

# **REQUEST FOR PROPOSAL FOR INSTALLATION OF FLOOR TILE**

Posted Aug 27, 2024

## **A Kualapu`u Public Charter School (KUU) BACKGROUND**

Kualapu`u (KUU) is a conversion charter school that currently serves 300 students in grades PreK-6. Kualapu`u Public Charter School is located at:

260 Farrington Highway  
Kualapu`u, Molokai, Hawaii 96757

## **B RFP OBJECTIVE**

Through this RFP, KUU seeks a qualified contractor to install floor tiles in two classrooms.

## **C SCOPE OF SERVICES**

The Scope of Services required for this RFP is detailed below.

- Provide labor and equipment to install floor tile for two classrooms, approximately 28x30 feet.
- Tile spec: 12x12 inch, minimum 15-20 year life rating, ADA & ASTM compliant.
- Installation to include removal and disposal of existing carpet, floor preparation, and replacement of baseboards.
- Contractor must properly remove and dispose of any trash related to the project daily, and maintain a clean and organized work area.
- Installation shall be conducted during non-school hours, when children are NOT in school or NOT present on campus.
- Date of installation estimated to be during the Fall (October), Winter (December), or Spring (March) school breaks for the 2024-2025 school year. Final installation will be schedule with mutual agreement between vendor and school.

## **D PROPOSAL FORMAT**

The following information shall be required in the RFP submittal.

- Transmittal Letter that includes:
  - Company name, address and telephone number of the company submitting the proposal
  - Name, title, address, e-mail address and telephone number of the person(s) to contact who are authorized to represent the company and to whom correspondence should be directed.
  - Federal and state taxpayer identification numbers of the company.
  - A brief statement of the company's understanding of the services to be performed and a positive commitment to provide the services as specified.
  - A statement that indicates "proposal and cost schedule shall be valid and binding for thirty (30) days following the proposal due date and will become part of the contract that is negotiated with KUU".

- General Vendor Information that includes:
  - Length of time in business
  - Length of time in business providing proposed services
  - Total number of clients
  - Number of full-time personnel
  - Location of headquarters and any field offices
  - Location of office which would service this account
  - Proof of Insurance (Minimum \$1,000,000)
  - References
- Proposal Summary that includes:
  - Summary of your company's qualifications
  - Cost of services
  - Fee schedule that includes an annual rate to conduct the services described in Section C.
  - Include and define any additional charges (i.e. for parts, travel expenses, etc.).
  - At any stage of an initiative, estimated work and the scope or effort may change.

**E      SELECTION CRITERIA**

Listed below are criteria that will be utilized in our selection process. Please note that this is not an exclusive list and that other relevant criteria may be used.

- Understanding of services to be provided
- Expertise and qualifications of your company
- Professionalism
- Compatibility with Kualapu`u School
- References (pictures, previous work experience, encouraged)
- Proposed cost of services

**F      DEADLINES**

Proposals must be submitted via email by 3:00 p.m. on September 30, 2024 to:  
 Lisa\_Omalsa@kualapuu.k12.hi.us.

Any questions regarding this proposal are to be submitted to:

- Lydia\_Trinidad@kualapuu.k12.hi.us , Principal
- [William\\_Keanini@kualapuu.k12.hi.us](mailto:William_Keanini@kualapuu.k12.hi.us), Head Custodian

All questions and responses will be made public to all vendors. In addition, the project site will be open to all vendors for review & inspection on Thursday, September 12th, at 3pm. Please report to the front office. (Although not required, please email the school if a representative will be attending.)

## **G OTHER INFORMATION**

- 1. Modifications:** In the event modifications, clarifications or additions to the RFP become necessary as determined by KUU, all Bidders will receive via e-mail the addenda to the RFP.
- 2. Proposal Preparation Costs:** All costs incurred in the preparation and presentation of the proposal response will be paid entirely by the Bidder.
- 3. Final Selection & Award:** Proposals received by KUU are subject to the following:
  - KUU reserves the right to reject any or all proposals and to award to more than one bidder and to other than the lowest-priced bidder.
  - KUU at its sole discretion may decide to take no procurement action as a result of the RFP and/or may re-bid all or portions of the RFP.
  - KUU reserves the right to accept or reject without consideration proposals that do not address the full requirements of the RFP or that do not reach the designated address and contact before the proposal due date and time identified.
  - Proposal responses and contents provided by the Bidder will be considered contractual obligations. Any existing agreements with the selected Bidder are construed as representative of minimum terms and conditions between KUU and the Bidder. Any new or unique requirements as a result of the RFP response can be added or amended, at KUU's option, to the existing agreements. It should be understood that obligations of confidentiality will be an important condition of any resulting contractual arrangement. The selected bidder and all employees performing duties on this project will be required to keep all aspects of this project in confidence.

– END –