

# Request for Proposals

## Safety Glass Hardened Film at all Bondurant-Farrar Community School District Locations

**RFP Issue Date:** 11/26/2024

**Deadline for Proposal Submission:** 12/11/2024 1:00pm

Proposals must be received by Cari Alysworth, Business Manager, via email [aylsworthc@bfschools.org](mailto:aylsworthc@bfschools.org) before the above date and time. Proposals received after this time may not be accepted. Proposals must be typed and signed. Faxed or mailed Proposals will not be accepted.

Questions regarding this proposal should be directed to:

Dustin Gean, Facilities Director  
515-664-1649  
geand@bfschools.org

### General Information

Introduction: The Bondurant-Farrar Community School District is a PK-12 public school district operating schools in Polk County, Iowa. The BFCSD is seeking bid proposals to install safety glass hardened film on all interior windows in four buildings, Morris Elementary, Anderson Elementary, Intermediate Building, High School

### General Conditions

The following General Terms and Conditions apply to this Proposal and any resulting Contract.

#### Terminology

1. "Contractor/Vendor" refers to any individual, partnership or agency which responds, in writing, to this RFP.
2. "School" refers to the Bondurant-Farrar Community School District.
3. "Contract" is the resulting contract entered into between the School and the successful Contractor.

#### Nature of Proposal and Eligibility to Proposal

The proposal constitutes a firm and binding offer.

Proposals may be issued only by the Bondurant-Farrar CSD to authorized vendors and are not transferable.

*Specifications.* Vendors shall be notified of any changes to Proposal specifications. Verbal agreements or instructions from another source are not authorized.

*Form of Contract.* The terms and conditions set forth on the following pages are part of the proposal and will be incorporated into any contract awarded the successful Contractor unless specific exceptions are taken and accepted by the Bondurant-Farrar CSD.

*Offer.* The undersigned hereby offers to sell to the Bondurant-Farrar CSD the services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

By: \_\_\_\_\_

This Proposal is not valid unless signed by a person authorized to legally bind the Contractor.

\_\_\_\_\_  
Type or print Name and Title

\_\_\_\_\_  
Date

## Scope of Services

1. Product to be used is 3M Scotchshield Ultra Safety and Security Window Film S800. No alternates shall be accepted. After a bid is awarded, the contractor is responsible for submitting the product data and installation manual to the district for an Architect/Engineer to review.
2. Contractor to field verify all interior windows for quantity and size prior to submitting their bid proposal. To schedule walk-throughs of buildings to verify the amount of safety glass film contact Dustin Gean at 515-664-1649. Provide pricing for only the window locations highlighted on the bottom of this document.
3. Contractor shall review the 3M Scotchshield Ultra Safety and Security Window Film S800 product thoroughly and review site window conditions and include in their all components of the system including but not limited to any removal and reinstall, security film, caulking, gasketing, etc.
4. Contractor responsible for all existing window prep for the install of the 3M window film.
5. Contractor shall protect existing finishes including but not limited to floors, walls, ceiling, etc.
6. Contractor responsible for their own trash disposal. BFCSO dumpster shall not be used.
7. Contractor to provide their own lift or other equipment for elevated work.

### Invoicing

1. Invoicing will be provided for each occurrence and must include detail of work performed, dates and location of services and prices.

## Payment

1. Payment will not be due until thirty (30) days after the invoice has been received at the School Office. Payment will be for only what has been agreed to in the RFP. The School does not pay late charges or interest.
2. Payment will be withheld if work is not performed as described under Scope of Services and the immediate termination of this contract could occur.

## Insurance

The Contractor shall furnish to Dustin Gean, prior to the start of any work, insurance certificates for comprehensive general liability, automobile liability and worker's compensation in accordance with the following:

1. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$2,000,000 per occurrence; and
2. Automobile Liability insurance covering bodily injury and property damage with a per occurrence limit of \$2,000,000.
3. Workers' Compensation insurance with statutory limits, and a Waiver of Subrogation in favor of the School.
4. The policies shall be the standard form employed in the State of Iowa, issued by carriers with an AM Best rating of A- or higher, and authorized to do business in the State of Iowa. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 30 days after written notice thereof has been received by the School.

## Proposals

1. Contractors shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Proposals should encompass all criteria set forth in this RFP.
2. Proposal decisions will be made within one week of the deadline.
3. Before submitting a Proposal, each vendor will visit the sites and be familiar with the equipment and pertinent conditions, such as location, accessibility and general character of the buildings and surrounding locations. The act of submitting a Proposal is to be considered full acknowledgement that the vendor has inspected the sites and is familiar with the conditions and requirements of these specifications. Arrangements to look at these locations must be made prior to submitting a Proposal by contacting Dustin Gean at 515-664-1649..
4. All proposals become the property of the School and will not be returned to the vendor. At the conclusion of the selection process, the contents of the proposals will be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon written request.
5. **Sub-contractors are not to be utilized for proposed services.**
6. All Contractor correspondence and submittals shall be sent to:  
Bondurant-Farrar CSD  
Dustin Gean  
300 Garfield St SW  
Bondurant, IA 50035
7. Questions can be sent to: [geand@bfschools.org](mailto:geand@bfschools.org)

## Non-Commitment of the School

1. The solicitation of Proposals by this RFP does not commit the School to award a contract or to pay costs incurred in the preparation of a Proposal.
2. The School reserves the right to accept or reject any or all proposals received in response to this RFP, or to cancel this RFP entirely if it is in the best interest of the School.
3. Failure to furnish all information requested may disqualify the Proposal.

