



**POTOSI R-III SCHOOL DISTRICT, POTOSI MISSOURI  
REQUEST FOR PROPOSAL/ QUOTATION (RFP)  
BOARD OF EDUCATION  
INSTALLATION OF SECURITY/ SAFETY WINDOW FILM**

**DUE: JULY 22, 2019 1:00PM CST**

**PROPOSAL**

The Potosi R-III School District, Potosi, Missouri (hereinafter referred to as School), through the Office of the Superintendent, will accept sealed bids from a qualified company (herein after referred to as vendor, firm or bidder) to The Potosi R-III School District on the behalf of the Board of Education for installation of Safety and Security Window Film in accordance with the enclosed Terms and conditions, specifications, and requirements.

There are 5 locations where film is to be installed. The film, in general, is to be installed on all exterior doors transoms and windows up to 8ft in height. Diagrams of each building have been attached to the bid.

**It is up to each bidder to visit the locations and measure the window sizes.**

**Vendor meeting for this will occur on July 8, 2019 at 10:00 AM, we will meet at the Administration Building at 400 North Mine Street, Potosi, MO 63664.**

**1. PREPARATION OF PROPOSALS**

Bids shall be submitted by using the BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

**2. BID SUBMISSION**

Bids are to be submitted in a sealed envelope clearly marked and addressed as follows:

**Window Safety/Security Film Bid Due: JULY 22, 2019 1:00PM CST**

Dr. Shawn McCue, Superintendent  
Potosi R-III School District  
400 North Mine Street  
Potosi, MO 63664

No oral, telephonic, or faxed proposals will be considered. No telephone corrections, deletions, or additions will be accepted. The School reserves the right to reject any or all Quotation, and to waive any or all formalities in connection therewith.

**3. BID TIME**

- a) Quotation shall be received at the office of the Superintendent, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.
- b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

#### 4. SCHOOL OPTIONS

- a) The School reserves the right to reject any or all Quotation and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the School.
- b) If your proposal does not meet or better the required specifications on all points, which must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.
- c) The School Board of Education reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications.

#### 5. TAXES

All purchases made by the School, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A School Tax Exemption Certificate shall be furnished upon request.

#### 6. INQUIRIES AND SITE VISITS

- a) All inquiries regarding this request shall be answered up to July 19 @ 4 PM close of Business after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the School deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries may be directed to:

Bruce Morgan (573-436-8303) Safety Coordinator or [brucem@potosir3.org](mailto:brucem@potosir3.org).

- b) Additionally, after proposals are received, the School reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The School further reserves the right to request additional information from any bidder at any time after proposals are opened.

#### 7. AWARD AND AUTHORITY

The School Superintendent will issue notification of award in writing.

#### 8. PRICING

All prices quoted are to be firm for a period of ninety (90) days following bid opening. **Special Consideration will be given to responses that can expedite the work.** The School is always interested in any and all cost reduction opportunities.

#### 9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with School procurement shall not be permitted without the express written consent of the School.

#### 10. REFERENCES

All responders to this request shall submit with their proposal (See Attached Form) at least three (3) references for similar services and products specified supplied to other Schools, cities or municipalities herein. (List primary contact names, addresses and phone numbers, etc.). It is the intention of the School to contact all references listed.

#### 11. WARRANTIES

A copy of all applicable warranties must be submitted in full detail.

## **12. DELIVERY**

Installation shall be scheduled with the Safety Coordinator. All work must be done in a manner that will not interfere with the safety of the building occupants. The school may allow needed work to be performed off-hours (weekends, evening).

## **13. SPECIFICATIONS**

- a) Each Bidder will be held responsible to have studied the Specifications, visit the sites (if necessary), regarding the proposed work, satisfied itself regarding all existing conditions and measurements, and to have included in the proposal an amount sufficient to cover all work.
- b) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the School at once. The School may then, at their option, issue Addenda clarifying same. The School shall not be responsible for oral instructions or misinterpretations of Specifications.
- c) The School reserves the right to issue Addenda at any time prior to the Bid Opening.
- d) The School reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the School's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

## **14. Bonding**

All bids shall be accompanied by a bid bond executed by the bidder and a duly authorized surety company registered in the State of Missouri, cashier's check or certified check made payable to the Potosi R-III School District in the amount of 5% of the bid. Successful bidder will be required to provide a payment and performance bond.

