



**Request for Proposal Document  
St. Helena College and Career Academy  
Synthetic Turf Field**



# ST. HELENA

## PARISH SCHOOL DISTRICT

### REQUEST FOR PROPOSAL

Design/Build of the Synthetic Turf Field at St. Helena College and Career Academy (SHCCA)  
St. Helena Parish School District, Greensburg, LA

Proposal Due: March 31, 2021  
3:00 PM CST

Bid Opening: Monday, March 2021  
10:00 AM CST  
St. Helena Parish School Board Office  
354 Sitman Street  
Greensburg, LA 70441

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## 1. General Provisions

### 1.1 Introduction

The St. Helena Parish School Board is seeking proposals for the instillation of synthetic football turf at St. Helena College and Career Academy. The deadline for receipt of sealed proposals is: **March 26, 2021 at 3:00pm**. Sealed proposals must be received by this deadline at the following location:

St. Helena Parish School District

Physical address: 354 Sitman Street, Greensburg, Louisiana

Mailing address: Post Office Box 540, Greensburg, Louisiana 70441

or via email at [Ireid@sthpk-12.net](mailto:Ireid@sthpk-12.net) (preferred due to current COVID-19 restrictions).

UPS and Federal Express are acceptable means of delivery.

Indicate in bold on the front of package: **TURF PROPOSAL**

Any proposal received after the date and time listed above will be returned and will not be considered. Contact Mr. Brandon Mitchell, Athletic Director at (504) 460-4626 or [bmitchell@sthpk-12.net](mailto:bmitchell@sthpk-12.net) to schedule an appointment to visit the site.

### 1.2 Product and/or Service Specifications

#### a. Technical Requirements

Bidders are to design and supply all equipment, scaffolding, labor, and materials to complete the Synthetic Turf Field at St. Helena College and Career Academy (SHCCA), 14340 Highway 37, Greensburg, Louisiana 70441

#### b. Design/build work shall include, but not limited to:

- Excavation of current field
- Remove existing soil and place on site at SHCCA.
- Necessary drainage
- Removal and replacement of existing goal posts.
- Address all matters concerning ADA accessibility.
- Protect the track while the turf is being installed. Vehicles that will be permitted on the track or field surface shall include golf carts, small utility vehicles (gators), and lawn tractors only. All other vehicles are prohibited. If any permitted vehicles or other machinery are to be driven on the track, a protective covering or mat must be utilized.
- Synthetic Turf Installation
- Synthetic Turf Product Supplier
- Electrical Systems
- Underground Plumbing & Pipefitting Systems
- Site Construction
- Grade & Compact Subgrade
- Laser grade new and existing area to within manufacture tolerances

**c. Furnish & Install new synthetic turf with the following:**

- Water and electrical connections at each corner of the field and at mid field.
- Center Logo - H
- Black Endzone South and St. Helena North Endzone Hawks on the turf
- Hawks Logo Facing Home on Away 20 Yard Line South Red zone
- Hawks Logo Facing Home on 20 Yard Line North Red zone
- White lines, Hash, Numbers for football stitched in
- Shock Pad
- Infill Geofill
- Crushed Aggregate
- Sand

Adhere to and perform all work provided under warranty. The inspection and maintenance will be performed by an Authorized Maintainer approved by the Turf Manufacturer that will include the grooming of the field with Maintainers equipment, checking of seams, base, inlays, and infill depth.

**1.3 Qualifications of Bidders**

SHPSD is seeking well-qualified and experienced bidders for this project. As part of the bid proposal, please include the following information:

- Please provide three (3) current or former client references that are applicable to projects of this scope.
- List the number of currently employed full-time and part-time employees.
- Briefly describe the project management process.
- Complete the following forms:

<b>Project Price/Description Sheet</b>		
Turf product/in-fill/pad system		
Item	Description: (product, quantity, weight size, etc.)	Cost
Turf square footage		
Fiber Height		
Infill system		
Backing system & Permeability		
Shock pad system		
Subgrade work		
Rock type and amount		
Opposite Direction Patterns Synthetic Turf Field Patterns		
Warranty and/or guarantees		
Sweeper/groomer		
Football lines, Hash, numbers to meet NFHS standards	White, stitched	
Endzones Black North St. Helena South Hawks Facing Home Hawk Bird logo 20 Yard Line North and South Red zone		
Logo design on midfield	"H"	
Additional/other		
Total project cost		

