applicable code(s) and jurisdictional requirement(s).
 - a) Plumbing fixtures and associated piping to be stubbed through the floor and/or walls, for exterior connection(s) by others.
 - b) Drinking fountains (accessible) included in all buildings.
10. Pathways for Data, fire alarm, smoke detection and security wiring to be by the vendor and accessible to all spaces for installation by others. Provide empty junction boxes at connection points. All pathways are to terminate to a box with blank cover plates.
11. Power, lighting, and associated electrical distribution to be fed by panels that are integral to the units. Final termination to panels by others.
12. Individual modular unit(s) square footage limited to 12,000 SF.
13. All finishes to be durable, and easily maintained (ex: VCT, FRP, Carpet Tile).
14. Unit(s) shall be thoroughly cleaned after installation.
15. Maintenance to be included for duration of lease, with a 24-HR response time (on-site) for critical items (ex: HVAC malfunction).
16. At end of lease duration, include decommissioning of units and associated site restoration costs to return site to pre-construction conditions. All materials associated with the construction and operation of the units are to be removed from the site. Debris to be removed at the vendor's expense. Decommissioning to be completed without interruption to the school's services and activities.

B. Program Requirements:

1. 40 Classroom spaces

- a) All classrooms to be included in less than five buildings.
- b) Minimum 750 SF per classroom.
- c) Maximum 10 classrooms per unit.
- d) Pathway for a minimum of four (4) data access points per classroom (total), with one point accessible above ceiling. Other points to be coordinated after award. Access point pathway should be accessible from device connection point, to IT closet(s) and/or exterior service without alterations required to the mobile classroom unit(s).
 - i. Structured wiring by others.

2. Administrative Space

- a) All administrative space to be included in one building
- b) 3,400 SF - minimum gross square footage.
- c) Space for 34 total administrative staff.
 - i. 11 enclosed offices, minimum.
 - a. Pathway for two (2) data access points per office, minimum. Access points on one wall (single conduit).
 - ii. 1 conference room with pathway for one (1) data access point.
 - iii. Pathway for two (2) data access points per open office.
 - iv. Access points to be coordinated after award.
 - v. Structured wiring by others.

3. Food Service Space

- a) All food service space to be included in 1 building.
- b) Space for distribution of food.
 - i. Approximately 250 students per serving; less than 299 people in the building at any given time.
- c) 2,100 SF – minimum serving space square footage (queued)
 - i. Pathway for seven (7) data drops this space.
 - ii. Structured wiring by others
- d) Administrative Space
- e) Storage Space
- f) Custodian space for daily maintenance of building.

C. Deliverables (Include in response):

- a) Itemized proposal for furnishing goods and/or services required and/or as described in this document.
 - i. Scaled floor plan layouts for all proposed units. Pictures not required, but recommended.
 - ii. Specifications for individual units proposed.
 - iii. Age of individual units proposed.
 - iv. Location of unit(s) proposed.
 - v. Contact information for existing facility by vendor. At ACS's discretion the vendor will arrange for a tour of an existing modular campus by the vendor.

3. Schedule of Services and Responsibilities

SCOPE	PROVIDER		
	VENDOR	G.C.	OWNER
FOUNDATION AND BUILDING DESIGN/ ENGINEERING	X		
PERMIT SUBMITTAL DOCUMENTS, MODULAR UNITS	X		
PERMIT SUBMITTAL DOCUMENTS, SITE/ CIVIL			X
PERMITTING		X	
GRADING		X	
SITE UTILITIES		X	
TRANSPORTATION OF MODULAR UNITS TO SITE	X		
SITE SUPERVISION, MODULAR UNIT INSTALLATION	X		
BACKGROUND CHECKS	X		
FOUNDATION/ TIE-DOWN INSTALLATION	X		
SETTING MODULAR UNITS	X		
ALUMINUM RAMP/ STAIR ASSEMBLIES	X		
FOUNDATION SKIRT	X		
FINAL SEAMING AND FINISHES, MODULAR UNITS	X		
WASTE REMOVAL, MODULAR UNIT INSTALLATION	X		
PATHWAY FOR FIRE ALARM/ DATA/ SECURITY	X		
FINAL TERMINATION OF WATER/ SEWER/ ELEC.		X	
FINAL TERMINATION OF FIRE ALARM/ DATA/ SECURITY		X	
BUILDING SIGNAGE		X	
CONSTRUCTION CORES	X		
FINAL KEYING			X
HVAC TESTING AND BALANCING	X		
DEMOBILIZATION/ REMOVAL AT END OF LEASE	X		

4. **Project Schedule**

18 month lease duration. Include anticipated monthly fees should term extend past 18 months in proposal.