Each bidder must submit the following with a bid proposal:

- 1. Completed and signed bid proposal form.
- 2. Bid Bond (5% of the total bid amount).
- 3. Listing of subcontractors

All the above information will be evaluated by the District.

## GENERAL REQUIREMENTS

There are 5 locations where film is to be installed. The film, in general, is to be installed on all exterior doors transoms and windows up to 8ft in height. Diagrams of each building have been attached to the bid.

In addition to the detailed specifications below, all vendors must comply with the following:

- Installer must be certified to install the manufacturers' product that meets the specifications within the scope of work.
- Must have been in business a minimum of 3 years
- Bidder must have at least 3 references for film
- All work must be performed in a professional manner.
- Workers will be required to check –in at each building and must wear an ID at all times.
- Workers shall not fraternize with the students or staff.
- The film will be fitted and bonded securely to the surface by factory trained professional window film installers. **Upon completion, the film will be an integral part of the window (attached to frame).**
- The bidder is responsible for cleaning and preparing the window surface prior to installation.
- Work site will be left clean and all scrap and rubbish from installation removed at the end of each day or installation.

## REQUIREMENTS AND SPECIFICATIONS

### Mechanical Properties

Thickness 9 Mil (Milli inches) 8 Mil protection, 1 Mil Silver  
Tensile Strength at Break 28,500 PSI  
Break Strength 245 lb/inch  
Elongation at Break 125%  
Peel Strength 7 lb/inch

### Optical and Solar Properties

3mm Single 3mm IGU  
Visible Light Transmitted 20% 19%  
Visible Light Reflected (Int) 61% 61%  
Visible Light Reflected (Ext) 57 % 56%  
Ultra Violet Block 99% 99%  
Total Solar Energy Reflected 50% 46%  
Total Solar Energy Transmitted 15% 13%  
Total Solar Energy Absorbed 35% 41%  
Total Solar Energy Rejected 75% 66%  
Shading Coefficient 0.30 0.40  
Glare Reduction 78% 77%

## **15. QUALITY ASSURANCE**

A. Manufacturer Qualifications: All primary products specified in this section will be supplied by a single manufacturer with a minimum of five years' experience.

B. Installer Qualifications: All products listed in this section are to be installed by a single installer with a minimum of three years demonstrated experience in installing products of the same type and scope as specified. Provide documentation that the installer is authorized by the Manufacturer to perform Work specified in this section.

## **16. MANUFACTURERS**

A. Acceptable Manufacturer: HanitaTek, or 3M Window Film

## **17. EXAMINATION**

A. If preparation of glass surfaces is the responsibility of another installer, notify Owner in writing of deviations from manufacturer's recommended installation tolerances and conditions.

1. Glass surfaces receiving new film should first be examined to verify that they are free from defects and imperfections, which will affect the final appearance:

B. Do not proceed with installation until glass surfaces have been properly prepared and deviations from manufacturer's recommended tolerances are corrected. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result under the project conditions.

C. Commencement of installation constitutes acceptance of conditions.

## **18. PREPARATION**

A. Clean surfaces thoroughly prior to installation.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

## **19. INSTALLATIONS**

A. Install in accordance with manufacturer's instructions.

B. Cut film edges neatly and square at a uniform of window sealant.

C. Properly attached to frame of window or door with manufactures recommended attachment and adhesive.

## **20. CLEANING AND PROTECTION**

A. Remove left over material and debris from Work area. Use necessary means to protect film before, during, and after installation.