## Evaluation Criteria

1. The School will evaluate the Proposals received in response to the RFP. The Proposals must include specific responses for each item.
2. The School will select the Proposal most advantageous to the School for award.
3. Failure of the Vendor to provide any information requested by the RFP may result in disqualification of the Proposal.
4. The criteria to be used in the evaluation of the Proposals is as follows:
  - a. The ability of the Contractor to meet the minimum specified requirements contained herein.
  - b. The overall costs of the proposal satisfying the requirements contained herein.

5. The School will make the decision for selection of a Contractor. Proposals will be evaluated for the purpose of award by the School. The selected Contractor will be notified as soon as a selection has been made.
6. The School may cancel this RFP, or reject proposals at any time prior to an award.
7. Proposal award for the services requested under these specifications will be based upon those criteria listed below under Award, as well as the capacity of the School to monitor and enforce performance.
8. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the School.

### **Award**

It is the School's intent to review all timely and properly submitted proposals and to select a Contractor that it determines best fits the needs of the School, based on factors such as, but not limited to, qualification/eligibility, ability and capacity to perform, quality, experience, references and leadership and at a reasonable cost proposed. The School reserves the right to select a Contractor that it determines, in its sole discretion, is in the best interests of the School. The School reserves the right to remove one or more locations from the project at the price quoted in the Proposal with the remaining locations serviced at the individually quoted prices.

### **Additional Information**

- 1.1. **Taxes, fees, and surcharges.** The School is a tax exempt entity, so Proposals must not include local, state, or federal taxes. Any applicable surcharges or fees must be clearly delineated in the proposal.
- 1.2. **Rejection of proposals.** The School reserves the right to refuse proposals or parts thereof for any reason deemed in its best interest. Vendors may or may not receive notification from the School if their proposal is rejected.
- 1.3. **Pricing.** By responding to this RFP, vendors agree that all pricing will remain in full effect for the entire term of the contract based on this RFP, and any voluntary extensions after the initial contract.
- 1.4. **Incurred costs.** The School is not responsible for any costs incurred by the vendor in preparing a response to this RFP.
- 1.5. **Communication with School.** Vendors shall not communicate with School employees, officers, or directors regarding this RFP except as provided for in this RFP. Verbal communication from School employees, officers, or directors shall in no case supersede any written communications provided as a part of this RFP process.
- 1.6. **Improper business relationships.** Vendors shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist or have the potential to exist between the vendor; the School; any employee, officer, director, or principal of the vendor or the School; and any other party. The School reserves the right to determine the materiality

of such relationships, when discovered or disclosed, whether intended or not. The School also reserves the right to decide at its sole discretion whether disqualification of the vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the School.

In the event the School disqualifies a vendor or cancels an award based on an improper communication or relationship, and that vendor's proposal would have otherwise been considered the best proposal, the School reserves the right to select as the winning proposal the next-best proposal that it deems responsive to the RFP.

- 1.7. **Compliance with Applicable Laws.** The vendor agrees that it will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements under law or relevant School policies and procedures that apply to the scope of work, including but not limited to prohibitions on smoking in School buildings and on the grounds of School buildings, including private vehicles on School grounds, pursuant to the Iowa Smoke Free Air Act and restrictions on sex offenders. Any authorized auditor or government representative shall have access to and the right to examine pertinent books and records of the vendor in connection with a contract with the School, and all records relating to this engagement shall be retained for such period of time as required by law. Vendor shall also comply with any applicable reporting and registration requirements. The vendor further agrees that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of Iowa.

- 1.8. **No Collusion.** By submitting a proposal in response to this RFP, the vendor and each person signing on behalf of the vendor certify, under penalty of perjury, that to the best of their knowledge and belief:

The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor. Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed by the vendor, and will not be knowingly disclosed by the vendor, prior to opening, directly or indirectly, to any other vendor or competitor.

No attempt has been made or will be made by the vendor to induce any other person, partnership, corporation, or entity to submit or not to submit a bid/proposal in response to this RFP for the purpose of restricting competition.

- 1.9. **Modification or Withdrawal of Response.** Withdrawal of a proposal or modifications to a proposal may be made by written notice on vendor letterhead and must be received by the School prior to the deadline to submit proposals and must follow the same requirements of proposal submission. The modification or withdrawal must also contain an original, manual, notarized signature of an authorized agent of the vendor. No modification or withdrawal of any response will be permitted after the deadline for submission.

