

# **Warren County Schools**



## **Plant and Operations**

**Warren County School System  
2548 Morrison Street  
McMinnville, TN  
2016-17 School Year**

**Gymnasium Flooring Maintenance  
Request for Proposal (RFP) 161718**

The Warren County Board of Education takes this opportunity to announce that we are requesting for proposal bid for Gymnasium Flooring Maintenance as needed bases for the school year 2016-2017. Proposal will be good for three (3) years.

Warren County Board of Education would like to have the option to negotiate two successive additional one-year terms

All bids should be delivered to the:  
Warren County Administration Building Purchasing Department  
201 Locust St. Suite 1  
McMinnville, TN 37111

Sincerely,  
Donnie Caldwell  
Warren County Schools Plant and Operations  
Facilities Director

Sites

1. **Centertown Elementary School (total gym flooring:**  
376 Warrior Blvd.  
McMinnville, TN
2. **Dibrell Elementary School (total gym flooring:**  
1759 Mike Muncey Rd.  
McMinnville, TN
3. **Eastside Elementary School (total gym flooring:**  
2121 Old Rock Island Rd.  
Rock Island, TN
4. **Warren County High School (total gym flooring:**  
199 Pioneer Lane  
McMinnville, TN
5. **Irving College Elementary School (total gym flooring:**  
115 Dry Creek Rd.  
McMinnville, TN
6. **Morrison Elementary School (total gym flooring:**  
500 S. Fair Street  
Morrison, TN
7. **Middle School/Transportation Area (total gym flooring:**  
200 Caldwell Street  
McMinnville, TN 37110

### **1.0 Contract Period**

The contract shall cover the period from **June 2016 through June 2018**, or an equivalent period depending on date of contract award. This bid may be renewed for up to three (3) additional one-year periods at a price to be agreed upon by the Warren County School System and the Vendor.

### **2.0 Insurance**

The successful Contractor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the County by the Contractor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the contract period; for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after contract completion date.

#### **a. General Liability**

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

##### **1. Minimum Limits**

General Liability

\$300,000 General Aggregate Limit

\$300,000 Products & Completed Operations

\$300,000 Personal and Advertising Injury

\$300,000 Each Occurrence Limit

\$50,000 Fire Damage Limit

\$5,000 Medical Expense Limit

### **3.0 Hold Harmless Clause**

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the Warren County Schools, its' officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

#### **4.0 Safety**

All contractors and subcontractors performing services for the Warren County Schools are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area **under this contract.**

#### **5.0 Employment Discrimination by Contractors Prohibited**

Every Contract shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

#### **6.0 Drug-free Workplace**

Every contract shall include the following provisions:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

**7.0 Smoking Policy**

Workers are not allowed to smoke on campus, during school time and within 50 feet of any buildings at all time (property of Warren County Schools).

**8.0 Criminal Background compliance Affidavit**

Contractor must submit the criminal background compliance affidavit on any employees that is working on the school site.

**9.0 Faith Based Organizations**

Warren County Schools does not discriminate against faith-based organizations.

**10.0 Exemption from Taxes**

The County is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificates indicating the Count’s tax exempt status will be furnished by County of Warren on request.

**11.0 Substitutions**

NO Substitutions or cancellations permitted after award without written approval by the Warren County Board of Education.

**12.0 Workmanship and Inspection**

All work under the resulting contract shall be performed in a skillful and workmanlike manner. The Warren County Schools may, in writing, require the Contractor to remove any employee from work that the Warren County Schools deems incompetent or careless.

Further, Warren County Schools may, from time to time, make inspections of the work performed under this contract. Any inspection by the Warren County Schools does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

**13.0 Cleaning-Up**

The Contractor(s) shall at all times keep the adjacent areas of the property free from rubbish and the accumulation on any waste materials.

Upon inspection and acceptance of the work, the Warren County Schools will render payment within thirty (30) days.

