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June 23, 2017

Attn: All ESUHSD CUPCAA Pre-Qualified - Bidding Contractors

Re: East Side Union High School District
District Wide – General on-Call Flooring Services
Request for Proposal – RFP-GP151617

In order to competitively bid this contract, ESUHSD is requesting a proposal/response based off the scenario below. The intent of the District is to enter into multiple one year contracts, with a maximum of 3 contractors. Purchase Orders (PO's) will be issued in varying amounts, with none exceeding \$20,000.00, to perform on-call emergency and repair Flooring services. The selected contractors shall be on call 24/7/365 with a response time of 30 minutes for emergency work. The contractor with the lowest responsive proposal (based off the following scenario) will be the primary contractor, if they are unavailable, the secondary contractor will be contacted, followed by the tertiary.

Scenario:

Build an interior wall in a large space to create two separate office spaces. The district plans to divide the larger existing 20'x20' interior room into two equal 10'x20' rooms. Existing ceiling is dropped T-bar will 2'x4 fluorescent fixtures. One fixture will require to be relocated to the next bay using same conductors.

Scope:

Erect a 2'x4' metal frame wall with painted gyp board on both sides.
4" rubber base
Install two 3'-0" HM framed /wood doors in new wall.
Relocate one (1) 2'x4' light fixture

Time Line:

Work to be completed in 7 days

Request for Information:

Direct questions pertaining to this RFP to brisseyf@esuhsd.org. Please specify on email subject line: **RFP GP151617– General on-Call Flooring Services.**

Project Requirements:

1. The Contractor must accept the ESUHSD Terms and Conditions of Contract for Labor & Materials and Public Works Project. (Appendix B)
2. C-15 Contractor License Required



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3. Respondents must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
4. The Contractor must provide a Certificate of Liability Insurance if awarded the project. (Appendix C)
5. Document 00 45 19 Non-Collusion Declaration (Appendix G) – **Required with bid**
6. Schedule:
 - RFI's due: June 28, 2017 @9am
 - Addenda (if needed) issued by: June 29, 2017 @4pm
 - Proposals Due: July 7, 2017 @2:30pm
 - Contract Documents due: July 12, 2017 @9am
 - NTP/Purchase Order Issue: July 14, 2017
7. This Request for Proposal is neither direction nor authorization to proceed with the work described herein.
8. Proposals must be returned **no later than 2:30 pm on Wednesday, July 5, 2017** email to brisseyf@esuhsd.org. Please specify on email subject line: **RFP GP151617 – General on-Call Flooring Contractor**. Proposals will not be publicly read aloud.
9. All proposals should be submitted on company letterhead with a thorough and itemized breakdown of pricing according to the scope of work. Proposals should be signed by an authorized representative.
10. Public contract work is subject to prevailing wages per Labor Code section 1772.
11. The Contractor must provide certified payroll with all billings to ESUHSD General Purchasing department. Electronic submission allowed; send to Margaret Velasquez at genpurch@esuhsd.org.
12. The contractor must submit all invoices to the Capital Accounting Department and must conform to the requirements outlined in Capital Accounting Construction Services Invoice Procedure (Appendix H)
13. Proposals will only be accepted from vendors who are registered with the East Side Union High School District CUPCAA list. This can be at <https://www.qualitybidders.com/>

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