B. Touch-up, repair or replace damaged products before Substantial Completion.

## **SCHOOL ADRESSES ARE AS FOLLOWS:**

1. Administrative Office, 400 North Mine Street, Potosi, MO 63664
2. Potosi High School, #1 Trojan Drive, Potosi, MO 63664
3. John Evans Middle School 303 South Lead Street, Potosi, MO 63664
4. Trojan Intermediate School 367 Intermediate Drive, Potosi, MO 63664
5. Potosi Elementary School 205 State Highway P, Potosi, MO 63664

**THE UNDERSIGNED AFFIRMS AND DECLARES** that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request

noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

This proposal is submitted in full compliance with all Specifications and General Terms and Conditions except as noted below under exceptions.

LOCATION	PRICE FOR ALL LABOR AND MATERIALS
Administrative Office	\$
Potosi High School	\$
John Evans Middle School	\$
Trojan Intermediate School	\$
Potosi Elementary School	\$
Total for all locations	\$

**Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for 60 days.**

TERMS OF PAYMENT \_\_\_\_\_

Work, as proposed above must be completed by August 14, 2019

This quotation is to remain firm for 60 DAYS

**TOTAL PROPOSED: Includes all labor, materials, and equipment as specified herein.**

\_\_\_\_\_  
Company Name by (Signature)

\_\_\_\_\_  
Address Print Name

\_\_\_\_\_  
(Continue) address Title

\_\_\_\_\_  
Date Telephone/Fax

\_\_\_\_\_  
Email Website

**REFERENCES (To be submitted with proposal – attach additional pages as necessary)**

**PLEASE NOTE IT IS THE SCHOOL'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

**CLIENT 1:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

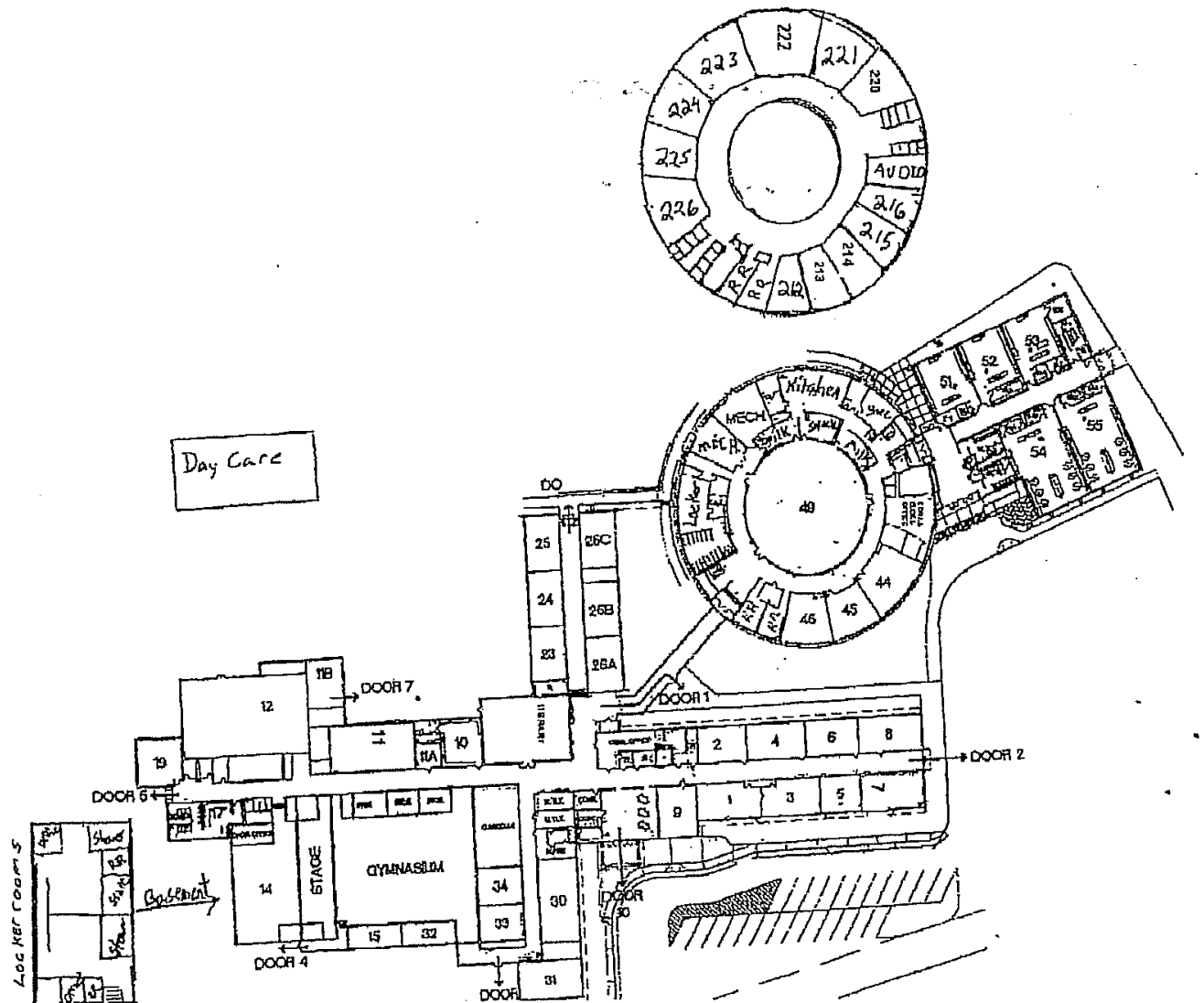
**CLIENT 2:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

