



# UNIVERSITY VIEW ACADEMY

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## **REQUEST FOR PROPOSALS**

Playground Equipment for

**University View Academy**  
3113 Valley Creek Drive  
Baton Rouge, LA 70808

**RFP ANNOUNCEMENT: September 11, 2023**  
**PROPOSAL DUE DATE/TIME: October 11, 2023, at 5:00 pm**

## **SUBMIT**

One copy via email to  
Jennifer Grimes at [jgrimes@4thsectorsolutions.com](mailto:jgrimes@4thsectorsolutions.com)  
and one original hard to:

Jennifer Grimes at  
4<sup>th</sup> Sector Solutions  
8550 United Plaza Blvd  
Baton Rouge, LA 70809  
225-447-8313

## 1. Request for Proposals

The University View Academy “UVA” is requesting proposals from suppliers that include the playground equipment, the sub-surface, the safety surface, and the installation of all equipment.

**Questions:** Any inquiries regarding this submission should be directed in writing to:

Jennifer Grimes – Director of Operations  
Email: [Jgrimes@4thsectorsolutions.com](mailto:Jgrimes@4thsectorsolutions.com)

**Addenda:** All questions will be answered to all respondents via addenda. Addenda to this document, if any, will be e-mailed to interested parties.

**Pre-Bid Walk Through:** A pre-bid walk through of the site is required for all vendors. If a representative is not able to be present on this date alternate arrangements may be possible but are not guaranteed.

**Submission Deadline:** Proposals will be reviewed as they are received. One electronic copy and one paper copy must be submitted. Submit the electronic copy via email ([jgrimes@4thsectorsolutions.com](mailto:jgrimes@4thsectorsolutions.com)). The paper submission must be dropped off or mailed to 8550 United Plaza Blvd, Ste. 601 Baton Rouge, LA 70809 within 72 hours of the email submission.

**Orals/Interview:** University View Academy may request bidders to make oral presentations of their proposals at a time and location to be determined.

**Contract Award Date:** University View Academy expects to award the contract not later than November 1, 2023.

## 2. Project Background, Description and Scope of Services

University View Academy is a tuition-free, public K-12 online charter school where students can excel using a rigorous state-approved curriculum under the direction of certified teachers. Students from all corners of Louisiana are eligible to apply to attend UVA. Vigorous. Challenging. Promising. University View Academy is your partner in creating your future with success and personal meaning.

Bidding project support for UVA shall be provided locally by 4<sup>th</sup> Sector (hereafter 4SS). 4SS has been providing specialized charter school support in Louisiana since 2006 in finance, accounting, operations, and human resources. All service providers will work closely with the operations manager onsite at UVA to ensure timely, compliant work and efficient accounts payable.

### Schedule of Events

<b>Event</b>	<b>Date</b>
RFP advertised and distributed to vendors	September 11, 2023
Pre-proposal walk-thru/conference	September 20 at 9:00 AM (University View)
Deadline for receipt of written inquiries	September 27, 2023 at 5:00 PM
Deadline to answer written inquiries	September 29, 2023 at 8:00 PM
Deadline for receipt of proposals	October 11, 2023 at 5:00 PM

### **Description of Components**

The playground equipment should include play components for children ages 2-13, with an emphasis on equipment designed for children aged 5-12 years old. The equipment can be provided in one or more structures. The playground should accommodate the widest possible range of activities that will provide fun, promote physical fitness, and encourage social interaction. Among the play activities that should be considered are balancing, climbing, crawling, hanging, imagining, manipulating, pushing, pulling, riding, seesawing, sitting, sliding, swinging, and whirling. The playground equipment can be made of metal, plastic, or a combination. The color of the equipment shall be the school colors. The equipment proposed shall include at least two (2) sitting areas with metal benches and a canopy covering the play area.

The playground equipment should be in full compliance with both American Society for Testing and Materials (ASTM), International Play Equipment Manufacturers Association (IPEMA), Americans with Disabilities Act (ADA) and Consumer Product Safety Commission (CPSC) guidelines. The equipment shall be accessible to the handicapped in accordance with State and Federal laws. Each proposal shall recommend and include safety surface material that is believed to meet the highest safety standards and a portion of the safety surface shall be handicapped accessible. UVA plans to have the successful bidder install the playground. Each proposal shall include the total cost for installing the sub-surface, equipment and safety surface. The successful bidder shall provide all insurance necessary for the installation portion of this project.