- 1.10. **Grievances.** Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Dr. Rich Powers, Superintendent of Schools, at the address set forth above. The Superintendent's decision as to the resolution of any such complaint or grievance shall be final.
- 1.11. **Exceptions.** Vendors are required to respond to all provisions of this RFP. Proposals that have "exceptions" or are contingent on any changes to the terms and conditions of the RFP may be deemed by the School to be non-responsive and rejected. Vendors should attach itemized responses and/or exceptions to the RFP as Tab 10 to its proposal. Vendors should also attach any additional terms and conditions or documents that would affect a contract arising under the RFP as Tab 11 to its proposal. The School reserves the right to negotiate modifications to any of the items contained in the proposal.
- 1.12. **RFP Compliance.** Proposals must respond to all requirements of this RFP to the maximum extent possible. Vendor shall comply with submitting all required signed and notarized documents prior to the deadline to submit proposals.

The School reserves the right to reject any and all proposals or parts thereof, whether or not minimum qualifications are met, to waive informalities or irregularities, and to modify, postpone, or cancel this RFP, in whole or in part, or decide to award a contract to perform only some of the services or scope of work outlined in this RFP, and to enter into such contract or contracts as shall be deemed in the best interests of the School, without liability, obligation, or commitment to any party, firm or organization. The School is under no obligation to notify vendors if it rejects any or all proposals, or modifies, postpones, or cancels the RFP.

- 1.13. **Contract Execution.** The selected vendor will be required to enter into a contract with the School for the provision of the requested products and/or services. The contents of this RFP and the proposal of the selected vendor may become part of the contractual obligation and incorporated by reference into the contract of engagement. A contract shall not exist between the School and any selected vendor until such agreement has been duly authorized and approved by the Board of Directors of the School. In the event a recommendation to award a contract to the vendor is rejected by the Board of Directors of the School, the School will not be obligated to the vendor in any manner.
- 1.14. **No Assignment.** A contract awarded pursuant to this RFP may not be assigned to any other entity without the express, written authorization of the School.
- 1.15. **Compliance.** Vendors will be responsible for insuring compliance with all applicable laws, ordinances, rules, regulations, and orders for the performance and completion of the contract.
- 1.16. **Appropriation of funds.** Any contracts arising from this RFP will be subject to annual appropriation of funds by the School in accordance with its normal funding practices. In the event that funds are not available in full or in part for the payments under such a

contract, in this or any subsequent fiscal years, the contract will be subject to modification or cancellation depending upon the extent of available funds. The School may cancel the agreement in its entirety without penalty, if funding is not available.

**References:**

Please list three (3) references and contact persons that you or your Company has performed similar work for.

1. Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2. Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

3. Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Attachments to be included with Proposal Response**

1. Certificate of Insurance: This certificate is obtained from the Contractor’s Insurance Company. The amount of insurance should reflect the requested levels of the RFP.
2. Employee list, including name, address, date of birth and Social Security numbers for background checks.
3. Certificate of Authority/Existence: This is a form on company letterhead stating the individual signing the contract is authorized to enter into contracts on behalf of the company.