**Liquidated Damages:**

Liquidated damages may be assessed at the rate of \$1,000.00 per day for each calendar day beyond final completion date as stated above. Any missed events that are missed due to the project not being completed on time will incur a financial penalty of \$5,000.00 per event day.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

**Synthetic Turf Product Form**

Synthetic Turf Product: \_\_\_\_\_

Turf Product Type: \_\_\_\_\_

Infill System: \_\_\_\_\_

Oldest field still in use that meets performance and safety standards.

Field: \_\_\_\_\_ Date Installed: \_\_\_\_\_

Owner Representative: \_\_\_\_\_ Phone: \_\_\_\_\_



**Product Testing**

<b>ASTM Test Method</b>	<b>Test Description</b>	<b>Unit(s)</b>	<b>Test Result</b>
D-5823	Pile Height (Nominal)	In.	
D-5848	Face Weight	Oz/yd	
D-5848	Total Fabric Weight	Oz/yd	
D-5848	Primary Backing Weight	Oz/yd	
D-5848	Secondary Coating Weight	Oz/yd	
D-1335	Tuft Bind	Lbs.	
D-2256	Grab Tear Strength Avg	Lbs.	
D-2765	Lead Content	Ppm	
D-1577	Total Yarn Linear Density (Yarn 1)	Denier	
D5034	Tensile Strength	Lbs.	
D-5793	Stitch Rate	Per 3"	
D5793	Machine Gauge	In.	
F-1551	Water Permeability w/ infill	in/Hr.	
D-3218	Fiber Thickness	Microns	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

#### 1.4 Site Visit

A site visit will be held on **Wednesday, March 24, 2021 starting at 11:30am CST until 2:30pm** at St. Helena College and Career Academy located at 14340 Hwy 37 Greensburg, LA 70441 for any bidders who are interested in submitting a proposal on this project. **Should there be inclement weather on this day, please contact Brandon Mitchell @ [bmitchell@sthpk-12.net](mailto:bmitchell@sthpk-12.net) or Ahmad R. Robertson Sr. at [arobertson@sthpk-12.net](mailto:arobertson@sthpk-12.net) to confirm if still scheduled.**

#### 1.5 Anticipated Timeline and Work Hours

Bidder must provide implementation plan and timeline as part of the bid. All work shall be done at such times as the SHPSD shall deem appropriate. Work must be finished by end of day on **Monday, August 2, 2021. Any exception to this date will require mutual written agreement between both parties. This project cost exceeds \$100,000.00 and will be a prevailing wage job.**

#### Construction Schedule Form

Submit a signed copy of this document with the bid. The Contractor shall agree to construction start and completion dates, per the attached construction schedule, for the work which is bid.

#### Timeline:

Item	Description/Scope of Work	Date
1	Bid Request published	March 10, 17, 24, 2021
2	Deadline for submission of bids	March 26, 2021 at 3:00pm
3	Bid Opening date/time/location	Thursday, April 1, 2021 10:00am St. Helena Parish School Board Central Office 354 Sitman Street Greensburg, LA 70441
4	Present to school board for approval	April 15, 2021
5	Notice to Proceed	Monday, April 26, 2021
6	Mobilization Construction Start	Tuesday, April 27, 2021
7	Substantial Completion	Friday, June 26, 2021
8	Final Completion	Monday, August 2, 2021
9	Liquidated Damages	Tuesday, August 3, 2021

## 2. Response Instructions

Each bidder shall be responsible for all costs incurred to prepare and submit their bid. All submitted materials become the property of SHPSD. Failure to respond to any of the bid instructions may eliminate your bid from any further consideration.

## 2.1 **Delivery of Proposals**

Sealed proposals must be received by **Friday, March 26, 2021 at 3:00pm** at the following location:

St. Helena Parish School District

Physical address: 354 Sitman Street, Greensburg, Louisiana

Mailing address: Post Office Box 540, Greensburg, Louisiana 70441

or via email at [lreid@sthpk-12.net](mailto:lreid@sthpk-12.net) (preferred due to current COVID-19 restrictions).