### **DESIGN ELEMENT GUIDELINES & PLAY SYSTEM SPECIFICATIONS**

Suppliers should base their playground equipment designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this RFP. Quality of equipment components, quality of design, play value, cost, and appropriateness to location and target demographic must be taken into consideration in the design of the play system.

The total dollar amount allocated to the project is \$250,000.

#### **Required Items:**

1. All play system elements must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines.
2. Play system must include landing pads for all equipment as appropriate.
3. Fall Zone material must NOT consist of loose rubber and/or wood fibers.
4. Play systems(s) must be inclusive of people with different ability levels

#### **Play System Features in Priority Order:**

1. Provide a minimum of one structure designed for ages 2 to 5.
2. Provide a minimum of one structure designed for ages 5 to 12.
3. Provide at minimum one swing set which shall have minimum 2 swings for toddlers and minimum one handicap accessible swing.

#### **Preferred Play System Qualities:**

1. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
2. Structures should provide a variety of built-in activity panels and climbers.

In the proposal, provide a list of the components proposed for the UVA playground system. Include structure and component model numbers, materials, color choices and recommendations, protective area requirements, target age ranges and developmental levels, target play type or activity, estimated lifetime of equipment including manufacturers warranty and any other relevant descriptive information.

Play system design shall safely fit in the playground area as shown on the site plans (Attachment A). Suppliers are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals. Suppliers may submit proposals from non-traditional type playground structures, if desired, in whole or as components of the overall playground design.

### **ASSEMBLY/INSTALLATION AND INSPECTION**

The play system assembly and installation will be provided and managed by the Supplier. The Supplier must supply direct supervision from the manufacturer or supply qualified and certified representatives familiar with playground installation. All tools and equipment required to install play equipment shall be provided by the Supplier. The Supplier will be given a time limit of beginning work on {Insert Date} and ending {Insert Date}. Working days will begin as outlined in the Notice to Proceed.

It is the requirement of this RFP that Suppliers shall provide and pay for equipment installation. A representative of the Supplier is required to conduct a post installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to the City and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by the City following installation. The Supplier shall submit to the City the manufacturer's certification of compliance and warranty following completion.

Warranty: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide the UVA the manufacturer's warranty of installed equipment.

### **3. Submission Requirements**

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Proposals will be evaluated as they are received prior to October 11, 2023, at 5:00 pm. All information required in the request for proposal must be provided to constitute an acceptable proposal. Firms are required to submit one (1) electronic copy of their proposal to Jennifer Grimes at [Jgrimes@4thsectorsolutions.com](mailto:Jgrimes@4thsectorsolutions.com), and mail one (1) hard copy within 72 hours of submitting electronically to Jennifer Grimes at 8550 United Plaza Blvd, Suite 601 Baton Rouge, LA 70809.

The hard copy and/or digital copy of the proposal must include a table of contents. Each section must be clearly identified with a numbered tab divider.

1. Letter of transmittal and completed BID SHEET;
2. A detailed listing of all equipment proposed with cut sheets providing all specifications, a detailed description of the provisions provided for handicapped accessibility, compliance with ASTM and CPSC guidelines should be specified;
3. Full description of the extent of the product warranty provided for all equipment;
4. Installation schedule;

5. Qualifications of key personnel proposed to be assigned to this job;
6. Location of the office from which the management of this project will be performed;
7. A listing of at least three sites, preferably nearby, with comparable equipment, and a name and phone number of a contact person for each site.
8. **Insurance:** Provide the name of your insurance company and agents, your insurance coverage including type and limits (with sample certificate of representative coverage).