**These forms are required for the Proposal to be considered.**



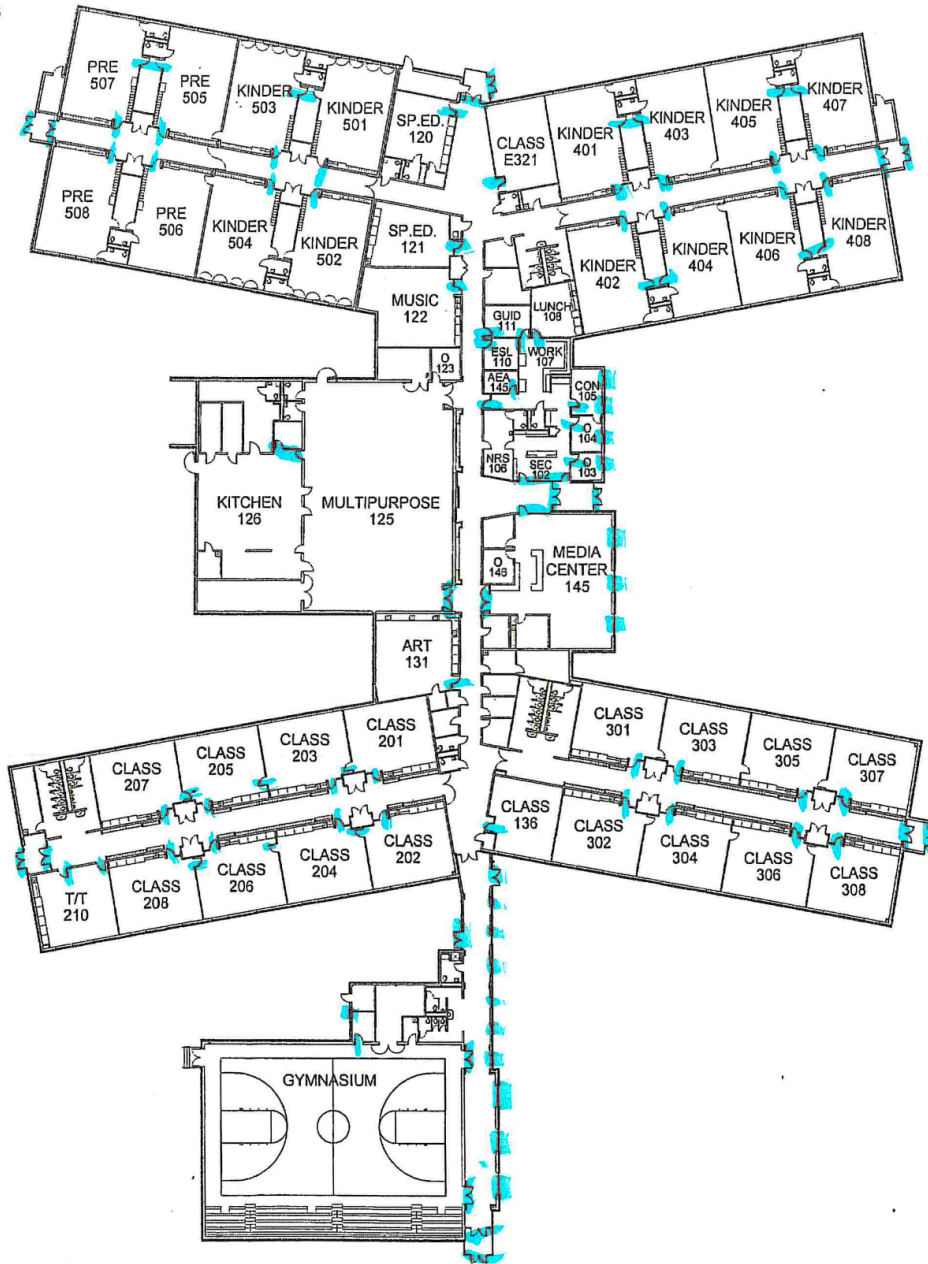
**Submit Pricing Per Building Below**

Provide pricing in the table below for the following. Provide pricing to provide and install 3M Safety Glass Hardener. Submit pricing in table below for each building. Provide a breakdown of pricing for each building with an itemized list of each window.

<b>Building</b>	<b>Price Per Building</b>
Morris Elementary	
Anderson Elementary	
Intermediate School	
High School	



Morris Elementary



Garfield Street

Morris Elementary

## **Morris Elementary**

Main Office

Window QTY: 12

Window Sq. Ft. 120.31

Entrance 1000

Window QTY: 8

Window Sq. Ft. 50.75

Entrance 1007

Window QTY: 14 Window

Sq. Ft. 130.39

Gymnasium Entrance

Window QTY: 14

Window Sq. Ft. 159.76

Library 145

Window QTY: 12

Window Sq. Ft. 89.41

Entrance 1001

Window QTY: 8

Window Sq. Ft. 55.69

Entrance 1003

Window QTY: 8

Window Sq. Ft. 55.69

Entrance 1008

Window QTY: 8

Window Sq. Ft. 49.72

Entrance To Purple Hallway

Window QTY: 8

Window Sq. Ft. 48.4

Exit Only Doors

2 Each

Window QTY: 4

Window Sq. Ft. 24.67

Room 104

Window QTY: 3

Window Sq. Ft. 14.65

4"x36"

9 Each

Window QTY: 1

Window Sq. Ft. 1

ROOM NUMBERS: Gymnasium (x4), 125 (x4), Workroom Door

6"x33"

44 Each

Window QTY: 1

Window Sq. Ft. 1.38

ROOM NUMBERS: Staff Lunchroom, 111, 109, 131, 301, 302, 303, 304, 305, 306, 307, 308, 136, 202, 201, 203, 204, 205, 206, 207, 208, 210 (x2), 110, 122, 121, 401, 402, 403, 404, 405, 406, 407, 408, 117, 120, 501, 502, 503, 504, 505, 506, 507, 508

