

**Enemy Swim Day School  
13525 446<sup>th</sup> Avenue  
Waubay, SD 57273**

**Request for Proposals**  
**Summer Facilities Projects and/or New Telephone System**

*OPENING DATE:* June, 2021  
*CLOSING DATE:* August, 2021  
*SUBMITTAL NAME & LOCATION:* Enemy Swim Day School  
13525 446<sup>th</sup> Avenue  
Waubay, SD 57273

*INSTRUCTIONS FOR SUBMITTING A PROPOSAL*

1. Submit Proposal via email, mail, or in person.
2. The bid quotation must list the individual(s) and provide resumes of who will perform the services.
3. At least 3 references (name, phone number, and address) must be included.
4. The total cost for each specified service must be included.
5. Any Conflict of Interest with ESDS Administrative/Business staff or School Board members must be declared.

Any questions related to this Request for Proposal shall be directed to the contact person whose name(s) appear below.

**CONTACT:** For the facilities projects please contact Ed Johnson (605) 947-4605 [ejohnson@esds.us](mailto:ejohnson@esds.us) and for the phone system, please contact Debra Rumpza (605) 947-4605 [drumpza@esds.us](mailto:drumpza@esds.us)

The Enemy Swim Day school is located in northeast South Dakota on the Lake Traverse Reservation. Our school is approximately 9 miles from Waubay, SD. The Enemy Swim Day School serves approximately 175 students in a preK-8 school. We have a FACE Pre-K program that also includes adult education.

*REASON FOR RFP AND SCOPE TO BE SERVED:*

The Enemy Swim Day School is seeking separate proposals from qualified individuals for the following:

1. Replace classroom and teacher office carpet with carpet tiles (removal/grinding of floor and installation of carpet) in 3 classrooms
2. Construct a storage loft in the new garage
3. Remove or modify the sand box area in the FACE playground and replace it with a cement slab and Pergola
4. Construct a poured-in-place rubber surface on the elementary playground
5. Design to replace/upgrade current school-wide phone system

*SCOPE OF THE WORK REQUIRED:*

This RFP includes 5 different projects that should be bid separately. The first project includes replacing classroom and teacher office carpet with carpet tiles including the removal and grinding of floor and installation of carpet in 3 classrooms. This project must be completed by August 9, 2021. The second project includes constructing a storage loft or a second storage level across the new garage including the side storage room. The third project includes replacing a sand area that has a small roof with a cement slab and a new pergola roof in

the FACE playground. The fourth project includes replacing chips in the elementary playground with a superior poured-in-place flooring that is appropriate and guaranteed for northeast South Dakota weather.

The other project is a whole replacement of the interior school-wide phone system. This project requires a meeting with school administration to design a new phone system prior to a bid.

All project designs must be included with the bids.

## **I. SCOPE OF WORK**

The Enemy Swim Day School is seeking qualified individuals or companies with three years of experience or more.

We require they possess skills, knowledge and abilities as required by the nature of the project.

## **II. Qualifications**

Verified successful experience.

## **III. Timeline**

<u>Month, Year</u>	<u>Task/Deliverables</u>
June, 2021	Announcement of Request for Proposal
July/August, 2021	Contract Awarded
July, 2021 – September, 2021	Project completion

## *GENERAL INFORMATION*

Enemy Swim School reserves the right to accept or reject any proposal or any part thereof, unless specified otherwise, and waive any informality in any proposal deemed to be in the best interest of the School.

## *TERMS AND CONDITIONS*

The submission of a proposal will indicate that the Bidder has read the terms and conditions, understand the requirements and that the Bidder can supply the required services.

It is mutually understood and agreed that the successful Bidder shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order or contract, or their right, title or interest therein, or power to execute such purchase order or contract to any other person, company, corporation without the prior written consent of the Enemy Swim School Board or its designee.

No contract exists on the part of the school until a written purchase order is issued. Issuance of a purchase order will be considered sufficient notice of acceptance on the contract.

## *SERVICE TO INCLUDE BUT NOT LIMITED TO:*

- Maintain schedule of services as specified within the Request for Proposal.
- Prompt response and completion of services as required by ESDS. Bidders must indicate their average response time.
- Prompt response to ESDS inquiries regarding the availability of services, job completion, and other needs as may arise during the term of the contract.
- Ability and willingness to advise ESDS personnel when special needs arises.
- Ability and willingness to promptly investigate claims of inferior service and to make necessary adjustments.

- ESDS reserves the right to increase or decrease the frequency of service, as may be required during the contract period. -All services shall be performed in a manner acceptable to the school.

*HOLD HARMLESS PROVISIONS*

The Vendor does hereby covenant and agree to repay for loss and save harmless Enemy Swim Day School Board, Enemy Swim Day School and employees, individually and collectively from all fines, suites, claims, demands, actions or liability of any kind and nature by reason of any and all of its operations of its business hereunder and does hereby agree to and does assume all the risks in the operations of hereunder, and shall be solely responsible and answerable for any and all accidents or injuries to persons or property arising out of its performance of this contract. The amount and type of insurance coverage requirements set forth hereunder shall in no way be interpreted or translated as limiting the scope of security against loss or damage set forth in this paragraph.

*SERVICE VERIFICATION/BILLING*

Enemy Swim Day School will pay net 15 days upon receipt of final invoice. The Vendor shall submit an itemized invoice for services rendered to the School. Said invoice shall indicate date(s), description of services performed, time (hours or minutes), and price and applicable purchase order number. Invoices will be sent to: Enemy Swim Day School, *ATTN: Debra Rumpza*, 13525 446<sup>th</sup> Avenue, Waubay, SD 57273.

*GOVERNING BOARD CONTRACT LIAISON*

The School Board Contract Liaison for any contract awarded under this Request for Proposal will be Dr. Nadine Eastman, Superintendent, (605) 947-4605, ext. 3008. The Contract Liaison shall act as School Board Contract Manager and oversee performances under this contract.

The Contract Liaison may provide the vendor with general guidance as to contract performances. Changes to an awarded contract shall be effective only upon written approval from the Contract Liaison on behalf of the Governing Board.

*ANTICIPATED DATE FOR BID AWARD:*

A recommendation to award the bid will occur at the Regular Meeting of the Enemy Swim Day School, July/August, 2021.