

REFINISHING OF GYMNASIUM FLOORS

Specifications and General Conditions

Specifications and General Conditions are attached for your review. If you are interested in submitting a proposal, please include the following in your bid packet:

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| 1. Statement of qualifications and experience | 4. Completed Non-Collusive Certificate (attached) |
| 2. Manufacturer's Specifications and Data | 5. Insurance Certificate (requirements detailed within) |
| 3. Completed Quotation Sheet (attached) | 6. Date of work commencement, if awarded bid |

Bids will be received until 2:00 p.m. on Thursday March 14, 2024, and will be opened at 2:00 p.m. that day at the District Office. Bids received after that time and date first above mentioned shall be rejected regardless of reason for late arrival. Facsimiles will not be accepted.

To submit bid by mail:

Mail bid to one of the addresses listed below. Enclose bid in a sealed envelope, addressed to Danielle McAfee, Business Administrator, and show on the face of the envelope the name of the bidder, the date and time of the bid opening and clearly mark "Refinishing of Gym Floors Bid".

Via Regular Mail
Saranac Central School District, District Office
P.O. Box 8
Saranac, NY 12981

Via Courier Service:
Saranac Central School District, District Office
#32 Emmons Street
Dannemora, NY 12929

To submit a bid by e-mail:

Electronically mail bid by sending it to bids@saranac.org. Bids received electronically will not be opened until the bid opening date and time referenced above.

A. SCOPE OF WORK/ SPECIFICATIONS:

Preparation:

1. Prohibit traffic in areas to be sanded and finished.
2. Tape off or seal all electrical fittings and volleyball post covers.
3. Vendors will be responsible for all fittings or outlets that are not taped off.

Surfacing:

1. Inspect the floors and sand any difficult areas accordingly. **The edges shall be thoroughly sanded to prevent sealed build up and discoloration.**
2. Wet screening with Neutral Cleaner using 120 Grit Sanding. Wet screening using a neutral cleaner is applied to the floor in small sections and buffed with a sanding screen. The cleaning solution removes floor grime and prevents the dust from becoming airborne. Water should not be allowed to sit on the floor for more than five minutes to prevent damage to the wood.
3. Remove all sanding dust by vacuum and tacking the floor twice.
4. Vendor must meet with the Director of Facilities II, Ethan Goslin, before and after sealing. The school district is specifying only water-based products for safety reasons.

Finishing:

1. Floors are as follows:

Senior High Gym	11,500 square feet
Middle School Gym	8,000 square feet
Saranac Elementary Stage	1,012 square feet
Morrisonville Elementary Stage	1,152 square feet
Middle School Auditorium Stage	2,318 square feet
2. Prepare floor- per manufacturer's recommendations.
3. Apple one (1) coat of Hillyard BC II or comparable in accordance with manufacturers recommendations except for the Middle School auditorium stage.
4. Apply the following number of coats of Hillyard Trophy H2O Water Base Finish or comparable for each floor, in accordance with manufacturer recommendations:

Senior High Gym	2 coats
Middle School Gym	2 coats
Saranac Elementary Stage	2 coats
Morrisonville Elementary Stage	2 coats
5. Apple one (1) coat of Bona DTS sealer or comparable in accordance with manufacturer's recommendations to the Middle School auditorium stage.
6. Apple one (1) coat of Bona Commercial Matte Finish or comparable in accordance with manufacturer's recommendations to Middle School auditorium stage.

Clean Up:

1. Clean areas of dust and debris.
2. Remove tape from outlets and volleyball posts.
3. Dispose of all used materials/screens and empty containers.

Product Delivery and Storage:

1. Delivery: All materials shall be delivered to the site in unopened original containers, bearing the manufacturer's printed labels. The selected product information must be submitted to the Director of Facilities II for review.
2. All SDS information must be submitted to the Director of Facilities II as part of the bid process.
3. Product must comply with NYS Guidelines and V.O.C.'s.