It is anticipated that the vendor will be notified of the Intent to Award on or before August 28th, 2020. It is anticipated that the contract will be executed and delivered on or about September 14th, 2020.

Anticipated Target Dates:

August 28 th , 2020:	Successful vendor notified of intent to award
October 16 th , 2020:	Site/ Civil portion of work awarded, GC mobilizes
January 20 th , 2020:	Commencement of Work, modular classroom installation
April 9 th , 2021:	Modular classrooms set; ready for final terminations by GC
June 22 nd , 2021:	Final terminations complete, inspections complete, CO obtained (Lease Term Begins)
December 22 nd , 2022:	Decommissioning begins (Lease Term Ends)
January 25 th , 2022:	Decommissioning Complete

5. **Preparation of Response**

All submittals must be signed by an authorized official. Submittals that contain omissions, erasures, alterations, or additions not called for, conditional responses, or that contain irregularities of any kind may be rejected. A schedule of hourly rates shall be included with the response. Hourly rates shall only be applied to services not included or not reasonably implied to be included as part of the scope of work described herein. Taking exception to the terms and conditions included in this RFQ or submitting conflicting language will cause the submittal response to be considered unresponsive and will be rejected.

6. Clarifications & RFI's

Asheboro City Schools reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the time proposals are opened. Questions and requests for information must be submitted before 5 p.m. local time on August 11th, 2020. Submit all questions as outlined in Section 3.0 above.

All vendors must check the IPS website for addenda. All vendors submitting must acknowledge receipt of all addenda on their proposal.

7. Submittal Due Date & Submittal Procedure

Responses will be received until 2:00 PM EDT August 18th, 2020 as described in Section 3.0 above.

The following shall be copied on all submittals electronically via email:

Fred Jernigan, AIA fjernigan@smithsinnett.com

Les Parker, AIA lparker@smithsinnett.com

Edward Keller, EFP Director of Facilities and Maintenance Asheboro City Schools
ekeller@asheboro.k12.nc.us

Responses received after the time specified above will not be considered.

8. ACS General Provisions

1. Issuance of this RFP does not commit ACS to select a product, vendor, or make an award.
2. Responding vendor is responsible for all expenses incurred by vendor in the preparation of a response to this RFP. This includes attendance at interview, presentations, or other meetings and demonstrations, where applicable.
3. All proposals must adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments issued by ACS.
4. ACS will consider materials provided in the proposal, information obtained through interviews/presentations, and internal ACS information of previous contract history with vendor (if any) in consideration of proposal scoring. ACS also reserves the right to consider other reliable references and publicly available information in evaluating a vendor's experience and capabilities.
5. The proposal must be signed by a person authorized to legally bind the vendor.
6. The proposal must contain a statement that the proposal and the pricing contained therein will remain valid for a period of 1-year from the date and time of the proposal submission.
7. The RFP and vendor's proposal, including all appendices and attachments, may be incorporated in the final contract, if awarded.
8. Public Record and Confidential Information
 - i. Following announcement of an award decision, all submissions in response to this RFP will be considered public records for public inspection pursuant to the State of North Carolina General Statutes, Chapter 132.

ii. In the event a request is made to produce a proposal, ACS will provide the proposal to the requester. ACS will not undertake to determine where any proposal or part of proposal is confidential or otherwise protected from disclosure.

iii. ACS, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals.

9. If a vendor cannot meet the specifications as described in this RFP, vendor may propose a functionally equivalent alternate solution. Vendor must provide an explanation of the equivalency. ACS reserves the right to refuse an alternative proposal.

