



Maintenance & Operations Dept.

Bob Bennett

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(541) 881 – 1274

195 SW 3rd Avenue

Ontario, OR 97914

REQUEST FOR PROPOSALS for OMS ROOF CATWALKS

December 08, 2020

SUMMARY OVERVIEW:

The Ontario School District is accepting bids for the installation of three roof-mounted catwalks surrounding new HVAC units at the Ontario Middle School. This Project is in direct relation to the OMS HVAC Unit Replacement Project. The Project includes the installation of catwalks around the new units installed on the Odyssey building for accessibility for work and maintenance of the units. This may be done before or after the completion of the OMS HVAC Unit Project.

Site visits may be coordinated with Bob Bennett, Maintenance Director, at (541) 881 – 1274, or by email at bbennett@ontario.k12.or.us.

For any questions regarding this ITB, contact Emily Maeda, Purchasing Agent, at emaeda@ontario.k12.or.us, or (541) 889 – 5374 ext 3369.

BID SUBMISSION:

Bids will be received by the District until **Thursday, December 17th, 2020 at 1:00pm**. Bids received after this date and time will not be considered.

Bids may be submitted by mail, addressed: **195 SW 3rd Ave, Ontario, OR 97914**, attn: Emily Maeda; bids may also be submitted via email: emaeda@ontario.k12.or.us and cc: bbennett@ontario.k12.or.us. Bids must be clearly labeled “OMS ROOF CATWALKS” and include submitter contact information. Submissions must include all required materials detailed herein.

AWARD:

Award of this Project will be based on lowest overall price, earliest date of completion, prior experience with the Ontario School District, and local or in-state business. *(Contractors shall include in their submission a proposed timeline.)*

OVERVIEW OF PROJECT

The Ontario School District is replacing four HVAC units at the Ontario Middle School (for the Bid Documents and Project Information for that Project, contact Emily Maeda, at emaeda@ontario.k12.or.us.) The District is seeking to install catwalks surrounding the three new units on the Odyssey building on the Ontario Middle School Campus (573 SW 2nd Ave, Ontario, OR 97914). This will allow the Maintenance Staff to access the new units. This Project may be done before, after, or during the HVAC Replacement Project. The Contractor is responsible for the design, build, and installation. Moreover, the Contractor shall be responsible for:

- A. installation of catwalks surrounding the three new units (a roof mounted ladder or similar device to access the ridge from the south edge of the eave);
- B. coordinating any roof work or repair to roof;
- C. all measurements and roof pitch verification;
- D. meeting the District's requirements regarding material used;
 - a. material must be slip resistant with an open design to eliminate standing water, ice, or snow build up on catwalk
 - b. material must be as light weight as possible to reduce roof load without sacrificing strength
- E. meeting OSHA standards regarding handrails;
- F. meeting OSHA standards regarding tie off locations;
- G. ensuring that any open tubes or pipes are sealed to prevent wasp habitat;
- H. the purchase of any permits related to the Project;
- I. arrangements and costs of lifting equipment;
- J. any inspections related to the Project;
- K. the coordination of work and timelines with the Awarded HVAC Contractor installing the new units; and
- L. ensuring the final product is OSHA approved.

OTHER REQUIREMENTS

Prevailing Wage – If the combined price of the two parts of the Project exceeds fifty thousand dollars, the Prevailing Wage must be factored into the bid, and shall be the responsibility of the Contractor.

Oregon CCB – The Contractor shall provide proof of Oregon CCB License, and provide current Oregon CCB number.

Insurance – The Contractor shall provide proof of Insurance and Worker’s Compensation Insurance.

OSHA – The Contractor is responsible for following all OSHA guidelines relating to the work for the Project. *Students and staff may be present at the time of work for the Project; safe zones will need to be established in areas below the work site.*

Responsibility of the District – Responsibilities of the Ontario School District *must be clearly stated in the bid.*

Timeline – The Contractor shall provide a Project Timeline and a Date of Completion for the Project. *This is an **urgent** Project, and the Contractor’s timeline will be considered in award of the Project.*

Vehicles and/or Lifting Equipment – If school is in session, Contractor vehicles and lifting equipment must be kept out of student loading/unloading zones. Cranes must be scheduled so that the work does not interfere with bus loading/unloading or parent drop off/pick up times.

COVID-19 - the Ontario School District is adhering to Oregon’s OSHA COVID-19’s Temporary Standard for All Workplaces. **Social Distancing:** workers must be separated from one another and other individuals by at least 6 feet. **Face Masks:** proper face coverings that cover the nose and mouth are required in all indoor work environments. Face coverings must also be worn in outdoor situations where 6 feet physical distance cannot be maintained. **Wash Hands:** workers are encouraged to wash hands thoroughly and frequently. For additional information on COVID-19 guidelines, contact the District Office.

Tobacco Use – Oregon schools are considered a tobacco free zone; any workers using tobacco products will have to leave school property while using tobacco products.

Background Checks – The District requires all individuals working on school grounds to complete a Background Check and Fingerprinting. See **Attachment: Background Checks**. *If you have done work for the District and completed a background check in the last year, your previous background check may still be sufficient; contact the District Office at 541-889-5374.*

References - If the Contractor has *not* previously done work for the Ontario School District, the Contractor’s submission must include the contact information of 2-3 references from past projects.

ATTACHMENT: BACKGROUND CHECKS

The cost to complete the criminal history check is: **\$59.00 + \$12.50** (paid online upon registration by employee). Below is the Fieldprint information needed to complete background checks.

FINGERPRINT INFORMATION

ONTARIO FIELDPRINT OFFICE

Smith's Pack & Ship
251 W Idaho Avenue
Phone: 541-889-7690

Cost: \$12.50 (due at the time appointment is scheduled)

Fee may be paid with credit card or electronic check by providing routing and account information. NOTE: If you do not show for your scheduled appointment, or you cancel or reschedule your appointment within 24 hours of the appointment, you will be charged another \$12.50.

To schedule a fingerprinting appointment, please follow these instructions:

1. Visit www.FieldprintOregon.com
2. Click on the "Schedule an Appointment" button.
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue."
4. Enter the Fieldprint Code: **FPOntarioSD8**
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. **Take the Confirmation Page and two forms of identification with you to your fingerprint appointment.**
7. If you have any questions or problems, you may contact the Fieldprint customer service team.

PHONE: 877-614-4364

EMAIL: customerservice@fieldprint.com

