

REQUEST FOR PROPOSAL

Elementary Playground

Issued on: September 19, 2024

Bid due date: October 11, 2024, by COB (3:00 PM AKST)

CLASSIFICATION: Elementary Playground Request for Proposal

Terms & Conditions

This request implies no obligation on the part of the buyer. All bids submitted must remain valid for a period of 60 days (unless otherwise specified). The Galena City School District (“School District or GCSD”) reserves the right to negotiate the terms and conditions of any contract entered into as a result of accepting any bid submitted by the successful bidder(s).

The Galena City School District is not responsible for any costs to the bidders for preparation of this bid.

One or more addenda to the Request for Proposal (RFP) may be issued by the School District after the RFP process is opened. A copy of any addendum issued by the School District must be signed by the bidder and submitted along with its bid. While the School District will make reasonable efforts to notify bidders of any addenda, it is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued. Bidders should check the School District website to ascertain if any addenda have been issued.

Any interested party may obtain a copy of the RFP from the School District website at <https://www.galenaalaska.org/procurement/>.

To be considered for award, the bid must be received by via email no later than 4:00 P.M., Alaska Time, October 11, 2024.

Submit bid to Dr. Jason Johnson, GCSD Superintendent, via email at the following email address:

jason.johnson@galenanet.com

Table of Contents

Terms and Conditions.....	Page 1
Section I: Introduction.....	Page 2
Section 2: Scope of Work.....	Page 2
Section 3: Selection Criteria.....	Page 2
Section 4: Attachments.....	Page 2
Section 5: Compliance.....	Page 3
Section 6: Questions.....	Page 3
Section 7: Submission... ..	Page 3, 4

SECTION 1 – INTRODUCTION

The purpose of this Request for Proposal (RFP) is to invite qualified school playground companies to submit proposals for providing GCSD with design through installation services for a school/community playground with both a toddler section and an elementary section.

SECTION 2 – SCOPE OF WORK

- Qualified playground company must have the capacity to finish design work by the end of December 2024, to deliver all materials to the barge landing in Nenana, Alaska by May 1, 2025, and to complete playground installation in Galena, Alaska by July 31, 2025.

Section 3 – SELECTION CRITERIA

- Experience providing playground design through installation services in rural Alaska.
- Capacity to take the playground project from the design stage through the installation stage per the Scope of Work parameters.

Section 4 – ATTACHMENTS

No attachments.

Section 5 – COMPLIANCE

The selected vendor, contractor, installer will be required to adhere to all Alaska Department of Education and Early Development (DEED), State of Alaska, and Federal laws and regulations as applicable, including, but not limited to FERPA, COPPA, CIPA, CIPA-2, HIPAA, ADA and the Galena City School District board policy.

The Galena City School District is committed to providing access to our electronic information, including our websites, for individuals with disabilities in accordance with all applicable State and Federal laws.

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 require us to ensure that anyone with disabilities seeking information or services from us, have access to and use of information and data that is comparable to the access and use by any other members of the public who are not individuals with disabilities. This requirement extends to any and all web-based services, applications, or other technology that is acquired, contracted or otherwise made available by the School District, to its students, staff and/or community members. Responders to this solicitation shall be equally responsible and contractually bound to ensure their product and service offerings are accessible pursuant to the aforementioned laws. The School District's website accessibility standards can be found here: <https://www.galenaalaska.org/>.

Section 6 – QUESTIONS

Please direct all questions to Lisa Shelby, GCSD Assistant Superintendent, via e-mail: lisa.shelby@galenanet.com. Please Cc GCSD Superintendent Jason Johnson: jason.johnson@galenanet.com.

All correspondence is required to be made in writing to ensure the integrity of our bidding process and for recording purposes. Questions initiated during the bid process may also result in addendum items being expanded beyond the initial posting. It is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued or updated.

Section 7 – SUBMISSION

To be considered for award, the bid must be received by via email no later than 4:00 P.M., Alaska Time, October 11, 2024.

Submit bid to Dr. Jason Johnson, GCSD Superintendent, via email at the following email address:

jason.johnson@galenanet.com

The following PROPOSAL TRANSMITTAL FORM must be completed and returned with the proposal.

PROPOSAL TRANSMITTAL FORM

BUSINESS NAME

MAILING ADDRESS

CITY / STATE / ZIP

PHYSICAL BUSINESS ADDRESS

CITY / STATE / ZIP

CONTACT PERSON FOR THIS PROPOSAL

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

ALASKA BUSINESS LICENSE #

FEDERAL TAX ID #

CERTIFICATION: I certify that I am a duly authorized representative of the business listed above and that the information and materials enclosed with this proposal accurately represent the capabilities of the business to provide the services as indicated in compliance with the requirements of the RFP.

SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____ **PRINTED TITLE:** _____