10. All applicable laws, whether or not herein contained, will be included by this reference. It will be vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

11. For purposes of contract, arbitration, and other legal matters, the Asheboro City Board of Education will be the binding legal entity and authority. No state laws or statutes other than those of North Carolina are considered binding.

9. **Number of Awards and Contract**

1. ACS anticipates making a single award as a result of this RFP process. This award will take the form of a contract or purchase agreement between the qualified vendor and ACS.

2. ACS is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the contract period referenced above.

3. Following the initial term of the contract, ACS may opt to renew the contract for up to three (3) subsequent one (1) year periods if mutually agreeable to both parties, subject to satisfactory performance. There is no guarantee that an extension will be exercised, and vendors should have no expectation of this occurring.

10. **RFP Response Submission**

1. Unless otherwise specified above, responses must be addressed and delivered to:

Tammy Davidson, Purchasing Agent
Asheboro City Schools
1126 S. Park Street
Asheboro, NC 2203
tdavidson@asheboro.k12.nc.us

2. Sealed responses bearing the title of the RFP must be received at the above address no later than the date and time listed.

3. Response may be delivered by USPS, courier, package delivery service, or in person. Fax responses are not accepted.

4. Responses arriving any time after the date and time listed will not be accepted.

11. **Completeness and Intention**

1. Each responding vendor is advised to read this RFP carefully. Any and all exceptions to an item in this RFP must be duly noted and explained in the response. Failure to take exception to any item will be considered as both the intention and the ability of vendor to fully comply with that item.

2. Responding vendors should make a careful examination of the scope of work and its proper implementation, so as to include in their response proper and sufficient information to ensure ACS of vendor's capability to meet the service requirements.

12. **Partnerships and Subcontracts**

1. ACS intends to identify one vendor to deliver the goods/orchestrate the services sought through this RFP process and contract term.

2. Public agencies, private for-profit companies, and non-profit companies and institutions are invited to submit proposals in response to this RFP. Partnerships and consortia of entities may

work together to respond to this RFP. However, each proposal must clearly identify a prime vendor. The prime vendor will be responsible for providing all deliverables as defined by any resulting contract or purchase agreement according to the terms and conditions as set forth in any resulting contract or purchase agreement.

3. Vendors submitting proposals as a prime vendor as one of a team of vendors may wish to provide all of the proposed services directly, or provide certain elements directly, and provide the remainder through subcontracts under the following conditions:

- A. Any and all subcontractors must be identified in the response to this RFP;
- B. Vendor must notify ACS of any change of the subcontractor's status with vendor;
- C. Sub-contractors may not sub-contract their assigned responsibilities and duties without the permission of ACS;
- D. The prime vendor is solely responsible for all products and services provided to satisfy the requirements of this RFP.

13. **Proposal Evaluation**

1. Evaluation vendor proposals will be based upon meeting the requirements of this RFP as determined by:

- A. Vendor's RFP response as to its completeness and conformity to all requirements
- B. Vendor's experience with the services requested
- C. Compliance with the terms and conditions
- D. Vendor's client history and business stability
- E. Vendor's client references
- F. Overall costs
- G. Any other factors which ACS deems to be in its best interests

2. Final selection will be made on a "best value" basis, according to the solution deemed to be the most advantageous to Asheboro City Schools.

14. **Notice of Acceptance**

1. ACS or designee will notify the selected vendor of the acceptance after any/all presentations and interviews (deemed necessary).

2. Vendor may be requested to present their proposal at an ACS Board of Education meeting. Travel expenses are the responsibility of the vendor(s).

3. Upon acceptance and approval by the ACS Board of Education, ACS will notify the selected vendor and finalize the contract award.

6.0 TERMS AND CONDITIONS

Part 1 General

The following terms and conditions are in addition and complimentary to terms and conditions stated elsewhere in this RFP.

