

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: July 19, 2021

Contract/Agreement Vendor: Vale Painting Co Inc

Name of Vendor		<u>Howard Drummond</u>		<u>918-832-1119</u>	
Contact Person		<u>1226 S Hudson</u>		Phone Number	
Address					
<u>Tulsa</u>		<u>OK</u>		<u>74112</u>	
City		State		Zip	
<u>valeprinting@tulsacoxmail.com</u>					
Email address					
<u>TBA</u>					
Date of services					

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :
 W9 No
 And
 Vendor Registration 799

Person Submitting Contract/Agreement for Review: Roger Shepherd Maintenance
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement

Audience/Group to benefit from Contract/Agreement: Aspen Creek Elementary

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE

Principal and Director or Administrator: Roger Shepherd
Signature

Does this Contract/Agreement utilize technology? No Yes
 Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: _____
(Signature) Technology /Approval

Leadership Team Member: Chuck Perry
Signature

Funding Source: Bond Fund 32 OCAS Coding
Description

- Process: PLEASE FOLLOW ALL STEPS
1. The Contract/Agreement is reviewed and approved by site Principal/ Director/ Administrator.
 2. If Technology related, the Contract/Agreement is reviewed and approved Technology.
 3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
 4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on 7/19/21"
Date of Board Meeting
 5. Attach this form with Contract/Agreement and Board Memo
 6. The appropriate Leadership Team Member will review and submit to the Contract Committee
 7. Keep copy for your records

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:30a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

MEMORANDUM

To: Dr. Janet Vinson

From: Roger Shepherd

Date: July 19, 2021

Re: Painting Bid for Aspen Creek Elementary

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the bid from Vale Painting Co Inc. for painting at Aspen Creek Elementary. The total cost to the district will be \$23,810.00 and includes prep of area and walls, repair of drywall, primer, as well as two coats of ProMar 200 in rooms 101-136 (36 rooms in all.) All bidding was conducted pursuant to the Oklahoma Competitive Bidding Act. R. Shepherd

SUMMARY

Aspen Creek Elementary painting bids were received and opened on June 7, 2021 at 10:00 AM. The lowest bid was Vale Painting Co Inc.

FUNDING

Fund 32

RECOMMENDATION

Approve

BID FORM

BID 21-07: Painting - Aspen Creek

Having carefully examined the drawings and specifications; having visited the site and existing building and examined all conditions affecting the work, the undersigned proposes to furnish all labor, materials, and incidental called for by said documents for the full scope of work.

DO NOT MODIFY, ADD, OR DELETE FROM SCOPE OF WORK
Or you risk the Owner setting your bid aside.

Base Bid (including Bonds):

Twenty-three thousand eight hundred ten & 00/100 Dollars
(\$ 23,810.00)

Owner may accept or reject Base Bid of any Bid. Owner may also reject individual items of equipment in any Bid. Determination of best responsive bidder may take owners selection of Individual Items into consideration.

Bid Guarantee (for bids in excess of \$50,000.00)

Accompanying this Bid is a Certified or Cashier's Check or Bidder's Surety Bond made payable to the Owner for not less than 5% of the amount submitted herein. It is understood that the check or bond will be returned to the Bidder, except that in the event of the Owner's acceptance of this Bid, and the Bidder fails to execute a Contract and file Performance and Materials and Payment Bonds within ten (10) days of the date of the Owner's acceptance; then, in that event, the Bidder's Check or Bond will become property of the Owner because of the failure of the Bidder to comply with the specified requirements. Bid Bond is accompanied by Bonding Agent's Power-of-Attorney.

Performance, Statutory, and Warranty Bonds (for bids in excess of \$50,000.00)

It is understood that Performance and Statutory Bonds each in the amount of 100% of the contract amount covering faithful performance of the contract, and payment of all obligations arising there under, will be required by the Owner. A Warranty Bond in the amount of 100% of the contract amount covering defective workmanship and materials for a period of one (1) year after acceptance of the project will be required. Premiums for the performance, statutory, and warranty bonds are included in this proposal.

Addenda

No. 0 Dated: _____
No. _____ Dated: _____
No. _____ Dated: _____
No. _____ Dated: _____
No. _____ Dated: _____

Company Name: VALE PAINTING CO., INC. (Please Print)

Phone/Face Numbers: 918-832-1119 918-832-0776

Email Address: valepainting@tulsacoxmail.com

Fed I.D. No.: 73-1524214

Mailing Address: 1226 S. HUDSON

City, State Zip: TULSA, OK 74112

Officer's Signature: Howard Sumner J. Vice President

Date: JULY, 6, 2021

(Seal, if bid is by a Corporation)

BID 21-07 SCOPE of WORK – INTERIOR PAINTING

ASPEN CREEK ELEMENTARY

2800 West Florence Street BA OK 74012

Included:

- Prep for paint. This includes room prep. Covering flooring, built-in cabinets, and any remaining furniture as needed.
- Prep all walls to be painted. This includes repairing drywall of all small holes, cracks, and or any areas that need caulking.
- All drywall repaired areas to be spot primed with a drywall primer.
- All wall surfaces to receive 2 coats of ProMar 200. Color is Balanced Beige eggshell (7037) SW.
- Room numbers at Aspen Creek to be painted classrooms 101-136. Total of 36 rooms.

Note:

- Mandatory Pre-bid and site walk through.
- Accurate measurements are the vendor responsibility.
- Start date is July 20, 2021
- Job completion no later than August 9, 2021.
- Job site will be available on weekends.
- All materials purchasing is the vendors responsibility.

Excluded:

- Sales tax