Warren County Board of Education  
McMinnville, Tennessee  
April 11, 2016

**SPECIFICATIONS FOR SCREENING AND RECOATING**

GENERAL PROVISIONS

**1. SCOPE**

Initially, the floor will be properly cleaned and abraded using 80 and 100 grit sandscreen discs. Follow this screening process all dust will be removed and, if required the game lines, lettering and logos will then be repainted. Following the painting, two coats of gym finish will be applied. (Finish to match existing in each facility). The finish will be properly abraded between coats to facilitate inter-coat adhesion. Products to be used are described below.

**2. JOB DESCRIPTION**

The work to be performed includes the screening of the floor using 80 and 100 grit sandscreen discs, potential repainting of existing lines, logos and lettering and applying two coats of gym floor finish to the entire floor surface.

TECHNICAL SPECIFICATIONS FOR SCREENING/RECOATING

Materials:

- a. Oil Based Gym finish – see attached specifications.
- b. Water Based Gym finish – see attached specifications.
- c. Game line paint – Compatible with finish manufacturer.

Execution:

- a. The floor will be cleaned prior to screening using a solution of gym floor cleaner to reduce organic soil from the existing coating.
- b. Entire floor will be abraded using 80 and 100 grit sandscreen discs.
- c. All dust to be removed from the floor.
- d. Game lines, logos, lettering to be applied to the entire floor surface.
- e. Two coats of gym finish will be applied to the entire floor surface.
- f. Following the completion of the project, a maintenance wall chart will be provided to each school. School personnel shall be trained in the proper daily, weekly and monthly care of the gym floor.

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**SPECIFICATIONS FOR OIL BASED WOOD GYMNASIUM SPORTS FLOOR FINISHES**

**OIL- MODIFIED URETHANE-**

This product must contain 40% alkyd urethane solids.  
Product must be dry for recoat after 12 hours.  
Product must work in standard gravity feed applicators.  
Product must cure for normal traffic after 72 hours.  
Product must be approved by the Maple Flooring Manufacturers Association.  
Product must cover no less than 400 square feet per gallon.

**SPECIFICATIONS FOR WATER BASED WOOD GYMNASIUM SPORTS FLOOR FINISHES**

**WATER-BASED URETHANE – Basic Coatings Hydroline**

This product must be an aliphatic urethane at 30% solids. Product must be a two component system using polyfunctional aziridine as the crosslinker.  
Product must cover at least 800 square feet per gallon. (Average 2 coats)  
Aliphatic urethane resin content must be at least 75% of solids content.  
Product cannot foam excessively at any point during applications.  
Product V.O.C. levels must be lower than 150 grams per liter.  
Product must dry for recoating in two – four hours without screening between coats.  
Must be cured for normal traffic after 24 hours.  
Product must be approved by the Maple Flooring Manufacturers Association.

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**SPECIFICATIONS FOR SANDING TO BARE WOOD**

GENERAL PROVISIONS:

**1. SCOPE**

Initially the floor will be sanded to bare wood using coarse, medium and fine sandpaper. Following the sanding process, the floor will be rotary sanded or “screened” with both 80 and 100 grit sandscreen discs to remove all sander marks. The floor will then be sealed with two coats of water-based gym seal and finished with three coats water-based gym finish. Product to be used is described below.

**2. QUALIFICATION OF BIDDER**

Bidders should be a firm specializing in the athletic flooring market. The project must be performed by one contractor with no part of the project subcontracted to other parties. All bidders must submit a list of four references from projects of similar scope completed within the last year.

**3. SUBMITTALS**

Full color graphic (for design ideas) for each floor are to be submitted complete with lettering and logos prior to job start. **SEE GRAPHIC SPECIFICATIONS**

**4. JOB DESCRIPTION**

The work to be performed includes the mechanical sanding and applications of professional quality game lines, graphics and finishing of the entire floor surface.

TECHNICAL SPECIFICATIONS

Materials:

- a. Gym floor seal/finish – Water based urethane as specified.
- b. Gym line paint – see attached specifications.