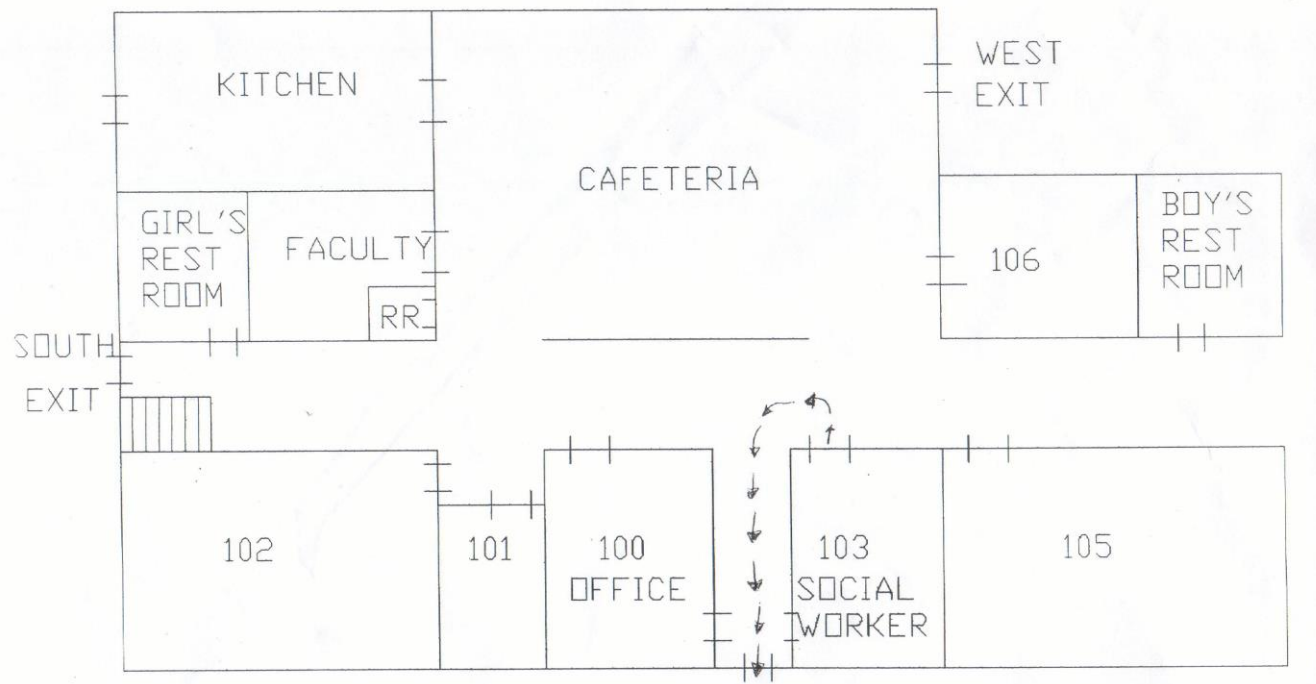
Potosi High School



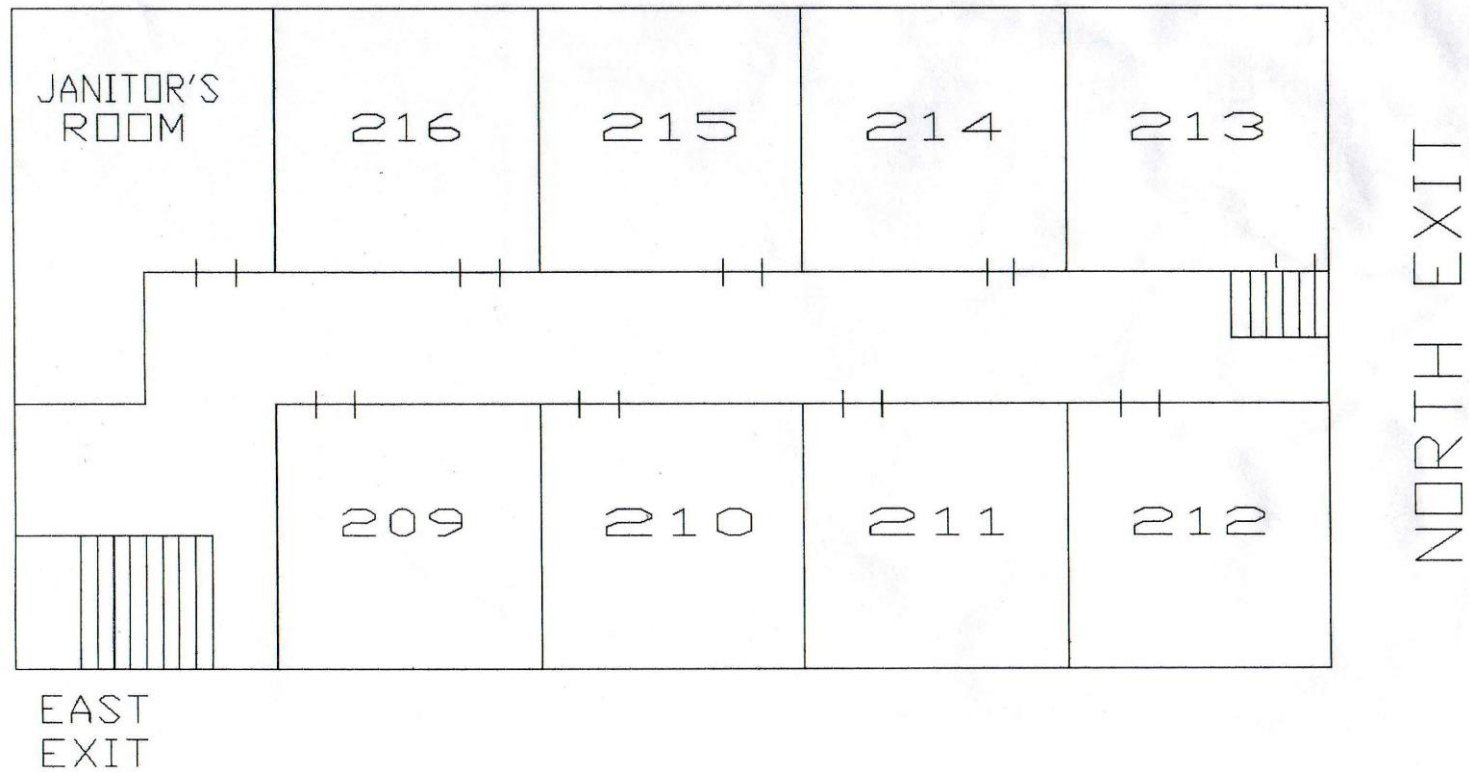


