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## VISION ACADEMY CHARTER SCHOOL

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### REQUEST FOR PROPOSAL

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#### Classroom Doors Vision Academy Charter School

Vision Academy Charter School (“the School”) requests proposals from qualified vendors to replace Classroom Doors on 157 Penn Blvd, East Lansdowne, PA 19050.

**All proposals are to be submitted in a sealed envelope plainly marked as follows: “Classroom Doors Replacement” and mailed or delivered to the following:**

Mr. Ali Ozatalay Business Administrator 153 Penn Avenue  
East Lansdowne, PA 19050 Phone: 484-466-2124 ext. 1206 E-Mail:  
[bm@vacharter.org](mailto:bm@vacharter.org)

**Appointments for initial consultative visits to the School can be made by contacting the following individuals:**

Mr. Ali Ozatalay Business Administrator 153 Penn Avenue  
East Lansdowne, PA 19050 Phone: 484-466-2124 ext. 1206 E-Mail:  
[bm@vacharter.org](mailto:bm@vacharter.org)

**THE CONTRACTOR MUST VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO ORDERING AND INSTALLATION.**

Those mentioned above are the only contacts for this project. Contacting other administrators, School Board Members, or staff members as part of this process is not acceptable and is grounds for potential elimination from consideration. All questions must be submitted via e-mail.

**GENERAL TERMS AND CONDITIONS**

**SCOPE OF SERVICES**

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The School is requesting proposals from qualified vendors to perform Classroom Door replacement on our facilities. Proposals must include costs for all recommended supplies and equipment such as doors, locks, hinges, and the cost to remove designated existing equipment and garbage and construction waste generated by the project.

## **PROPOSAL REQUIREMENTS**

1. All proposals will include an initial on-site meeting with a representative to inspect the site, assess the current condition of existing premises, and propose a replacement that will best prepare the space for future renovation. This meeting must take place prior to the submission of the proposal and can be scheduled by contacting Ali Ozatalay, at 484-466-2124 ext. 1206 or via e-mail at [bm@vacharter.org](mailto:bm@vacharter.org). A walk-through meeting will be scheduled upon request.
  2. Proposals must be typewritten or legibly written in ink and must be signed by the bidder. An itemized, detailed list of equipment and supplies must accompany the Bid Form. Changes, alterations, or interlineations to any of the bid documents are not permitted and such changes may disqualify a bid from consideration. Unsigned documents will not be considered.
  3. Bids must show unit and total prices. The bid prices stated shall include delivery to the designated location of the School, demolition of all identified spaces, and removal of all debris identified by the authorized representative of the School.
  4. It is the responsibility of the bidder to indicate on the bid form any variances between the submitted bid and the School's specifications, no matter how slight. In the absence of any notation to the contrary, it will be presumed that the vendor is bidding and will provide the item as specified.
  5. Bids must be submitted to the School and properly executed by the Bidder; if a partnership, it shall be executed by at least one of the partners; if a corporation, it must be executed by the president, vice-president, or other persons properly authorized to sign for the corporation and attested by the secretary or assistant secretary with corporate seal attached.
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6. Bid response must include evidence of Liability Insurance of at least Two Million Dollars (\$2,000,000.00).

## **EVALUATION CRITERIA**

1. Awards will be made on the basis of the lowest total cost, kind, quality, and material being equal; however, the School reserves the right to also consider the ability of the bidder to fulfill all terms of the contract when making an award.

2. Bids will be considered and awarded on an item-by-item basis. Any bids based upon an “all-or-none” basis, lump-sum discounts, or minimum order requirements may be rejected.

3. The School reserves the right to reject any or all bids in whole or in part and may waive informalities, technicalities, and irregularities. Also, to award in any manner which appears from all considered to be the most economical and advantageous to the School.

4. Bid quantities are approximate and may be increased or decreased when bids are awarded. In such instances, the successful bidder shall be expected to honor the unit price(s) bid.