UPS and Federal Express are acceptable means of delivery.

Indicate in bold on the front of package: **TURF PROPOSAL**

**Any proposal received after the date and time listed above will be returned and will not be considered.**

## 2.2 **Questions and Communications**

Bidders are hereby notified not to contact any member of the Evaluation Committee, or any member of the SHPSD staff, and its elected officials, except as provided herein regarding this proposal until such time as a contract has been awarded. All questions about the proposal should be directed to **Brandon Mitchell @ [bmitchell@sthpk-12.net](mailto:bmitchell@sthpk-12.net) or Ahmad R. Robertson Sr. at [arobertson@sthpk-12.net](mailto:arobertson@sthpk-12.net). Questions regarding submission of bids should be sent to Leatrice Reid [lreid@sthpk-12.net](mailto:lreid@sthpk-12.net).**

## 2.3 **Public Opening of Bid/Proposals**

SHPSD will hold a Public Bid Opening for all proposals submitted. All proposals will be opened and recorded by the SHPSD Business Office on An RFP Meeting will be held **Thursday, April 1, 2021 at 10:00am CST** at which time proposals shall be opened and read aloud publicly. All bids will be available for public inspection. Due to current Coronavirus issues only one representative from each bidder will be allowed to attend the RFP opening. If the current Coronavirus issues does not allow for public attendance of bidders, St. Helena Parish School District will provide notice of a virtual meeting for all to participate in. Bidders will be contacted accordingly should this need arise.

The bid envelope should also bear on the outside the name of the Bidder, his/her address, and license number if applicable. It is the sole responsibility of the bidder to see that their RFP is received at the proper time. Any proposal received after the proposal due date and time shall be eliminated from consideration.

## 2.4 **Pricing**

The proposal price should be inclusive. If the price excludes certain fees or charges, either recurring or nonrecurring, the proposal must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Bidders may submit, at their discretion, alternate design options with accompanying prices. Alternate designs will give the SHPSD the opportunity to consider the best solution for our needs and compare those options with budget considerations.

All proposals are required to be offered for a term not less than 120 calendar days in duration. A proposal may not be modified, withdrawn, or cancelled by the bidder during the 120-day time following the time and date designated for the receipt of proposals.

If information or pricing submitted by the bidders is unclear, the SHPSD may request further explanation and/or pricing breakdowns from the bidder for the purpose of evaluation and decisions. The bidders shall answer requests for additional information or clarification in writing, and these responses will become part of the bidder's proposal. Bidders failing to provide adequate information on any issue in a timely manner to allow a comprehensive evaluation by the SHPSD shall be considered unresponsive, and their proposal may be subject to rejection.

## 2.5 **Proposal Format**

Proposals should be prepared in the Proposal Format outlined below:

- Proposals should be securely bound.
- Title Page. The title page must include the subject of the proposal; the proposing company's name and address; the name, address, and telephone number of a contact person; and the date of the proposal.
- Table of Contents.
- Executive Summary. This summary, limited to three (3) single-spaced typewritten pages, should provide a high-level description of the bidder's ability to meet the requirements of the RFP and a statement describing why the bidder believes it is the best qualified to provide the specified services. The summary must also include the names, titles and background of the officers and operating personnel who will work with SHPSD.
- Please provide three (3) current or former client references with which the bidder has completed projects of this scope.
- Warranty. Bidders shall include with the RFP response a detailed overview of all applicable warranties, including exclusions. Bidders must detail the responsibilities the SHPSD will assume and describe any bidder services provided during the warranty period. Complete warranties applying to any system purchased must be clearly specified. The location or agent responsible for servicing this account must be clearly stated. The bidder's policy on software upgrades, enhancements, and on- going software support shall also be addressed, as applicable.
- Any additional scopes of work that include or exclude specific items that are or not listed in the original proposal must be included as an alternate bid/proposal option. Failure to adhere to the specific items in the original proposal will result in the disqualification of proposal.

## 2.6 **Tax Exemption**

The SHPSD is tax exempt and will provide appropriate documentation as needed.