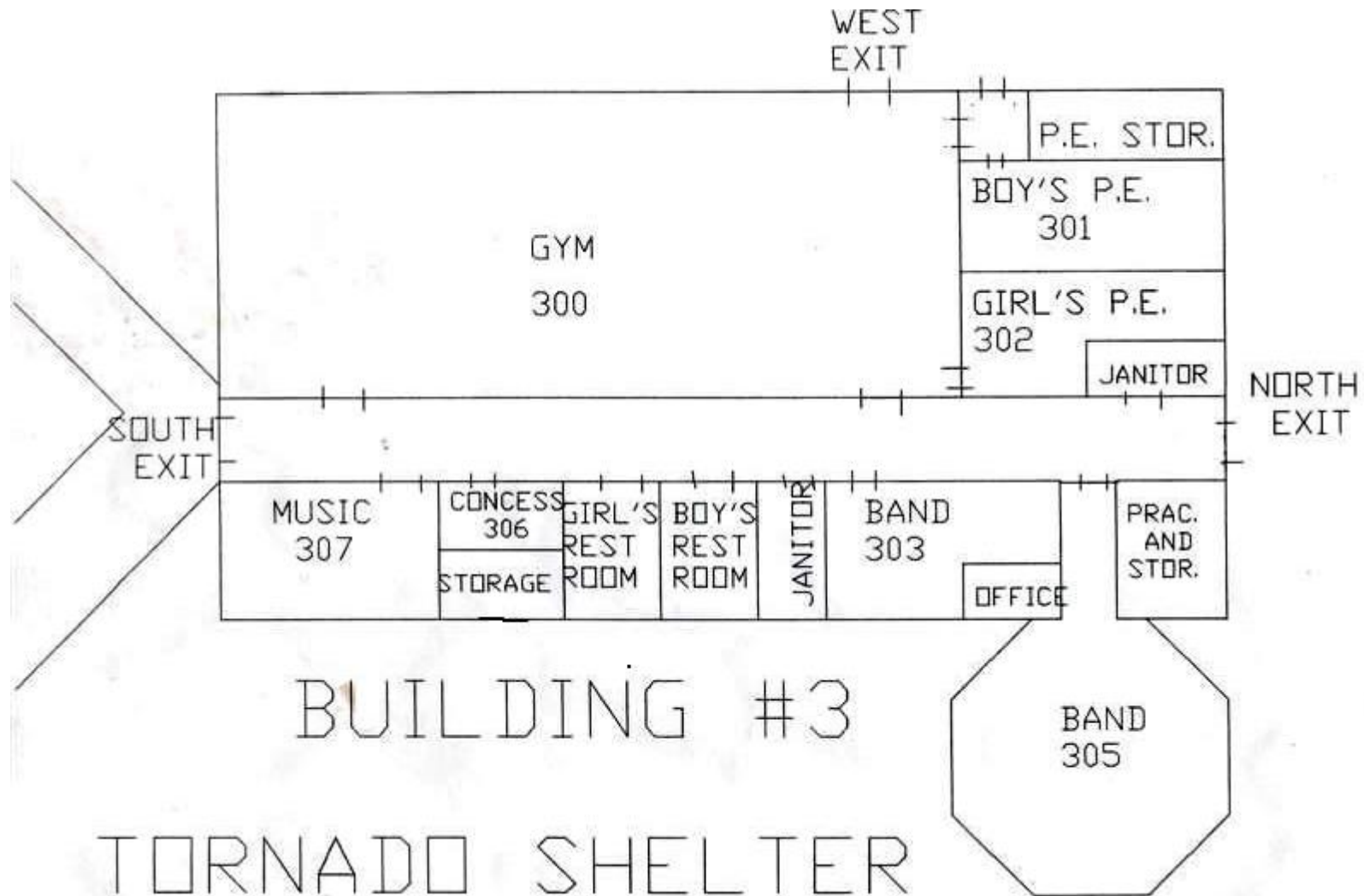
John Evans Middle School