#### 4. Selection Process

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The firm's qualifications will be evaluated based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities
2. Capability of providing both custodial and maintenance services in an excellent manner
3. Past experience with providing services to educational entities
4. Provision of indemnity and insurance consistent with requirements
5. Proposed cost of services

UVA and their consultants, 4<sup>th</sup> Sector Solutions expressly reserve the right to: (i) cancel this solicitation and/or reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all proposals submitted determined to be within the competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration; (v) reject submissions that contain conditions and/or contingencies that in UVA sole judgment, make the submission indefinite, incomplete, or otherwise non-responsive or unacceptable for award; (vi) waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to a proposer; (vii) take any other action allowable by applicable law or regulation; (viii) reject the submission of any proposer that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals, (ix) select for negotiation the overall best proposal or alternate submitted, in accordance the selection criteria; (x) negotiate with one or more proposers in any manner UVA deems fit, (such negotiations may be concurrent or sequential as UVA determines); (xi) solicit Best and Final Offers (BAFO) utilizing an appropriate procedure following the conclusion of any such negotiations specified in (x); or (xii) reopen negotiations after the BAFO procedure, if it is in UVA best interest to do so. No proposer shall have any rights against UVA arising at any stage of the solicitation from any negotiations that take place, or from the fact that UVA does not select a proposer for negotiations. Proposers are advised that in no event, including, but not limited to, those events described in items (i) through (xii) of the preceding sentence, will UVA reimburse the proposer for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of UVA not selecting a proposer to perform the work under this RFP.

#### 5. Terms & Conditions

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A prospective playground equipment bidder must be willing to adhere to the terms and conditions of this request, including the following, and in responding to this RFP, the vendor accepts these terms.

1. *Service Provider Payment:* Payment to the service provider will be made only for actual work performed and accepted in accordance with the contract. Any scheduled item of work to be done and materials to be furnished may be increased, decreased or omitted as herein after provided, and no claim for loss, anticipated profits or costs incurred in anticipation of work not ultimately performed will be allowed due to such increase or decrease.

2. *Examination of Plans, Specifications and Site Work:* The respondent is encouraged to carefully examine the site of the proposed work, and special provisions before submitting a proposal. The submission of a proposal shall be considered conclusive evidence that the respondent has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the contract.
3. *Familiarity with Laws:* The respondent is assumed to have made himself or herself familiar with all federal and state laws and all local by-laws, ordinances and regulations which in any manner affect those engaged or employed on the work or affect the materials or equipment used in the work or affect the conduct of the work, and the respondent, if awarded the contract, shall be obligated to perform the work in conformity with said laws, by-laws, ordinances and regulations notwithstanding its ignorance thereof. If the respondent shall discover any provision in the plans or specifications which conflicts with any such law, by-law, ordinance, or regulation the respondent shall forthwith report it to the Operations Manager of UVA in writing.
4. *Signatory Authority:* The respondent's proposal must be signed with ink or digital by a representative of the company who is authorized to enter into a contract on behalf of the company.
5. *Indemnification and Insurance:* The contractor will be required to sign an indemnification and provide adequate insurance for this project.
6. *Termination of the Contract:* The School may terminate the Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided The School shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then The School may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.
- Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of The School to comply with the terms and conditions of the contract provided that the Contractor shall give The School written notice specifying The School's failure and a reasonable opportunity for The School to cure the defect.
7. *Code of Ethics:* Proposers shall be responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.
8. *Contract Modifications:* No amendment or variation of the terms of the contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties.
9. *Assignments:* The Proposer will not make any assignments or subcontract for the Work without written permission from The School.
10. *Inspection and Supervision:* The Operations Manager and/or Facility Manager will inspect the installation of the playground equipment upon completion and call upon the Proposer when it is determined the Work is not adequate or complete. The Proposer will address all safety-related concerns

immediately. All non-safety-related concerns shall be addressed within 24 hours. Additionally, the Proposer will meet with the Operations Manager and/or Facility Manager on a regular basis to ensure open, regular feedback and communication.

## 6. Proposal Evaluation

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Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

<b>Criteria</b>	<b>Maximum Score</b>
Company Background and Experience	25
Approach and Methodology	10
Warranty and Inspections	15
Cost	50
<b>TOTAL SCORE</b>	<b>100</b>

The proposal will be evaluated considering the material and the substantiating evidence presented, not based on what may be inferred.

The scores for the Company Background and Experience, Approach and Methodology, Staff Qualifications and Cost will be combined to determine a proposer's final score. The Proposer with the highest overall score will be **recommended** for award.