

Dr. Michael Dittrich
Director of Operations
Maplewood Richmond Heights School District (MRH or MRHSD)
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9/25/2023

Request for Proposal (RFP) - Installation of Window Film Protectant

Dear Prospective Bidders,

The Maplewood Richmond Heights School District (MRHSD) is seeking proposals from qualified contractors to provide services for the installation of window film protectant. This project aims to enhance the safety and infrastructure of our school district.

Project Overview:

MRH School District has always

The scope of work for this project includes, but is **not** limited to, the following:

1. **Installation of window protectant film on district campuses including namely MRH ECC, MRH Elementary, and MRH High School.** We are seeking a qualified vendor to provide and install window protectant film that will enhance the safety, security, and potentially energy efficiency of our facilities.

2. **Provide and install window protectant film for designated windows across the three campuses and district office.** Contractor should have the skills to install window film with a minimum of 13 mil to 20+. Contract should specify that the work will not be subbed out to third party vendor. We will not consider any contracts that quote film under 13mil.

3. **Conduct an initial assessment to determine the quantity and specifications of the film required.** A prebid meeting will be held on October 12th at 9am. Vendors should email tonya.jonas@mrhschools.net with name of company and your intent to attend the meeting. Please notify no later than October 10th at 6PM.

REQUIREMENTS:

1. The selected vendor must have a proven track record of successfully completing similar projects. 3 references will be required of each vendor. References should be school based and include phone and email for either Director of Operations/Facilities, Superintendent, or designee.
2. Interested vendors must ensure compliance with industry standards and safety regulations. Offer a warranty on quality installation for a minimum of 10 years.
3. Proof of relevant licenses, insurance, and certifications.

TIMELINE:

Please provide an estimated timeline for project completion, including key milestones. School calendar will be provided and install dates should be scheduled on school breaks or weekends.

BUDGET:

Submit a detailed cost breakdown, including all materials, labor, and any additional expenses.

PROPOSAL EVALUATION:

The MRHSD selection committee will evaluate proposals based on the following criteria:

- Experience and qualifications of the bidder and key personnel
- Technical expertise and understanding of project requirements
- Project approach, including coordination and timeline management
- Cost competitiveness and value for the proposed services
- References and client satisfaction with past projects

Please note that MRHSD reserves the right to accept or reject any proposal and to negotiate modifications to the contract terms and conditions with the selected bidder.

MRH School District reserves the right to accept or reject any proposal and to negotiate terms with one or more vendors.

CONFIDENTIALITY:

All information provided in response to this RFP will be treated as confidential due to the safety this projects brings to our school. Thank you for considering our request for proposal. We look forward to receiving your proposal by the specified deadline.

Submission Instructions:

Interested vendors should submit sealed bids clearly indicating "BID INSTALLATION OF WINDOW FILM PROTECTANT - DISTRICT WIDE" no later than **10:00 AM, October 31, 2023** to:

<https://dropfax.mrhschools.net/index.php/s/AJ2yJnYYN9MCpgB>

We look forward to receiving your proposal and potentially working together to enhance the safety and infrastructure of the Maplewood Richmond Heights School District.

Sincerely,

Dr. Michael Dittrich
Director of Operations
Maplewood Richmond Heights School District

Addendum: Prevailing Wage and Certified Payrolls

In addition to the requirements outlined in the previous document, all contractors and subcontractors participating in this project must satisfy prevailing wage regulations and provide certified payrolls. The following details pertain to this addendum:

1. **Prevailing Wage Compliance:** All workers employed on this project must receive wages that meet or exceed the prevailing wage rates set by the State of Missouri.
2. **Certified Payrolls:** Contractors and subcontractors are required to maintain accurate and detailed records of their employees' wages and hours worked. Certified payrolls must be submitted on a regular basis, typically weekly or monthly, depending on the project's duration and local regulations.
3. **Payroll Recordkeeping:** Contractors and subcontractors must maintain comprehensive payroll records that include employee names, job titles, hours worked, wage rates, deductions, fringe benefits, and total wages paid. These records should be organized in a clear and auditable format.
4. **Submission of Certified Payrolls:** Certified payrolls, accompanied by a signed statement affirming their accuracy should accompany the pay application or invoice.
5. **Accessibility and Transparency:** Certified payrolls and relevant wage rate schedules should be readily accessible to workers, subcontractors, and the District, upon request. It is recommended to keep these documents on-site or at the contractor's office for easy access.
6. **Non-Compliance Penalties:** Failure to satisfy prevailing wage standards or provide accurate and certified payrolls may result in penalties, such as fines, contract termination, and potential legal consequences. Contractors should ensure strict compliance to uphold fair labor practices and avoid such penalties.

By incorporating these prevailing wage and certified payroll requirements into the proposal, prospective bidders can demonstrate their commitment to fair compensation practices and labor regulations. Compliance with these obligations will contribute to a transparent and equitable working environment on the project.