# BUILDING #1 - BOTTOM FLOOR

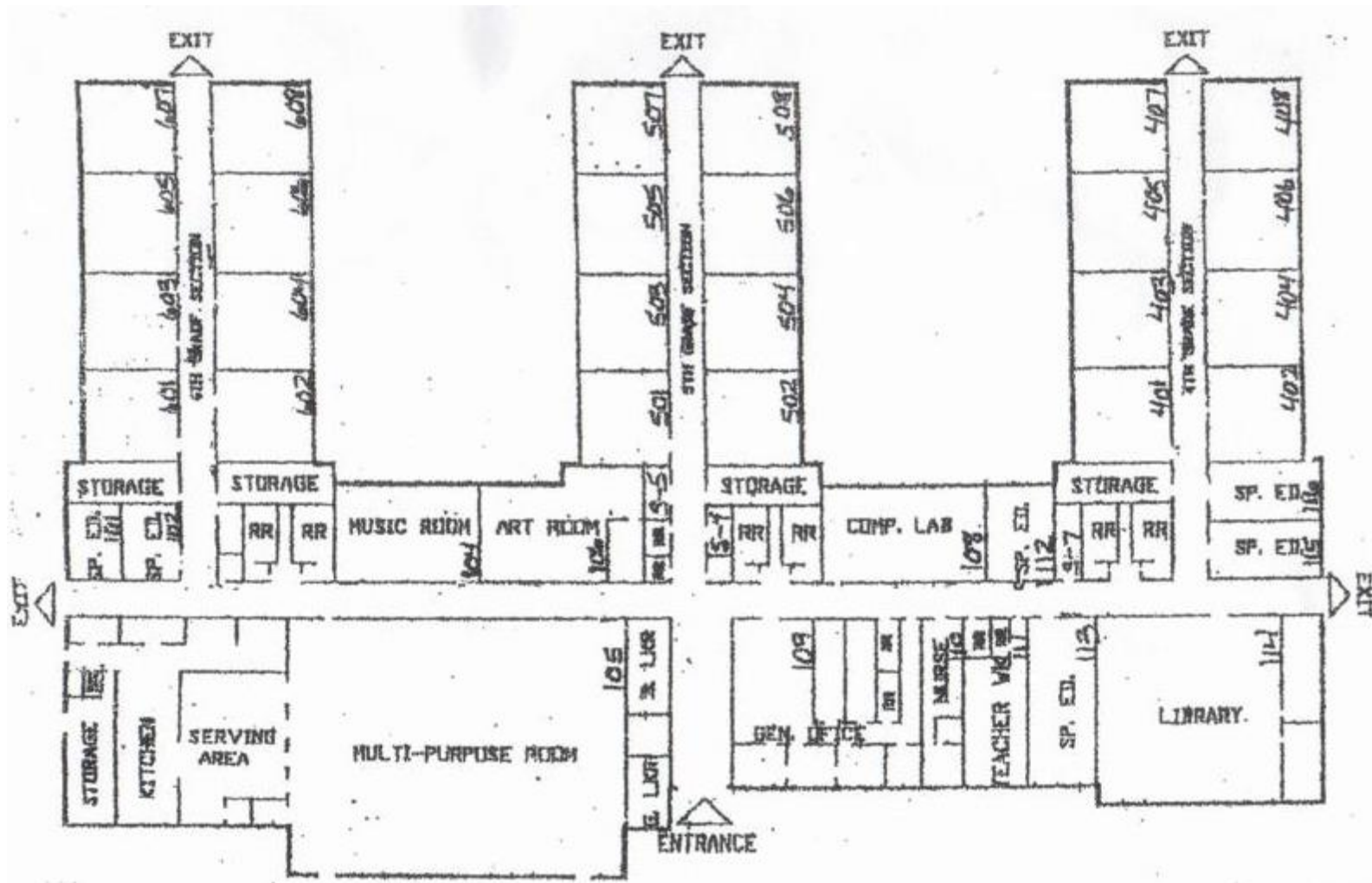


# BUILDING #2 - BOTTOM