

**Old Main STREAM Academy**

**REQUEST FOR PROPOSALS (RFP) - Modular Classroom Unit & Toilet Trailer**

Issue Date: Monday, February 19, 2024

Due Date: Friday, February 23, 2024, 2:00 PM EST

Electronic Submission:To be sent by email to: Dr. Christopher Clark, oldmainsa@gmail.com or by hand or courier to: Old Main STREAM Academy, PO Box 128, 202 South Odum Street, Pembroke, NC 28372

Attention: Dr. Christopher Clark Subject Line: **OMSA Modular Lease Proposal**

I. Introduction

Old Main STREAM Academy is soliciting proposals from qualified professional vendors for a lease proposal including delivery and installation of a 64x24 modular classroom unit and 36 x 12 male and female toilet trailer. The qualified vendor will enable OMSA to significantly improve the quality of space needed for middle school age students. The modular units and trailer bathroom are not ‘stay-put’. The modular classroom unit and trailer bathroom will be removed in approximately 36 months. Because the work is outside in an area not currently occupied by students, it is necessary to begin work as soon as the evaluation and award announcement is completed. The project should maintain and continue progress throughout the duration of the proposed timeline with minimal scheduled interruptions.

 II. Background Information

OMSA has occupied space, by the name of Carter Hall Building, on the Odum Home property, 202 South Odum Street, Pembroke since August 2022. OMSA plans to expand access to two exterior modular classroom units and a bathroom trailer, located near the back of OMSA Lindsay Hall. One Modular Classroom and Toilet unit will be added this year. The second classroom unit will be installed in the summer of 2025. Location for the exterior work will not be close to classroom instruction, and it is expected that this will allow for no disruptions or extremely minimal disruptions. OMSA wishes to begin installation of the units on or around the week of April 1, 2024.

III. Services Required

The following narrative outlines the services to be provided to OMSA in the area of (1) modular classroom unit and bathroom trailer:

* State Approved Drawings to be included
* Delivery and Set up of modular facilities.
* Set up to include all necessary tie downs, anchoring and foundations.
* Set up to include skirting
* Trailer tongue can remain, but must be skirted.
* Crawlers may be necessary to position units.
* ADA Ramp and walking platforms - Delivery and Installation
* 64 x 24 Classroom Facility with (2) Separate access doors and (2) separate classrooms
* Removal at the end of the lease
* Utilities will be installed by others. Utilities will be removed at the end of the lease by others.

IV. Submittal Requirements

The following information shall be required in the RFP submittal:

1. **Letter of Transmittal** – The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

a. Company name, address, and telephone number(s) of the firm submitting the proposal.

b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.

c. Federal and state taxpayer identification numbers of the firm

d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.

e. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with OMSA.

**2. General Vendor Information** – Provide the following information:

a. Length of time in business.

b. Length of time in the business of providing proposed services.

c. Number of full-time personnel in: consulting, installation, training, and administrative support.

d. Location of office which would service this account

 **3. References** - Provide the following information:

a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.

**4. Staff Resources** – Provide the following information:

a. Identify names of key personnel who, if your company is selected, will actually provide the interior renovation services.

b. Summarize the experience and expertise of these staff.

c. Describe the role and responsibilities that each of these individuals will have

**5. Other Information** - Beyond the scope of this RFP, what services (related or otherwise) does your organization provide that may be of interest to OMSA?

**6. Cost of Services** - Provide the following information:

 a. The proposal must contain a fee schedule that includes hourly rates for proposed services.

b. Describe how your services are priced, and any specific pricing you are able to provide.

c. Define any additional charges.

**7. Insurance** – Contractor shall furnish a certified copy of General Liability Insurance, as well as workman ’ s compensation for company and employees prior to beginning any work.

8. Bid Form – Please complete a bid form and include it with your proposal

V. Evaluation Criteria and Process - A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience

2. Understanding of services to be provided

3. Personnel expertise

4. Ability to provide requested services

5. Project approach

6. Satisfaction of clients/end users

7. Cost

VI. Deadline for Submissions of Proposals - One copy of the proposal must be received to OMSA oldmainsa@gmail.com prior or by 2:00 PM prevailing time on Friday, February 23 , 2024 Or one (1) copy of the proposal under sealed cover and plainly marked as “ OMSA Interior Construction Services Proposal”. Proposals shall be delivered or mailed to: Old Main STREAM Academy,

Attention: Dr. Christopher Clark, OMSA Interior Construction Services Proposal

P.O. Box 128 202 South Odum Street

Pembroke, NC 28372

Any questions regarding this proposal are to be submitted no later than February 22 , 2024 to:

Dr. Christopher Clark, Dean

Email: christopher.clark@oms.academy

Tel: (910) 775-9191

VII. Miscellaneous

1. OMSA reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in OMSA ’s sole judgment, best meets the requirements of the project.

2. The Request for Proposal creates no obligation on the part of OMSA to award a contract or to compensate the proposer for any costs incurred during proposal submission. OMSA reserves the right to award a contract based upon proposals received without further discussion or negotiation.

3. OMSA further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as OMSA may request.

4. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, OMSA has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of OMSA. After the contract award has been announced, no unsuccessful Vendor should submit additional information to OMSA for consideration or have any subsequent contact with OMSA employees or officials, other than to receive a debrief from an authorized individual.

5. Transportation Charges – Unless proposal clearly states otherwise, prices quoted will be considered to include all charges for transportation, packaging, crates, containers, ect., necessary to complete delivery.

 6. Job Familiarization – Vendor is urged to make itself fully aware of all job and facility requirements. Vendor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by OMSA.