Part 2 Performance and Default

1. If, through any cause, vendor fails to fulfill in a timely and proper manner the obligations under this agreement, ACS will thereupon have the right to terminate this contract by giving written notice to vendor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by vendor will, at the option of ACS, become its property, and vendor will be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, vendor will not be relieved of liability to ACS for damages sustained by ACS by virtue of any breach of this agreement, and ACS may withhold any payment due to vendor for the purpose of setoff until such time as the exact amount of damages due ACS from such breach can be determined.
2. In case of default by vendor, ACS may procure the services from other sources and hold vendor responsible for any excess cost occasioned thereby. ACS reserves the right to require a performance bond or other acceptable alternative performance guarantees from vendor without expense to ACS.
3. In case of default by vendor under this contract, ACS may immediately cease doing business with vendor, immediately terminate for cause all existing contracts ACS has with vendor, and de-bar vendor from doing future business with ACS.
4. Upon vendor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against vendor, ACS may immediately terminate, for cause, this contract and all other existing contracts vendor has with ACS, and de-bar vendor from doing future business with ACS.
5. Neither party will be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

7.0 EXECUTIVE SUMMARY

The executive summary must include the following components. The response should appear in the following order and be labeled.

1. Vendor must provide an executive overview of their company, which includes a brief history of vendor (2-page maximum).
2. Vendor should provide data that demonstrates past effectiveness (2-page maximum).
3. Vendor must provide the information for each of the listed team personnel who would be assigned to this project. Information for each team member will contain:
 - A. Name
 - B. Title
 - C. Office Telephone
 - D. Mobile Telephone
 - E. E-Mail Address
 - F. Experience working on a similar project
4. Project timeline (Schedule).

8.0 REFERENCES

1. Vendor will include a brief synopsis of at least three (3) experiences of similar scope and complexity to the work under this RFP. This whole section should not exceed 3 pages. For each reference, please provide for each project reference:

- A. The reference school district name
- B. The location where services have been or are being rendered
- C. The dates that services occurred or are occurring
- D. The contact name and title
- E. The contact phone number
- F. The contact email address
- G. A description of the project and/or services provided

9.0 RFP RESPONSE CHECKLIST (INCLUDE WITH PROPOSAL)

ITEM	CHECK
• VENDOR INFORMATION (Page 2 this RFP)	
• INSURANCE CERTIFICATES	
• DELIVERABLES (Sec. 5.0, Paragraph 2.C this RFP)	
• EXECUTIVE SUMMARY (Sec. 7.0 this RFP)	
• REFERENCES (Sec. 8.0 this RFP)	
• SCHEDULE OF HOURLY RATES	
• RESPONSE LABELED/ DELIVERED AS SPECIFIED	
• COST PROPOSAL (Sec. 10.0 this RFP)	

10.0 COST PROPOSAL

- SETUP/ TAKE-DOWN**

<u>PART 1.</u>	<u>ITEM</u>	<u>QTY.</u>	<u>CHARGE/ QTY.</u>	<u>TOTAL</u>
DELIVERY/ PERMITTING/ SETUP	1. CLASSROOM MODULAR UNIT			
	2. ADMINISTRATIVE UNITS			
	3. FOOD SERVICE UNITS			
	4. STAIRS/ RAMP/ LANDINGS			
SUBTOTAL PART 1:				_____
<u>PART 2.</u>				
DECOMMISSIONING / REMOVAL/ SITE RESTORATION	1. CLASSROOM MODULAR UNIT			
	2. ADMINISTRATIVE UNITS			
	3. FOOD SERVICE UNITS			
	4. STAIRS/ RAMP/ LANDINGS			
SUBTOTAL PART 2:				_____
TOTAL PART 1, 2:				_____

- LEASE RATE**

<u>PART 3.</u>	<u>ITEM</u>	<u>QTY.</u>	<u>MONTHLY RENT/ QTY.</u>	<u>TOTAL MONTHLY RENT</u>
LEASE RATE	1. CLASSROOM MODULAR UNIT			
	2. ADMINISTRATIVE UNITS			
	3. FOOD SERVICE UNITS			
	4. STAIRS/ RAMP/ LANDINGS			
SUBTOTAL PART 3:				_____

- TOTAL COST**

TOTAL PART 1, 2:			_____
SUBTOTAL PART 3:	_____	(X 18 MONTHS)	_____
TOTAL COST:			_____