5. Each bid shall be irrevocable for a period of ninety (90) days from the date of quote opening. Time may be extended by mutual consent of the bidder(s) and the School.

6. Conditioned bids or bids which do not conform to these requirements may be rejected.

## **DESIGN / DELIVERY / INSTALLATION AND REMOVAL**

1. Successful bidders are required to make complete delivery of all bid items awarded to them, including items on back order and/or out of stock. Estimated delivery dates for all items must be provided at the time of the

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bid. Specific delivery instructions will be provided to bidders at the time of bid award.

2. All deliveries must include a packing slip/list in each shipment. All shipping labels and packing slips/lists must clearly show the following - Purchase Order Number, Contents, and Shipper's Name & Address. If no packing slip/list accompanies the shipment, the School receiving location item record list and the count will be used as the confirmation of receipt.

3. All bidders are to recommend a renovation design to provide a clear space ready for renovation. This will require bidders to meet onsite with the School's representatives to inspect the facility and propose a design for the installation. In doing so, bidders will advise what equipment and supplies are needed to accommodate this suggested planned renovation and any applicable installation charges.

4. All bids must include all costs associated with the installation of any equipment and/or supplies included in the specifications.

## **QUALITY OF MATERIAL**

1. All materials furnished shall be new and of the best quality of their respective kinds. The bidder must supply descriptive literature and supply samples (if requested) for any and all alternate item(s) bids.

2. Any and all references to commercial types, styles, trade names, and catalogs are only intended to be descriptive, not restrictive. The intention is to indicate to the bidders the kind, quality, and size that will be acceptable to the School.

3. Where alternate items are accepted, bidders proposing alternate products must state the following on the bid form in the alternate section – the name of the manufacturer and product name/number. Bidders must be prepared to submit, upon request, samples and/or descriptive literature at no cost to the School. Samples not consumed in testing may be retrieved by bidders after the bid award. Failure to produce the required samples or literature when required will be a basis to disqualify the alternate item bid.

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4. Failure to change the description as indicated above will be interpreted to mean the bidder intends to furnish the particular make of the article called for in the specifications. Substitutions will not be permitted after bids have been opened and awarded by the School.

**5. Item Specifications as below;**

-Copy Room:1 3/8" Birch Door - Unfinished - Non-Machined Door,  
Calypso Series Classroom Lock - Grade 1,4.5 X 4.5 BALL BEARING  
BUTT HINGES (3) SATIN CHROME, VSL 07 X 22 & WINDSHIELD &  
GLAZING TAPE BRONZE, 90 MINUTE RATING QTY:1

-49 Classroom doors 1 3/4 solid birch door - clear finish - 7" x 22" cutout -  
Hinge location 4 7/8", 34 3/4", 65 - 161 Prep 4 LH - 4 RH,4.5 X 4.5 BALL  
BEARING BUTT HINGES (3) SATIN CHROME, Calypso Series  
Classroom Lock - Grade 1, VSL 07 X 22 & WINDSHIELD & GLAZING  
TAPE BRONZE, 90 MINUTE RATING, QTY:49 Doors

## **LEGAL CONDITIONS**

1. All goods and services furnished must comply with all applicable Federal, State, and local laws, codes, and regulations. All applicable laws are deemed to be part of these specifications and the contract shall be read and enforced as though they were included.

2. The bidder agrees that if awarded an order under these specifications, it will indemnify and hold harmless the School, its members, and employees, from all suits and actions of every nature brought against them, or any of them growing out of the order(s), written or verbal, entered into between the School and the bidder.

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## **SUBMISSION**

All bids are to be submitted by **June 15, 2023**, in a sealed envelope plainly marked

as follows: “Classroom Doors” and mailed or delivered to the following:

Mr. Ali Ozatalay Business Administrator 153 Penn Avenue  
East Lansdowne, PA 19050 Phone: 484-466-2124 ext. 1206 E-Mail:  
[bm@vacharter.org](mailto:bm@vacharter.org)

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