Execution:

- a. Entire floor sanded smooth with coarse, medium, fine and extra fine sandpaper followed by rotary sanding to remove all drum sander marks.
- b. Two coats of water based gym seal shall be applied to the entire surface.
- c. All game line striping, logos and lettering will be applied between the seal and finish coats.
- d. Three coats of water based gym finish will be applied to the entire floor surface.
- e. Following the project a complete maintenance kit including gym floor cleaner, dust mop treatment and wall charts specific to the products included will be provided to the school. School personnel shall be trained in the proper daily, weekly and monthly care of the gym floor.

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**SPECIFICATIONS FOR REPAIRS HARDWOOD FLOOR**

GENERAL PROVISIONS:

**1. SCOPE**

These specifications cover future repairs and sanding to bare wood of wood gym floors. The specifications include repair and preparation of the surface for striping and refinishing and other items as detailed in the technical specifications.

TECHNICAL SPECIFICATIONS

Bidders should be a firm specializing in the athletic flooring market. The project must be performed by one contractor with no part of the project subcontracted to other parties. All bidders must submit a list of four references from projects of similar scope completed within the last year.

A site inspection is required of all bidders.

**2. JOB DESCRIPTION**

The work to be performed includes the repair of water damaged flooring, mechanical sanding, application of professional quality game lines, and finishing of the entire floor surface.

MATERIALS

**3. TECHNICAL SPECIFICATIONS**

Materials:

- a. Plywood – ½" 4 ply CDX plywood.
- b. Flooring – MFMA approved northern hardwood to match that which exists in the facility that is being repaired. 25/32' or 33/32' 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> grade to match existing flooring.
- c. Pads – 3/8" or 3/4" rubber or PVC pads to match which exists in facility.
- d. Coated staples for pad attachment.
- e. Gym floor seal – as per enclosed specifications.
- f. Gym finish – As per enclosed specifications. Gym line paint – DTM acrylic by Sherwin-Williams.

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EXECUTION

- A. Affected areas will be removed by cutting out damaged flooring and properly lacing the floor back into the original system. This repair will also include the proper lacing of the subfloor material. The repairs will be facilitated by replacing the flooring to mirror the original racking of the flooring to reduce visibility of the repaired area.

**The new flooring will be sanded, sealed and finished to achieve a build of finish similar to existing flooring.**

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**SPECIFICATIONS FOR GYM FLOOR DESIGNS AND LOGOS**

GENERAL PROVISIONS:

**1. SCOPE**

Full color graphic layouts including all game line markings and painted areas associated with all game line markings including lettering and logos to be submitted prior to the start of job for approval by the school administration. Graphics are to be submitted electronically to facilitate quick turnaround on changes made to graphic layouts prior to final approval by the school administration. School administration will sign off on final design prior to job start.

**2. QUALIFICATIONS OF BIDDER**

Bidders should be a firm specializing in the athletic flooring market and have past experience in the design, production, application, painting and finishing of gym floor logos and lettering. The graphics must be provided by the contractor awarded the bid for the project with no part of the graphics subcontracted to other parties. All bidders must submit a list of four references from projects of similar scope completed within the last year.

**3. JOB DESCRIPTION**

The work to be performed includes the design, production, application, painting and finishing of all logos and lettering.

TECHINCAL SPECIFICATIONS

Materials: Stencil film

- a. Stencil film – Transparent, high rigidity, PVC film with a matte surface.
- b. Adhesive – polyacrylic with low tack adhesive. Adhesive power to be a maximum of 1.8 lb. per square inch after 24 hours on stainless steel.
- c. Release Paper – Silicone coated on one side.
- d. Transfer tape – high tack.

SPECIFICATIONS FOR LOGO APPLICATION

Execution:

- a. Logo and lettering stencils are to be applied to a sealed or finished hardwood surface that has been sanded until smooth using a rotary sander.
- b. Stencils are to be applied to the floor using a squeegee or other burnishing tool until free of bubble and wrinkles that may cause bleeding of the paint under the stencil.
- c. The stencils are to be painted using as many coats of paint as necessary to cover the grain of the hardwood flooring.

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- d. The stencils are to be removed after paint is dried.
- e. The paint is to be abraded in preparation of the finish coats.
- f. Upon completion of the job, a CD-R containing electronic files of the logos that have been applied to the floor is to be presented to the customer for their use of the logo on promotional and related items.