# 3. Terms and Conditions

## 3.1 **Proposal Withdrawal**

No bid can be withdrawn after it is filed unless the bidder makes a request in writing to

Leatrice Reid, Chief of Staff prior to the time set for the opening of proposals.

**3.2 Collusion Among Bidders**

Multiple proposals from an individual, firm, partnership, corporation, or association under the same or different names are subject to rejection by the Procurement Administrator. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated may result in rejection of all bids in which the bidder is interested. Any or all bids will be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future solicitations for the same work. Each bidder, by submitting a bid, certifies that it is not a party to any collusive action.

**3.3 Irregular Proposals**

Bids may be rejected if they show omissions or irregularities of any kind. Bids taking or noting exception to any element requested may be rejected in their entirety.

**3.4 Laws and Regulations**

It shall be understood and agreed that all articles and/or equipment furnished, or contract awarded on this proposal shall comply fully with all Local, State, and Federal laws and regulations.

**3.5 Non-Conflict of Interest Statement**

It is unlawful for any officer, employee or agent of SHPSD to participate personally in his/her official capacity through decision, approval, disapproval, recommendation, advice or investigation in any contract or other matter in which he/she, his/her spouse, parent, minor child, brother or sister, has a financial interest, or to which any firm, corporation, association, or other organization in which he/she has a financial interest, or in which he/she is serving as an officer, director, trustee, partner, or employee, or agent.

The successful bidder agrees that during the term of the Contract and for twenty four (24) months following the exit conference, the successful bidder, its employees, agents, and representatives, shall not, with or without compensation, on behalf of the successful bidder, or another person, entity, or corporation, take any action in connection or receive any benefit with any specific matter, finding or recommendation associated in any way with this project, except with the express written consent of SHPSD.

**3.6 Non-Discrimination of Employment**

SHPSD actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin, or political affiliation. Bidders shall not discriminate in any manner against any employee because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin, or political affiliation.

**3.7 Confidentiality**

In performing consulting services under this Agreement, Contractor may be exposed to and

will be required to use certain “Confidential Information” (as hereinafter defined) of SHPSD. “Confidential Information” means all information which Contractor acquires or becomes acquainted with during the period of this Agreement, whether developed by Contractor or by others, which Contractor has a reasonable basis to believe to be Confidential Information, or which is treated by SHPSD as being Confidential Information, shall be presumed to be Confidential Information. Contractor agrees that Contractor will not and Contractor’s employees, agents, or representatives will not use, directly or indirectly, such Confidential Information for the benefit of any person, entity, or organization other than SHPSD, or disclose such Confidential Information without the written authorization of the Superintendent of Schools (or designee), either during or after the term of this Agreement, for as long as such information retains the characteristics of Confidential Information.

Student records, student information, and student-generated content (collectively, “student data”) are not the property of the service contractor. Contractor shall not use student information, student records, or student-generated content for any purposes other than those authorized pursuant to the contract. Students, parents, or guardians may: (a) review personally identifiable information in student records, student information, or student-generated content and (b) correct erroneous information as needed. Contractor shall ensure the security and confidentiality of student information, student records, and student-generated content.

Contractor shall immediately notify SHPSD of any unauthorized release, disclosure, or acquisition of student information, student records, or student-generated content. Student information, student records, or student-generated content shall not be retained or available to the contractor upon completion of the contracted services unless a student, or parent or legal guardian of a student chooses to establish or maintain an electronic account with the contractor for the purpose of storing student-generated content.

***Governing Law:***

This Agreement shall be governed by and construed in accordance with the internal laws (and not the laws of conflicts) of the State of Louisiana. If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, that provision shall be severed and shall not affect the validity or enforceability of the remaining provisions. The parties irrevocably submit in any suit, action or proceeding arising out of any contract between the parties to the jurisdiction of the United States District Court for the District of Louisiana or of any court of the State of Louisiana, as applicable.

