

**Request for Proposal (RFP) for Window Replacement at Madison County Public Schools  
(MCPS) William Wetsel Middle School 186 Mountaineer Lane, Madison, VA 22727**

**REQUEST FOR PROPOSAL**  
Madison County School Board  
Window Replacement at MCPS

Madison County Public Schools is seeking Bids for the following project:

**BID ANNOUNCEMENT:** Bids must be submitted in a sealed envelope marked “WWMS Window Replacement” for Madison County Public Schools. Bids must be received at Madison County School Board Office, Attention: Dr. Matthew Eberhardt, Superintendent, 60 School Board Court, Madison, VA 22727. Sealed bids must be received by 3:00 PM on Monday, November 20, 2017. Bid opening will be at 3:30 pm, on Monday, November 20, 2017. The project is as follows:

**Replacement of 53 existing windows at William Wetsel Middle School.**

The Offeror is responsible for ensuring that their bid is received by the deadline indicated. Bids cannot be accepted via facsimile or electronic mail. Late Bids will be returned unopened to the sender. Bids shall be open to public inspection only after award of the contract. Proposals must be signed by an individual authorized to bind the Offeror. All proposals without such signature will be deemed non-responsive and will not be accepted. Detailed proposal packets, if applicable, can be picked up at Madison County School Board Office on or after October 24, 2017. Offerors may contact Earl Keys (540-948-3780) at Madison County School Board to review bid specifications and view locations. The project, if approved, may begin after Monday, May 28, 2018, and MUST be completed by August 1, 2018.

All packages, envelopes, or correspondence issued in response to the RFP should clearly state on the exterior: **“WWMS Window Replacement” Due 3:00 P.M. Monday, November 20, 2017**

Madison County Public Schools reserves the right to reject any and all proposals and to negotiate with any respondent to the RFP, if deemed to be in the best interest of the school division. Madison County Public Schools is an equal opportunity/affirmative action employer. Awards shall be made to the qualified and responsible Offeror whose bid is responsive to this solicitation. A responsible Offeror is one whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation.

The Offeror or their authorized representatives are expected to fully inform themselves as to the conditions, requirement, and specifications before submitting bids; failure to do so will be at the Offeror’s own risk and he/she cannot secure relief on the plea of error.

The Offeror shall provide the Madison County School Board Office with a Certificate of Liability Insurance, valid in Virginia, at the time of the contract signing, but no later than the start of the project, and agrees to maintain such insurance until the termination of the contract.

The Offeror is responsible for billing MCPS for all approved services during the term of this agreement.

The pre-bid meeting and walk through will be held at William Wetsel Middle School Media Center Monday, October 23, 2017, at 2:30 P.M.

Any questions regarding the RFP should be addressed to Earl Keys, MCPS Facilities Supervisor, by phone at (540) 948-3780 or by email at ekeys@madisonschools.k12.va.us.

### **PROJECT SPECIFICATIONS AND SCOPE OF WORK**

Replacement of fifty-three (53) existing windows at William Wetsel Middle School. Offeror will furnish and install YKK 2" x 4 1/2" thermal window system. Finish on the framing to be "Clear" anodize. Frames to be glazed with 1" Clear insulated glass with Low E. Some windows to have spandrel panels at the tops and bottoms. Includes demo of all windows including those requiring abatement. Offeror will be responsible for removal and disposal of the existing materials; including asbestos material in transite panels, window caulking, and glazing. Offeror will provide asbestos contracting. Interior and exterior caulking is to be included. Windows will be non-opening. Offeror will provide installation of new windows/panels with removal/disposal of old windows/panels. Window design will be provided at pre-bid meeting or in the bid packet following October 23, 2017.

**EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION:** The Madison County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited as required by Title VI, Title VII, Title IX, Section 504 and ADA regulations. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation. The Madison County School Board provides facilities, programs and activities that are accessible, usable and available to qualified disabled persons.

**ANTI-DISCRIMINATION:** By submitting their proposal, the Offeror certifies to MCPS that they will confirm to the provisions of the Federal Civil Rights Act of 1964, as mentioned, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 2.2-4311 of Virginia Public Procurement Act.

**EMPLOYEE BACKGROUND CHECKS:** According to Madison County School Board policy, "As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board requires the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child."

**DRUG-FREE WORKPLACE:** During the performance of this contract, the Offeror agrees to (i) provide a drug-free workplace for the Offeror'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 Offeror'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 on behalf of the Offeror that the Offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to the Offeror in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**SMALL AND MINORITY BUSINESS ENTERPRISES:** It is the policy of MCPS to undertake every effort to increase opportunity for utilization of small and minority business in all aspects of procurement to the maximum extent feasible. In connection with the performance of this contract, the Contractor agrees to use their best effort to carry out this policy and ensure that Small and Minority Businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract.

**UNAUTHORIZED ALIENS:** The School Board provides in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.