



CEDAR TREE ACADEMY PUBLIC CHARTER SCHOOL

REQUEST FOR PROPOSAL

TO PROVIDE Plumbing Repairs

Proposal Due Date: May 31, 2024

Proposal Due Time: 4:00 PM

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701 Howard Road S.E, Washington, DC 20020



Request for Proposal

1. Email a PDF copy of proposals for the furnishing of Plumbing Repair services for Cedar Tree Academy Public Charter School (CTA) to Bidsubmission@Cedartree-dc.org. Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to: Bidsubmission@Cedartree-dc.org.
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

General Conditions

1. The purpose of these specifications is to provide general plumbing repair services. If either party decides to break the contract, forty eight hours' notice must be given.
2. It is the intention of Cedar Tree Academy that no one shall be awarded this contract who does not have a satisfactory experience record in the performance of the work as described herein. Cedar Tree Academy reserves the right to investigate the financial responsibility and qualifications of any bidder to determine with reasonable assurance the ability of the bidder to furnish uninterrupted general plumbing repair services for the duration of the contract.
3. Proposals shall be firm and shall not be withdrawn for a period of thirty days after the opening of the bids.
4. Cedar Tree Academy Charter School will take action on the award of bids within thirty days after the date set for the opening thereof.

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Employees

- The District of Columbia Code requires that all applicants for school employment, including those of independent contractors but excluding employees who do not have direct contact with students, both D.C. residents and non-residents, MUST obtain a criminal background check. All must also obtain a Child Abuse History Clearance. Clearances and checks must be provided before the start of the contract.

General Scope of work

CTA is looking for Contractors to provide general plumbing repair services at 701 Howard Road SE Washington DC 20020

1. Cedar Tree Academy Public Charter School is approximately 31,000 square feet. With approximately 35 toilets and 25 sinks
2. The contractor shall provide the following services.
 - On call reservices to fix, repair or replace all plumbing needs
 - Work with city school officials as needed in cases of emergency related to all plumbing needs
3. Proposal submission shall include Contractors experience in:
 - Plumbing
 - General plumbing repair services
4. Proposal submission shall include Contractors ability:
 - Perform quickly with high quality

Employee Dress Codes, Standards and Conduct:

1. The contractor shall ensure the following:
2. That worker shall not unnecessarily converse with students, and shall refrain from catcalls, whistles, profanity or other inappropriate behavior.
3. That worker shall arrive at work sober and be advised that the consumption of alcoholic beverages is forbidden during working hours, whether consumed on or off school property and shall not have the odor of an alcoholic beverage on or about their person.

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General Plumbing Repair Services

1. All General Plumbing Repair Service Employees will be employees of the Contractor, subject to the approval of Cedar Tree Academy.
2. The Contractor shall be construed as being an independent contractor employed to provide Plumbing services only.
3. There shall be no smoking or consuming alcohol by Contractor while on CTA property.
4. General Plumbing Repair Service employees shall, at all times, be courteous and exemplary in speech, actions and dress while on the school property.
5. General Plumbing Repair Service employees shall not take disciplinary action against any child. Cases that warrant such action should be reported at once to a school administrator.
6. The Contractor shall employ a sufficient number of staff to ensure the school's plumbing repair needs are met.

Insurance

1. The Contractor must provide liability insurance policy which provides indemnity, protection or security, to the amount of at least \$1,000,000 on account of injury to or death of any one person, and subject to such limits as respects injury to or death of one person, of at least \$5,000,000, on account of any one accident resulting in injury to or death of more than one person. The Contractor also agrees to provide property damage insurance in the amount of \$100,000 for each occurrence.
2. Worker's Compensation insurance of not less than statutory limitations shall be carried by the Contractor on all employees working under the provisions of this contract.
3. The Contractor shall, at the time of executing the contract, furnish Cedar Tree Academy with a certificate indicating the contractor has complied with the insurance requirements as set forth in this specification. The certificate shall contain the provision to notify Cedar Tree Academy must be sent within thirty (30) days prior to the cancellation or termination of the insurance coverage as specified.
4. Each bidder must present evidence with the bid from an acceptable insurance company attesting that insurance as required by the bid specifications will be issued in accordance therewith.

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5. Insurance certificates shall show Cedar Tree Academy to be additional insured on all policies pertaining to the work to be performed.
6. The termination of the insurance described herein during the term of this contract shall constitute a breach thereof, and thereupon the contract shall forthwith terminate.

Assignments

No assignment, delegation or subletting of the contract, nor any part of the work thereof to be performed there under, and no assignment of money due or to become due, shall be valid without first obtaining the written consent of Cedar Tree Academy.

Method of Payment

The financial management for General Plumbing Repair Services is the responsibility of CTA Chief Executive Officer. The Contractor agrees to invoice the school at the completion of services.

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