**3.8 Proprietary Information**

All information submitted in a bid or in response to a request for additional information is subject to disclosure under the Louisiana Freedom of Information Act as amended or judicially interpreted. SHPSD recognizes that in responding to this request for bids, bidders may submit proprietary information. To the extent submitted by law, SHPSD will keep confidential such proprietary information provided that the conditions as described in the following paragraph are met:

Proprietary information is submitted separately and must be clearly identified as containing

proprietary information. Reference to the proprietary information must be clearly made in the detailed response, and conversely the section in the proprietary information packet shall be clearly labeled as to the location in the detailed response it references. Labeling a complete bid proprietary, that is general in nature, may be cause for rejection of the bid.

**3.9 Contingent upon Availability of Funds**

SHPSD obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of SHPSD for any payment may arise until funds are made available and approved by the Board of Education for this contract and until a Purchase Order has been issued.

**3.10 Independent Contractor**

Contractor, in performing the Services, is acting in the capacity of an independent contractor, and is not an agent, servant, partner, or employee of the School. Contractor will have control over the performance of the Services and shall be solely responsible for payment of its federal and local taxes, salary for its employees, social security payments, subject to the School's indemnification obligation set forth herein. However, the School shall be responsible for reimbursing Contractor for mileage expenses at the then existing IRS standard business mileage rate, where Contractor is obligated to travel and present, at an off-site location due to construction or other events on the main campus. None of the benefits provided by the School to its employees, including, but not limited to, worker's compensation insurance, disability insurance, medical insurance, and employment insurance shall be provided by the School to any of Contractor's employees.

Contractor has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in the name of the School or to bind the School in any way whatsoever.

Contractor is not authorized to speak for, represent, or obligate School in any manner without the prior expressed written authorization of School.

**3.11 Payment and Performance Bond**

Contractor shall provide SHPSD, at the time of executing a Work Order, unless otherwise specified in the Work Order, an executed Payment and Performance Bond for the project. Such Payment and Performance Bond shall be in the amount of one hundred percent (100%) of the Contract Amount and secured by a surety acceptable to SHPSD. If Contractor fails to complete the Construction Work within such time, or such extension thereof as may be allowed, the Work Order may be terminated. Vernon Public Schools shall not thereafter pay nor allow Contractor any further compensation for any Construction Work done by Contractor under said Work Order, and Contractor or its surety shall be liable to SHPSD for all loss or damage which it may suffer because of Contractor's failure to complete the Construction Work within such time. The surety must also guarantee payment to all sub-contractors and material suppliers on the project should Contractor not meet their obligations.

### 3.12 Insurance Requirements

Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the contractor and any agents, representatives, subcontractors, or employees. Insurance companies must be licensed by the State of Louisiana or otherwise acceptable to SHPSD. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the contractor. Full disclosure of any nonstandard exclusion is required for all required coverage. It is further agreed that the contractor shall provide SHPSD with a thirty (30) day notice of cancellation.

**Certificates of Insurance:** All policies will be evidenced by an original certificate of insurance on an ACORD-25 form authorized by and executed with the original signature or original stamp of the insurer or a properly authorized agent or representative reflecting all coverage required and delivered to SHPSD prior to any work or other activity commencing under this agreement.

**Additional Insured:** The bidder shall ensure that the bidder and its contractors and subcontractors will arrange with their respective insurance agents or brokers to name the SHPSD and the Town of Greensburg, all its respective officers, employees, agents, elected officials, servants, and volunteers, on all policies of primary and excess insurance coverage as additional insured parties except for any errors and omissions insurance coverage or workers' compensation coverage, and shall name the SHPSD as loss payee with respect to any damage to property of the SHPSD, as its interests may appear. The undersigned shall submit to the SHPSD upon commencement of this agreement and periodically thereafter, but in no event less than once during each year of this agreement, evidence of the existence of such insurance coverage in the form of original Certificates of Insurance issued by reputable insurance companies licensed to do business in the State of Louisiana and having Best's A/VIII financial ratings, or coverage otherwise acceptable to the SHPSD. Such certificates shall designate the SHPSD name, address, purchasing agent or official designee.

**Cancellation Notice.** SHPSD shall be entitled to receive from the insurance carriers not less than 30 days' written notice of cancellation or nonrenewal.

**Coverage.** The coverage afforded to SHPSD and Town of Greensburg shall be primary and noncontributory insurance. The amount of the bidder's liability under any insurance shall not be reduced by the existence of such other insurance.