FLOOR



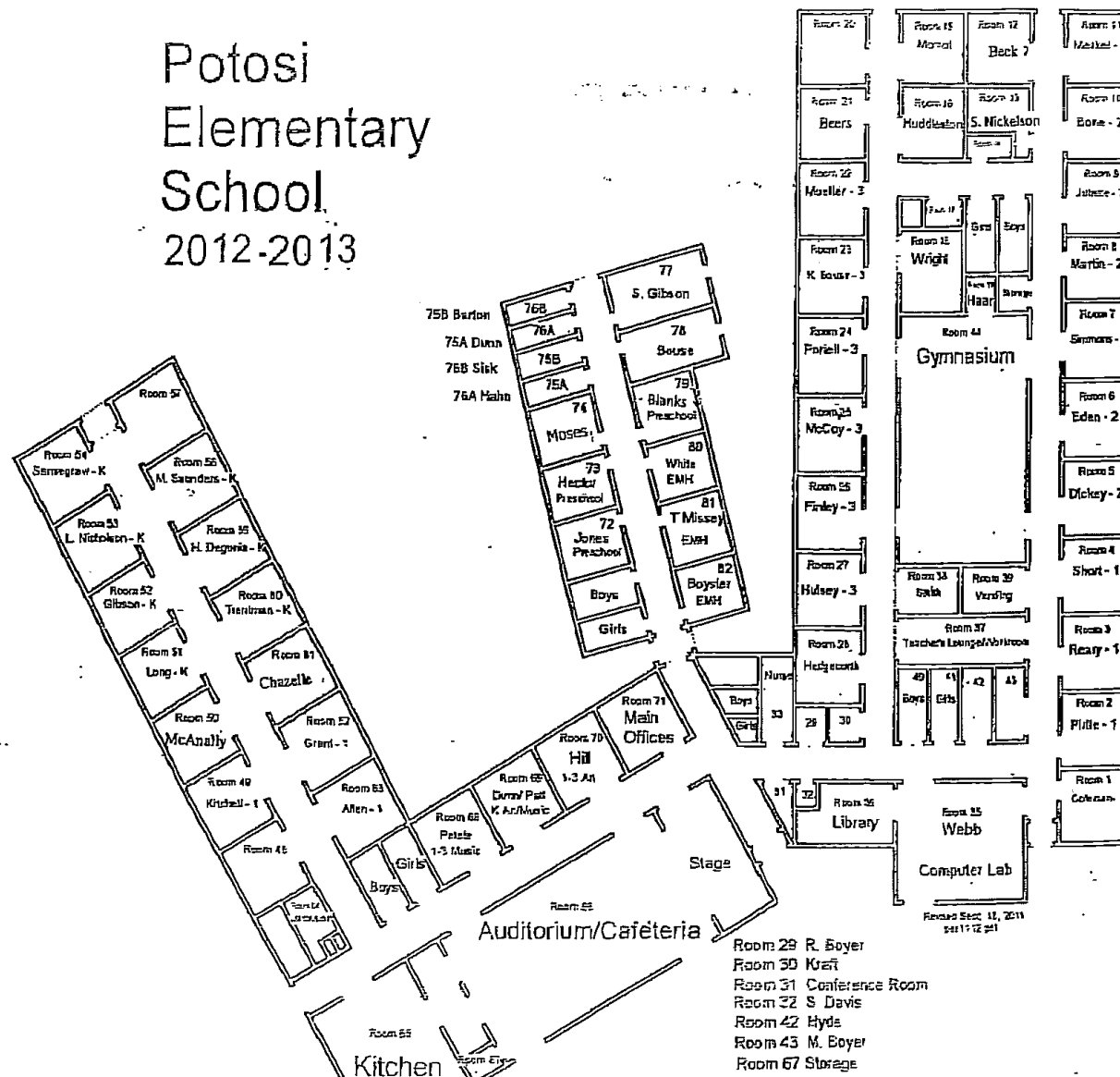


Trojan Intermediate School



## Potosi Elementary School

Potosi  
Elementary  
School  
2012-2013



Administrative Offices