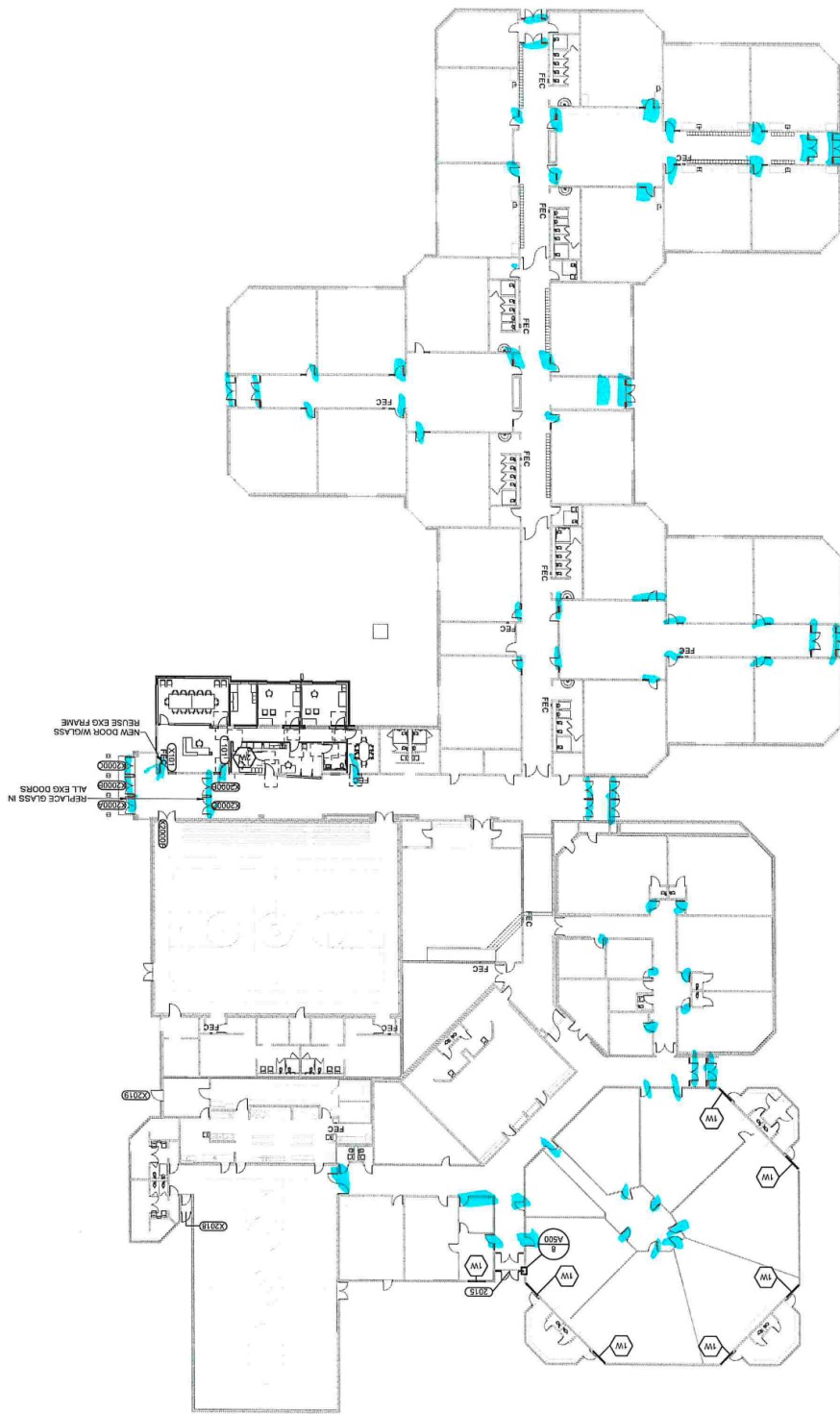
17"x49" + 17"x27"

3 Each

Window QTY: 2

Window Sq. Ft. 8.97

ROOM NUMBERS: 103, 105, 111



Anderson Elementary

## **Anderson Elementary**

Main Office

Window QTY: 12

Window Sq. Ft. 40.44

Entrance 2000

Window QTY: 16

Window Sq. Ft. 111.32

Entrance 2002

Window QTY: 8

Window Sq. Ft. 36.25

Entrance 2003

Window QTY: 8

Window Sq. Ft. 30.75

Entrance 2004

Window QTY: 8

Window Sq. Ft. 36.25

Entrance 2005

Window QTY: 8

Window Sq. Ft. 36.25

Entrance 2006

Window QTY: 8

Window Sq. Ft. 36.25

Entrance 2007

Window QTY: 12

Window Sq. Ft. 51.42

Entrance 2008

Window QTY: 4

Window Sq. Ft. 14.75

Entrance 2014

Window QTY: 2

Window Sq. Ft. 21.11

Entrance 2015

Window QTY: 6

Window Sq. Ft. 21.42

Conference Room  
Window QTY: 3  
Window Sq. Ft. 13.49

4" x 25"  
2 Each  
Window QTY: 1  
Window Sq. Ft. 0.69 ROOM NUMBERS: 129 (x2)

4" x 24"  
9 Each  
Window QTY: 1  
Window Sq. Ft. 0.67  
ROOM NUMBERS: 407, 408, 409, 404, 412, 424, 423 (x2), 428