Job Conditions:

1. The schedule of work shall be coordinated with Ethan Goslin, Director of Facilities II, at (518) 565-5621. Work is to be completed between July 20, 2024 - August 4, 2024, except for the Saranac Middle and Saranac High School gyms. Work is to commence Friday, November 8, 2024, at 3:30 p.m. and is to be completed by the end of day Saturday, November 9, 2024.

B. GENERAL CONDITIONS:**Quality Assurance:**

Refinisher's Qualifications: The person supervising the work of this Section shall be experienced in this type of floor refinishing and shall have been regularly employed by a company engaged in the refinishing of such flooring for a **minimum of three years**.

Reference Standards: Except as shown or specified otherwise, the work of this Section shall conform to the recommendations of the Wood and Synthetic Flooring Institute and the Maple Flooring Manufacturer's Association.

Submittals:

Product Data: Submit manufacturer's printed specifications, application instructions, and maintenance recommendations for sealer, marking paint and finish within 10 days of award of bid.

Bids received after the time stated in the Notice to Bidders, regardless of reason, may not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the school district.

The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in a complete compliance with the specifications. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at specified place.

No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in the space provided in bid for this purpose.

The decision of the school district as to whether an alteration or substitution is in fact "equal" shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specification of item he proposes to furnish. Otherwise, the bid will be construed as submitted on the identical item as specified.

Prices shall be net, including transportation and delivery charges fully prepared by the successful bidder to destination indicated in the proposal. If award is made on any other basis, transportation charges must be prepared by the successful bidder and added to the invoice as a separate item. In any cases, title shall not pass until items have been delivered and accepted.

Award:

Awards will be made to the lowest responsible bidder, as will best promote the public interest taking into consideration the reliability of the bidder, the quality of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purpose of which required, and the terms of the delivery.

The school district reserves the right to reject all bids. Also reserved is right to reject, for cause, any bid whole or in part, to waive technical defects, qualifications, irregularities, and omissions if in its judgment the best interests of the district will be served. Also reserved is the right to reject bids and to purchase items on State Contract if such items can be obtained on the same terms, conditions, specifications, and at a lower price.

The school district reserves the right to make awards within sixty (60) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.

Where a bidder is requested to submit a bid on individual terms and on a total sum of sums, the right is reserved to award bids on individual items or on total sums.

General Insurance Requirements:

- A. **INSURANCE:** Contractor/vendor shall not commence work under this contract until he has obtained all insurance required under the following paragraphs and such insurance has been approved by the Saranac Central School District.

Workers' Compensation Insurance: Contractor/vendor shall take out and maintain during the life of this contract, workers' compensation insurance and employer's liability insurance for all of his employees employed at the site of the project. If work involves the inter-state waters of Lake Champlain, then coverage for United States Longshoremen's and Harbor Workers' Act is to be included.

New York State Disability Benefits: Contractor/vendor shall maintain coverage as required by law for disability benefits.

General Liability Insurance: The contractor/vendor shall take out and maintain during the life of the contract, such bodily, personal injury and property damage liability insurance as shall protect him and the school district from claims for damages including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. It shall be sufficient to fully protect himself and the school district, but in no instance shall amounts be less than those set forth below. These amounts are specific only to establish the MINIMUM coverage acceptable.

Bodily injury, property damage, and personal injury liability insurance in an amount not less than \$1,000,000 (one million dollars) per occurrence for injuries, including wrongful death subject to an annual aggregate limit in an amount not less than \$1,000,000 (one million dollars).

Other Conditions of General Liability Insurance:

1. Coverage shall be written on Commercial Liability Form, or its equivalent.
2. Coverage shall include:
 - a. contractual liability
 - b. independent contractors
 - c. products and completed operations
3. Saranac Central School District, P.O. Box 8, Saranac, New York 12981 shall be added to the General Liability policy as "Additional Insured".

Evidence of Insurance: the contractor/vendor shall file with the school district insurance office before commencing work under this contract, a certificate that shall bear the following information:

- a. Name and address of insured.
- b. Titles and location of operations to which insurance applies.
- c. Policy number, insurance company name, and type or types of insurance in force thereunder on the date borne by such certificate.
- e. Thirty-day notice of cancellation and non-renewal.
- f. If contractor's/vendor's insurance policies should expire or not be renewed during the life of the contract, contractor/vendor shall provide the school district with a new certificate of insurance which indicates the replacement policy information as requested above.
- g. Saranac Central School District, P.O. Box 8, Saranac, New York 12981, shall be added to the General Liability policy as "Additional Insured".

