

**TOWN OF OXFORD, CONNECTICUT  
Board of Education**

**REQUEST FOR PROPOSAL (RFP)**

**BID NUMBER: QF Playground 2022**

**DUE: Dec. 1, 2022 12:00pm EST**

***GENERAL PROVISIONS***

The Board of Education for the Town of Oxford, Connecticut (hereinafter referred to as Board), is seeking proposals from qualified contractors to provide a price to replace its existing play structure and to supply approximately 4,000 sq. ft. of playground safe wood mulch at a depth of 3” to the existing area. Location is: **Quaker Farms School, 30 Great Oak Rd. Oxford, CT 06478**

**RFP Summary**

The Board of Education is seeking proposals from contractors with a history of municipal or large-scale commercial work to provide materials and services for:

- Removal and disposal of existing play structure.
- Supply and installation of **Jambette Structure # J3-21270-5HB**
- Supply and the installation of approximately 4,000 sq. ft. of playground safe wood mulch at a depth of 3” (recoat existing area)
- Two copies of the bid are required to be submitted. The district reserves the right to award the full quote or as options selected from the second quote by policy series.

**Contractor Qualifications:**

Successful bidder: must have a minimum of 10 years of experience on commercial Playscape installations including structural and surface renovation.

Successful bidder must provide certification of playground safe mulch

**1. PREPARATION OF PROPOSALS**

1. Official quote for all services detailed in the RFP
2. Proposed contract for services that includes all provisions of this RFP
3. Scope and sequence of services with estimated time required to complete the project
4. W9 for Company
5. Description of Company.
6. The Contractor shall furnish the Board of Education copies of Licenses and Certificates, Permits, and Insurance (including Worker's Compensation)
7. Three to five reference contacts from other school districts or similar sized organizations for similar work conducted within the past three years

**2. Scope of Work**

The Board of Education is seeking a Contractor to provide the material, services, and equipment once a Purchase Order has been approved and issued.

**3. General Requirements**

1. Contractor Responsibilities
  - a. Contractor is responsible for all labor, materials, supplies, and equipment to perform the services described
  - b. The Contractor shall insure that all work under this contract be completed by personnel over the age of eighteen (18) years and be supervised by Contractor-employed
  - c. The Contractor shall perform the work provided for in these specifications under the direction of the Board of Education or their designated representative. The Board of Education or their designated representative may make inspections at any time and may request that the Contractor perform additional work or services to bring Contractor's performance to the level required by this agreement. The Contractor shall cooperate with any representative designated by the Board of Education to enable said Board to determine the Contractor's conformity with the provisions of these specifications and the adequacy of the work being performed.
  - d. Contractor shall provide a detailed work schedule to complete the project once the RFP has been awarded.
2. Insurance
  - a. Connecticut Worker's Compensation coverage
  - b. Liability Insurance with minimum coverage of \$1,000,000
3. Payment
  - a. Payment will be made upon completion of the job.

**4. MANDATORY WALKTHROUGH**

Will be held on **Nov. 10, 2022 at 11am** at the location mentioned above

**5. BID SUBMISSION**

Proposals shall be submitted **via mail** to Mr. George Renzoni, Oxford Public Schools, 462 Oxford Road, Oxford, CT 06478.

**6. BID TIME**

Bids shall be received prior to the advertised hour **Dec. 1, 2022 12:00pm EST**. All bids will be opened and recorded by the Oxford Public School District Central Office on **Dec. 1, 2022 12:00pm EST**.

**7. OPTIONS**

The Board shall review color choices with the winning contractor upon awarding the bid.

The Board reserves the right to extend the award of the requirements if it is in the best interest of the Town.

**8. TAXES**

All purchases made by the Board, and associated with the award of this requirement shall be tax exempt. A Town Tax Exemption Certificate shall be furnished upon request.

**9. INQUIRIES**

All inquiries are to be directed to [bids@oxfordpublicschools.org](mailto:bids@oxfordpublicschools.org)

**10. PRICING**

The Town is always interested in any and all cost reduction opportunities.

**11. HOLD HARMLESS CLAUSE**

The Contractor further agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

TOWN OF OXFORD, CONNECTICUT REQUEST FOR PROPOSAL (RFP)

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**Total Cost** \_\_\_\_\_

**Signature Submission Page**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date