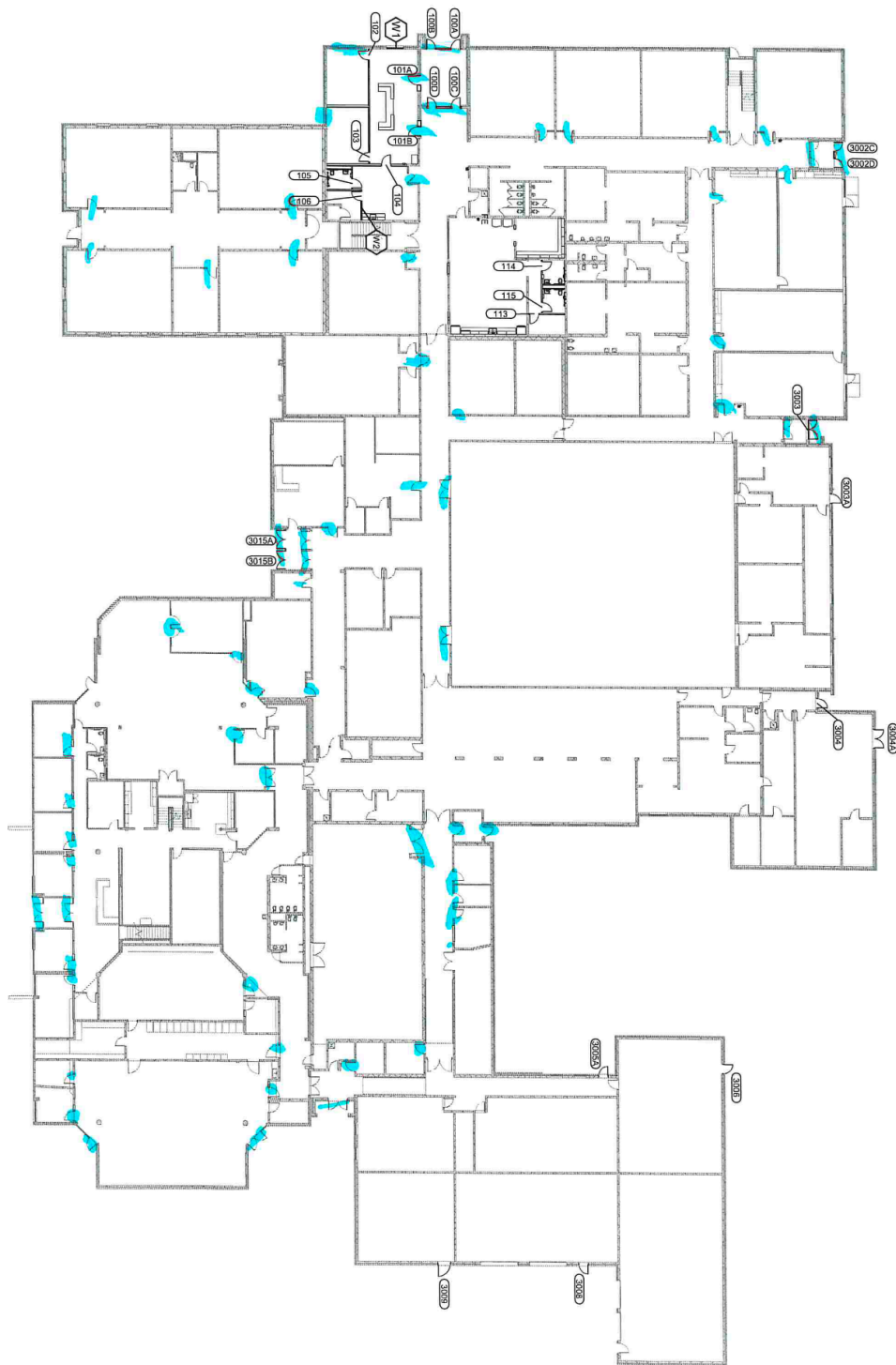
19"x53" + 19"x23"  
4 Each  
Window QTY: 2  
Window Sq. Ft. 10.03  
ROOM NUMBERS: 401, 402, 403

8"x 35"  
4 Each  
Window QTY: 1  
Window Sq. Ft. 1.94  
ROOM NUMBERS: 110, 111, 422, Entrance 2018

21"x43" + 21"x29"  
24 Each  
Window QTY: 2  
Window Sq. Ft. 10.5  
ROOM NUMBERS: 213, 217, 228, 229, 218, 230, 219, 224, 231, 243, 247, 235, 236, 248, 237, 249, 305,  
301, 312, 316, 320, 317, 306, 321

21"x46" + 21"x26"  
6 Each  
Window QTY: 2  
Window Sq. Ft. 10.94  
ROOM NUMBERS: 2nd Grade Pod Entrance (x2) 3rd Grade Pod Entrance (x2) 4th Grade Pod Entrance (x2)

Room 430  
Window QTY: 8  
Window Sq. Ft. 37.37



Intermediate & District Office





Intermediate & District Office

**Intermediate & District Office**

Main Office

Window QTY: 6

Window Sq. Ft. 23.22

Entrance 3000

Window QTY: 4

Window Sq. Ft. 54.54

Entrance 3001

Window QTY: 2

Window Sq. Ft. 42.34

Entrance 3002

Window QTY: 4

Window Sq. Ft. 36.32

Entrance 3003

Window QTY: 2

Window Sq. Ft. 23.22

Entrance 3015

Window QTY: 4

Window Sq. Ft. 39.11

Entrance 3011

Window QTY: 3

Window Sq. Ft. 37.78

Entrance 3012

Window QTY: 3

Window Sq. Ft. 36.56

Entrance 3010

Window QTY: 4

Window Sq. Ft. 48.01

District Office Entrance

Window QTY: 4

Window Sq. Ft. 40

Room 142

Window QTY: 3

Window Sq. Ft. 16.10

Room 137

Window QTY: 3

Window Sq. Ft. 19.61

Room 130  
Window QTY: 3  
Window Sq. Ft. 11.30

Conference Room 509  
Window QTY: 7  
Window Sq. Ft. 68.23

10"x10"  
Window QTY: 1  
Window Sq. Ft. 0.69  
ROOM NUMBERS: 204

22"x22"  
QTY: 1  
Window Sq. Ft. 3.36  
ROOM NUMBERS: 146

16"x33"  
Window QTY: 1  
Window Sq. Ft. 3.67  
ROOM NUMBERS: 138

24"x32"  
Window QTY: 1  
Window Sq. Ft. 5.33  
ROOM NUMBERS: 122

8"x36"  
3 Each  
Window QTY: 1  
Window Sq. Ft. 2.0  
ROOM NUMBERS: 140, 142, 143