Saranac Central School District
Safety Rules and Accident Prevention

Saranac Central School district is committed to safety on all its projects. All contractors and sub-contractors shall be made aware of the Project Safety Rules listed below:

1. All contractors (sub) before beginning the project will give their employees a safety orientation and explain the Project Safety Rules.
2. Any accident shall be reported to the site supervisor immediately. All contractors (sub) are required to maintain current SDS sheets and to train their employees in the identification and safe handling of hazardous chemicals.
3. Eye, face, and hearing protection must be used when cutting, grinding, chipping, burning, welding, air cleaning or using power actuated tools. Personal protective equipment shall be maintained and kept in clean working order.
4. The use of alcohol, illegal drugs or tobacco products will be ground for immediate removal from the project.
5. Any horseplay, pranks, or any action, which may endanger others, will not be allowed.
6. All work areas, walkways and stairs must be kept clean of debris and scattered materials.
7. All tools must be kept in good working order with guards and safety devices in place and working properly.
8. Only authorized personnel may operate equipment.
9. It is the responsibility of the contractor to secure and maintain the areas as they are off limits.

<p style="text-align: center;">SARANAC CENTRAL SCHOOL DISTRICT Refinishing of Gymnasium Floors Quotation Sheet</p>

Bid prices for the Refinishing of Gymnasium Floors are to be submitted on the form only. In submitting prices and signing this form, the bidder acknowledges he/she is fully informed as to the meaning of the information contained in the NOTICE TO THE BIDDERS, SPECIFICATIONS AND GENERAL CONDITIONS.

Please note: *Bid award will be for all buildings listed aggregate price. Line-item pricing is requested by the District solely for budgeting and accounting purposes. A prevailing wage rate is required.*

1. Supply, Installation and Surfacing of Gym Finish at the Following Locations:

Senior High School Gym	\$ _____
Middle School Gym	\$ _____
Saranac Elementary Stage	\$ _____
Saranac Elementary Gym	\$ _____
Morrisonville Elementary Stage	\$ _____
Morrisonville Elementary Gym	\$ _____
Middle School Auditorium Stage	\$ _____
Total Bid:	\$ _____

Name of Company: _____

Contact (Print Name): _____

Signature: _____

Date: _____

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization under penalty or perjury that to the best of his knowledge and belief.

1. the prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any bidders or with any competitor; and

2. unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly to any other bidders or with any competitor; and

3. no attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signed: _____

Title: _____

Date: _____



Saranac Central School District

PO Box 8, Saranac, New York 12981~Tel: (518) 565-5600~Fax: (518) 565-5617

MEMORANDUM

TO: Bidders

FROM: Ethan Goslin, Director of Facilities II

DATE: February 13, 2024

RE: ADDENDUM TO REFINISHING OF GYM FLOOR BID

Morrisonville Elementary School Gym (4,680 square feet) and Saranac Elementary School Gym (3960 square feet) are additions to the Refinishing of Gym Floor Bid. **An updated Quotation Sheet has been attached to include the additional floors.**

The sealer for the refinishing of the gym floors Hillyard BC II has been replaced by Court Guard Sealer or comparable in accordance with manufacturer recommendation. As specified in the bid 1 (one) coat of sealer will be applied to the Senior High Gym, Middle School Gym, Saranac Elementary Gym and Stage, and Morrisonville Elementary Gym and Stage.

The number of coats of the Hillyard Trophy H2o water base finish or comparable for each floor will be 1 (one) coat in accordance with manufacturer recommendation for the Senior High Gym, Middle School Gym, Saranac Elementary Gym and Stage, and Morrisonville Elementary Gym and Stage.

Saranac Middle School Auditorium is to be refinished per original bid specifications with 1 (one) coat of sealer and 1 (one) coat of matte finish.