**Commercial General Liability (St. Helena Parish School District added as additional insured):**

Each Occurrence:	\$1,000,000
Personal/Advertising Injury per Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000
Fire Damage Legal Liability	\$ 100,000

**Automobile Liability (St. Helena Parish School District added as additional insured):**

Each Accident:	\$1,000,000
Hired/Non-owned Auto Liability:	\$1,000,000

**Workers' Compensation/Employers Liability**

~~**Umbrella/Excess Liability (following form of general liability/Excess Liability, following form of liability)**~~  
 Workers' Compensation Statutory Requirement set forth by State of LA

Each Occurrence:	\$1,000,000	Each Occurrence:	\$1,000,000
Employers Liability			
General Aggregate:	\$2,000,000	General Aggregate:	\$2,000,000
Each Accident:	\$100,000		
Product/Completed Operations Aggregate:	\$2,000,000	Product/Completed Operations Aggregate:	\$2,000,000
Disease-Each employee	\$100,000		

**Professional Liability (where required)**

**Professional Liability (where required)**

Each Claim:	\$1,000,000	Each Claim:	\$1,000,000
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***Umbrella/Excess Liability (following form of general liability, auto liability and employer liability):***

Each Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000

***Professional Liability (where required)***

Each Claim:	\$1,000,000
Annual Aggregate	\$1,000,000

**3.13 Fidelity Bond**

**Fidelity Bond (to protect St. Helena Parish School District for money lost due to courier theft, embezzlement, forgery, and similar causes):**

Each Claim: \$5,000

**3.14 Indemnification/Hold Harmless**

The Contractor agrees to defend, indemnify, and hold harmless School and the Town of Greensburg, its respective officers, employees, elected officials, agents, servants, and volunteers from and against any and all claims liabilities, obligations, causes of action of whatsoever kind and nature for damages, including but limited to damage to the premises or other property, and costs of every kind and description arising from its entry upon the premises, or arising from work or other activities conducted thereon, alleging but not limited to bodily injury, personal injury, medical malpractice, errors and omissions, property damage caused by the Contractor and its employees, contractor, sub- contractors and agents, this indemnification includes the Contractor's duty to defend School and the Town of Greensburg from any such claims except that the Contractor shall not be responsible or obligated for claims arising out of the sole negligence of the School and the Town of Greensburg, its elected officials, officers, department heads, employees or agents, or its predecessor in interest in the premises.

The Contractor shall also be required to pay, and all attorney's fees incurred by School and/or the Town of Greensburg indemnified parties in enforcing any of the Contractor's obligations under this section. The Contractor's obligations under this section shall survive the termination or expiration of any contract between the parties.

**3.15 Waiver of Subrogation Requirement**

Contractor will require all insurance policies in any way related to the work and secured and maintained by the Contractor to include clauses stating each carrier will waive all rights of recovery, under subrogation and otherwise, against School and the Town of Greensburg, and its respective officers, employees, agents, servants, elected officials, and volunteers. Contractor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of School and the Town of Greensburg.

3.16 **Award**

The project will be awarded based on a best value solution approach. We will be evaluating both quality of the solution and its cost.

3.17 **Reserved Rights**

SHPSD reserves the right to:

- Reject any or all the bids.
- Issue subsequent requests for bids.
- Cancel the entire request for bids.
- Clarify, modify, amend, or terminate the request for bids.
- Remedy technical errors in the request for proposal process.
- Appoint evaluation committees to review bids.
- Seek the assistance of outside technical experts in bids evaluation.
- Require modifications to initial bids.
- Excuse technical defects in a bid when, in its sole discretion, such excuse is beneficial to the SHPSD.
- Investigate the qualifications of any bidder under consideration.
- Require confirmation of information furnished by bidders.
- Require additional evidence of qualifications to perform the services described in this RFP.
- Approve or disapprove the use of subcontractors.
- Negotiate with any, all, or none of the bidders.
- Solicit best and final offers from all or some of the bidders.
- Award a contract to one or more bidders.
- Accept other than the lowest priced bid.
- Waive informalities and irregularities in bids.

Failure to include in the bid all information outlined herein may be cause for rejection of the bid. Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by SHPSD, shall be utilized in the final award.