6"x30"  
11 Each  
Window QTY: 1  
Window Sq. Ft. 1.5  
ROOM NUMBERS: 105, Gym (x4), 107, 111, 131, Library (x2), 109

4"x24"  
5 Each  
Window QTY: 1  
Window Sq. Ft. 0.67  
ROOM NUMBERS: 118, 124, 135, 202, Weight Room

6"x35"

7 Each

Window QTY: 1

Window Sq. Ft. 1.46

ROOM NUMBERS: 110, 112, 116, 133, 134 (x2), 412

21"x41" + 21"x35"

5 Each

Window QTY: 2

Window Sq. Ft. 11.08

ROOM NUMBERS: 301, 302, Conference Room, 303, 304

21"x51" + 21"x25"

15 Each

Window QTY: 2

Window Sq. Ft. 11.08

ROOM NUMBERS: 410, 514, 500, 505, 506, 414, 501, 502, 503, 530, 529, 521, 522, 524, 532

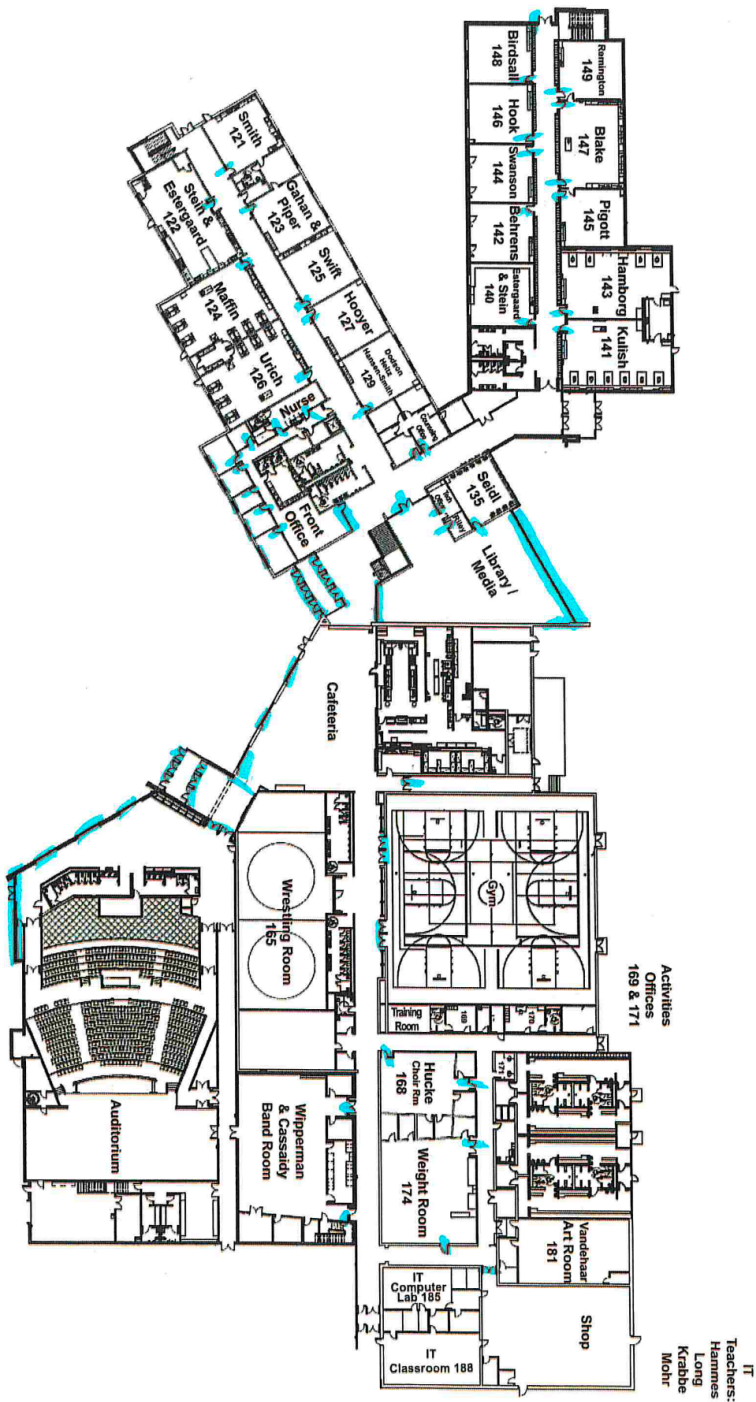
21"x49" + 21"x23" + 24"x4"

14 Each

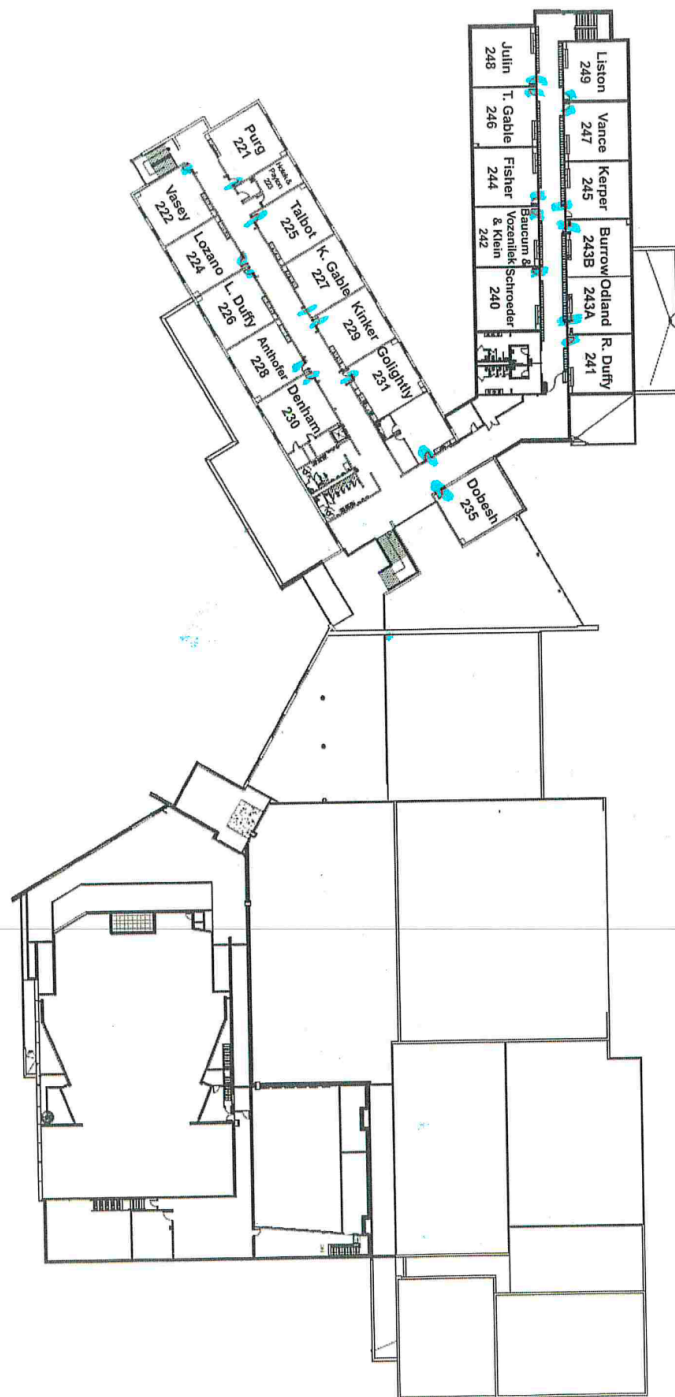
Window QTY: 3

Window Sq. Ft. 11.17

ROOM NUMBERS: 101, 102, 103, 104, 106, 108, 200, 201, 203, 205, 206, 207, 208, 209



High School



High School

## High School

Main Office 100  
Window QTY: 9  
Window Sq. Ft. 80.6

Entrance 4000  
Window QTY: 10  
Window Sq. Ft. 109.38

Entrance 4004  
Window QTY: 2  
Window Sq. Ft. 23.33

Entrance 4010  
Window QTY: 1  
Window Sq. Ft. 11.67

Entrance 4009  
Window QTY: 12  
Window Sq. Ft. 139.93

Entrance 4032  
Window QTY: 12  
Window Sq. Ft. 157.23

Entrance 4031  
Window QTY: 7  
Window Sq. Ft. 102.38

Entrance 4027  
Window QTY: 4  
Window Sq. Ft. 39.39

Entrance - Staff Only  
2 Each  
Window QTY: 1  
Window Sq. Ft. 11.67

Auditorium Entrance  
Window QTY: 28  
Window Sq. Ft. 105

Library 132  
Window QTY: 31  
Window Sq. Ft. 347.51

6"x30"

Window QTY: 1

Window Sq. Ft. 4.95

ROOM NUMBERS: 105

4"x25"

35 Each

Window QTY: 1

Window Sq. Ft. 0.69 ROOM NUMBERS: 223, Gym (x12), 168, 169, 170, 174 (x3), Laundry Room, Shop  
Doors (x2), Entrance 4001, Entrance 4002, Entrance 4003, Entrance 4007, Entrance 4008, Entrance 4015  
(x2), Entrance 4016 (x2), Entrance 4017 (x2), Entrance 4018 (x2)

21"x41" + 21"x35"

49 Each

Window QTY: 2

Window Sq. Ft. 11.08

ROOM NUMBERS: 101, 102, 103, 104, 106, 108, 129, Nurse, 126, 127, 125, 124, 123, 122, 121, Counselor  
Suite, 140, 141, 143, 145, 147, 146, 149, 148, 248, 249, 246, 247, 244, 245, 242, 243B, 240, 243A, 241,  
235, 236(x2), 231, 238, 229, Staff Work Room, 227, 226, 224, 225, 221, 222, 168